

## **Trustees For Town of Canterbury Trust Funds**

### **Meeting Minutes**

**November 14, 2024, at Elkins Public Library**

**Attendees:** Tiffany Brown, Greg Heath, Silvia Styles, Kal McKay

**Call to Order: 1700**

**Adjourned: 1819**

#### **Agenda:**

##### **Approve meeting minutes from July 17, 2024**

Minutes were reviewed. Motion to approve minutes as reported by Greg Heath and seconded by Silvia Styles. All trustees were in favor.

Silvia to file minutes at Town Office, Tiffany to save as PDF and upload to Google Drive.

##### **Update on new Town of Canterbury website and Municipal Record Retention Committee by Town Administrative Assistant**

Kal reviewed the new town website, hopefully to go live on 12/1/24 for town officials and for the general public on 1/1/25. Will be going to [Canterburynh.gov](http://Canterburynh.gov) web address.

We would need to decide what links we'd like on our page and a description of what we do. Deadline to Kal is November 30, 2024. We would like to get administration access to upload minutes, agenda, funds, policy etc.

Kal reviewed the new Municipal Record Retention Committee and the guidelines as to what is needed to be retained.

CXXXVII.a Minutes and Quarterly reports and CXXXVII.b Trust funds Bank statements. Need to be held permanently for Minutes and Quarterly reports and for at least 7 years after audit for the Bank statements.

#### **Old Business**

##### **Investment Policy Statement Update**

Review of Policy updates were approved by the Trustees. Copy of updated policy can be reviewed. This will be reviewed on a yearly basis.

Motion to accept policy by Greg and seconded by Silvia. All approved by the Trustees. Silvia to file in Town office and upload to Charitable Trust division.

**Outreach on Trust Funds availability to Shaker Regional School District and Town Welfare department update by Greg.**

Did not hear from school nurse, heard from Erin Chubb (principal of CES), sent an email to the Historical Society. The Fund needs to be disbursed annually is Frank Drew Library Fund. Greg to propose to the Town to disperse funds of \$1287.62 and will consult on how best to accomplish this. Greg made a motion, Silvia seconded, and all trustees approved.

**New Business**

**Review of Investment Returns**

Provided by Silvia. All funds are performing as expected per benchmark.

**Current Paper Records**

Greg provided old documents. Silvia to scan and upload to Google Drive and will file at the Town Office as required.

**Discussion on NHDRA audit and resolution**

Postponed to next meeting if needed.

**Review of Record Retention Policy**

Reviewed the policy. Silvia made a motion, Greg seconded, and all trustees approved. Silvia to upload

**Review of Online Meeting Policy**

Reviewed the policy. Silvia made a motion, Greg seconded, and all trustees approved.

**Policy regarding deposits, redemptions and distribution of trust funds under the care of the trustees of trust funds for the Town of Canterbury**

Approved on April 9 but signed today. Silvia to upload to Google drive and file at Town Office.

**Any other Business that is legally brought up before us**

**Discrepancy with Fund at NHDPIP**

Greg will correct with NHDPIP Elkins Memorial Building Repairs Fund, so it is not designated as a Capital Reserve Fund.

**All disbursements have been made by Silvia and all required information has been filed.**

**Respectfully Recorded and Submitted By:**

**Tiffany Brown**

**Trustee of Town of Canterbury Trust Funds-2025**

DRAFT