

Minutes of Meeting

COVENTRY TOWN FOUNDATION

Tuesday, May 18, 2021

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; Jana Lovejoy; Amanda McCormick; Jean Maxwell

Not Present: Don Whipple

Public Guests: Irene Dagesse (CVS Enrichment Coordinator); Todd Rohlen (CVS Principal)

1.) Call to Order: Chairman Leo Piette called the meeting to order at 5:31 PM after having noted a quorum of board members.

2.) Approve Minutes:

A motion was made to accept the Minutes of April 20th, 2021 meetings with correction of Vista food voucher cards to be approved by two board members versus requiring two board signatures. {JM/DT} There was no further discussion and motion carried unanimously.

3.) Public Comments: Irene discussed some possibilities for continued enrichment programs at the school and will forward Leo an anticipated program schedule for next year. Educational funding has been spent on week long residencies (Vermont authors), the ski program at Jay Peak, Old Stone House Museum, North Woods Stewardship program, Craftsbury outdoor center, and Sicken. Irene stated the school is informing parents and students of the funding the CTF provides that enables them to participate in these enrichment programs, and will also place on website and in the CVS Python Post newsletter. They will be placing a page dedicated to photos indicating of items funded by the CTF in the school yearbook as well.

Todd discussed an upcoming pavilion project the school is researching in hopes for the school and community to use. The location is anticipated being down near the soccer field and he hopes it will be a joint venture between the School, Town and Foundation. The anticipated cost is approximately \$35k for the slab and pavilion, but does not include labor.

Todd did ask the Foundation if they could provide an additional \$5k for enrichment program funding. This would assist with trips to Boston or other areas for educational enrichment for students. Leo stated the CTF board will consider but that the board has just started reviewing the budget for the next year.

Deb reminded Irene and Todd of the \$10k Newport Maritime boat funding that was approved at Town Meeting that is available for the school to use. Deb will forward contact information to them and requested for them to touchbase with Rick in scheduling the school.

Leo did request for the school to compose a letter indicating the enrichment funds provided has not lowered the school budget or created a backlog and if it was not for the CTF, these trips and events would not happen. Todd said he would provide a letter.

4.) Treasurer's Report: Rosalie presented the Treasurer's Report. The checking account has approximately \$90k and the investment account is \$1.6MM. The financials continue to not see a lot of change. Covid assistance to residents continues to be the biggest expense. Rosalie made the necessary entry to record the investment interest and fees. Leo stated he thought the fees should be deducted quarterly for investments. A motion was made to accept the Treasurer's Report as presented. {JM/DT} There was no further discussion and motion carried unanimously.

The following issuance of payments were approved:

- Rosalie Bowen – \$50.00 – for Bookkeeping service for April {JM/DT}
- Coventry Senior Meals – Deb Lucas, Director - \$200.00 – Support Senior Meals Program. Deb presented paid receipts for invoices of purchased items needed for Senior Meals Program and was reimbursed. {JM/DT}
- Vista - \$485.00 – for Covid relief gift cards. Vista granted the CTF a \$15 discount with the cost of the gift cards. {JM/DT}

Rosalie presented the initial budget for review and there was a little discussion on budget items. Some of the following line items were discussed:

Audit – increase to \$1k

Insurance – increase to \$2.5k

Rosalie will research Investment fees for prior years

Historic Preservation – leave at \$100

Community Grants – leave at \$30k

School Grants – leave at \$20k

Educational Scholarships – decrease to \$50k

Postage – increase to \$1k

Advertising/Marketing – increase to \$2k

Annual Meeting – increase to \$3k

Leo requested for Rosalie to adjust budget figures and provide revised copy for further review.

Leo stated the Annual Meeting will be postponed to September to allow for the Covid pandemic restrictions and guidelines to be lessened or removed.

5.) Investments: There was very little discussion on Investments.

6.) Scholarships: Jana requested for Leo to drop off scholarship packets received to her.

Amanda McCormick left the meeting at 6:35pm.

7.) Grant Requests:

- Personal Grants – None.
- Education Grants – None.
- School Grants – A motion was made to issue a payment to Siskin in the amount of \$3,390 to increase students' knowledge about the natural world. {JM/DT} There was no further discussion and motion carried unanimously.
- Community Grant – Senior Meals allocation, refer to Treasurer Report section of these minutes.

Leo stated he would like to present a \$50 gift card to a resident for his assistance and dedication with some community gardens. A motion was made to issue a Coventry resident with a \$50 food gift card. {JM/DT}. There was no further discussion and motion carried unanimously.

8.) CTF Branding and Logo: There was very little discussion.

9) Miscellaneous:

A motion was made for Leo to renew the Zoom subscription. {JM/DT} There was no further discussion and motion carried unanimously.

10.) Adjournment: There was a motion to adjourn the meeting at 7:06 PM {JM/DT}. There was no discussion and motion carried unanimously.

Leo Piette
Chairman, Board of Coventry Town Foundation

Deb Tanguay, Secretary

