

Minutes of Meeting

COVENTRY TOWN FOUNDATION

Tuesday, February 15th, 2022

5:30 p.m.

**Due to COVID-19 guidelines, this meeting
was held electronically.**

Board of Coventry Town Foundation:

Leo Piette, Chairman; Deb Tanguay; Rosalie Bowen; Praneet Menon; Rocky Boucher; Amanda McCormick; Jana Lovejoy

Not Present:

Public Guests: Irene Dagesse

1.) Call to Order: Chairman Leo Piette called the meeting to order at 5:32 PM after having noted a quorum of board members.

2.) Public Comments: Irene Dagesse was in attendance as Coventry Village School Enrichment Coordinator. Irene shared her 2021-2022 funding spreadsheet with CTF board members. Irene will provide necessary items to us for payment submission to vendors. Some items had already occurred while others would be coming up and Irene would let the board know when the event would occur. Irene also stated that they have been placing the CTF banner on display at the events. The board thanked Irene.

A motion was made to submit payment up to \$5,118.00 to the Jay Peak Ski Program. {PM/AM} The cost consists of 6 trips at \$650 per time and \$1,218 for bussing. Payment will be sent to Jay Peak at the time of submission. There was no further discussion and motion passed unanimously.

A motion was made to submit payment to Sally Rivard in the amount of \$600.00 for Thai Chi and Yoga health classes. {PM/AM} This program will run for 6 consecutive Mondays. There was no further discussion and motion passed unanimously.

A motion was made to submit payment to Northwoods in the amount of \$1,210.80 for PBL Block segment. {PM/AM} There was no further discussion and motion passed unanimously.

3.) Approve Minutes:

A motion was made to accept the Minutes of January 18th, 2022 meeting minutes with the corrections noted for Item #6 food program: Remove establish food shelf program and policy sentences as it has been in existence with a policy set in place. {PM/AM} Leo stated the board will update the current policy in the next couple of months. Rocky mentioned that the school may be familiar with some families who could benefit from this assistance. Leo will create the process and designate individuals. Praneet will ask the School to place information regarding the food shelf in the school newsletter. There was no further discussion and motion passed unanimously.

4.) Treasurer's Report: Rosalie presented the Treasurer's Report. The checking account has approximately \$47k, the money market has \$53k, and the investment account totals \$1.61MM. There continues to be little change overall in the monthly financials. Journal entries were recorded to reflect investment fees and the correct monthly activity in the investment accounts. A motion was made to accept the Treasurer's Report as presented. {PM/AM} Leo mentioned the board will continue to monitor the fluctuation with the investment accounts. There was no further discussion and motion passed unanimously.

The following issuance of payments were approved:

- Rosalie Bowen – \$50 for Bookkeeping service for January. {PM/AM}
- Coventry Senior Meals – Deb Lucas, Director - \$300.00– Support Senior Meals Program. Deb presented paid receipts for invoices of purchased items needed for Senior Meals Program and was reimbursed. {PM/AM}

There was no further discussion on invoices and all motions carried unanimously.

5.) Scholarships: Jana mentioned one student had graduated and asked for them to provide proof of graduation, then the \$500.00 graduation gift would be provided to them. A previous check issued to this individual would be voided as the scholarship funding was not necessary.

Deb will get list of graduating names to Jana for the next round of scholarship packets to be mailed.

6.) Grant Requests:

- Personal Grants – None.
- Education Grants – None.
- School Grants – Refer to above Public Comment section.
- Community Grant – Refer to the Senior Meals payment within the Treasurer's Report section above.

7.) CTF Branding/Technology: Praneet mentioned the previous web developer hired does not have the time to complete the new website. So Praneet designed, created and presented the new website to the CTF board and requested for everyone to review. Board members need to provide a picture and bio for the website. Cost for the website is expected to be \$500 per year; consisting of \$300.00 for the website email/storage and \$200 for the domain name registration. Jana will continue to mail out scholarship items and renewals until this portion of the website is complete. There was some discussion on grant due dates - May 31st for first time applicants and fall semester and November 30th for second semester.

The domain name for the CTF website will be ctftv.org.

8) Miscellaneous:

Policies – Leo, Praneet, Rocky and Rosalie will continue to work on policies and should be completed for board review soon.

Praneet will have available via dropbox or google drive where board members can access policies, bylaws and director information.

Deb will stop in to Rosalie's tomorrow to sign checks.

9.) Adjournment: There was a motion to adjourn the meeting at 7:10 PM {PM/AM}. There was no further discussion and motion carried unanimously.

Leo Piette
President, Board of Coventry Town Foundation

Deb Tanguay, Secretary