



# Warner Trustees of the Trust Funds

Meeting Minutes  
Friday, September 25, 2020

**DRAFT**

## **1. Covid-19 Preamble**

Kimberley Edelmann read the following into the record:

"Good morning. As host of this meeting of the Warner Trustees of the Trust Funds, due to the COVID-19 Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-18, I'm acknowledging that an emergency currently exists in the State of New Hampshire and am therefore invoking the provisions of RSA 91-A:2, III (b). This Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.

At this point, the Warner Town Hall remains closed for meetings. Therefore, there's no physical location to observe and listen to this meeting contemporaneously. In accordance with the Emergency Order, I can confirm that we have or are:

- A) Providing audio public access to the meeting via telephone.
- B) Providing video public access to the meeting via the Zoom platform.
- C) Provided proper public notice of the necessary information for accessing the meeting.
- D) Providing during this meeting a mechanism for members of the public to alert this public body that they wish to speak or be recognized during any public comment.
- E) Provided a telephone number for the public to call in order to alert this public body during the meeting should they experience problems with access.
- F) Adjourning the meeting if the public is unable to access the meeting.

At this time, I welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the behavior continue, that person will be removed from the meeting.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each Trustee of the Trust Fund board states their presence, please also state whether there is anyone with you who is within audio or visual range of this meeting. This information is required under the Right-to-Know law, specifically RSA 91-A:2, III (c)."

## **2. Roll Call**

The meeting was called to order at 11:03 am. Committee members in attendance via Zoom teleconference were Trustees Nancy Bassett, Kimberley Edelmann and David Hartman.

## **3. Trustee Alternate**

Nancy put together a draft description of an ad for a Trustee Alternate. The board discussed the position for several minutes.

David suggested that he would like to see someone with investments experience / skills join the board. He

noted that in the past, he had deferred to (former Trustee) David Karrick for financial guidance. He noted that was the case when a decision was made to move to TD Bank.

Kimberley said she liked the statement Nancy included in the ad which read, "Good stewardship is necessary to carry out the original intent of the funds placed in our trust" as that was key to what the Trustees do.

In regards to accounting or financial skills, Kimberley noted that Warner depends on Charter Trust to manage investments. Trustees are not deciding which bonds to invest in. What the Trustees do need are organizational skills, a desire to help with files, and the heart and mindset for good stewardship.

David said he would try amending the proposed advertisement.

Kimberley noted that any alternates would not be able to be full board members. If they enjoy the experience of being an alternate, they would need to run for Trustee in March to join the board.

#### **4. MS-10**

The MS-10 was completed. The only thing that had not been done was the removal of ledger entries which had been sold. They would be removed in February.

Nancy noted that the Fidelity Puritan, FPURX/401 "Principal Only" line needed to be corrected to show the correct EOY figure. Kimberley said she would get that corrected. The correct EOY figure is \$27,550.25.

#### **5. Runel's Fund**

Nancy will try to locate the original Runel's Fund documents. Discussion about storage of documents within the Town Hall ensued. Nancy would speak with the Town Clerk. A visit to the attic storage may be needed. David shared how he had had to research files from the 1800's. The Town Clerk was able to assist him.

During the call, Kimberley sent an email to the DOJ, asking for any information they may have on file.

#### **6. Filing System**

Kimberley noted that all active trust funds should be in the Trustee's filing cabinet, including how the fund was created. From there, annual financial data can be added. A goal of the board should be to avoid having to go into attic records. David noted that Nancy had been leading the charge in that effort. She and David had made a start. However, Covid-19 slowed things down greatly.

#### **7. Requests for Funds**

David and Nancy agreed to visit the Town Hall to process new incoming requests for funds.

#### **8. Adjournment**

Nancy made a motion to adjourn. David seconded. Roll call; all in favor. The meeting adjourned at 11:38 am.

The next meeting was scheduled for Friday, October 2 at 11 am, same Zoom meeting details.

Respectfully submitted,

Kimberley Brown Edelmann

Recording Secretary