

Minutes of Meeting

COVENTRY TOWN FOUNDATION

Tuesday, October 19th, 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; Praneet Menon; Rocky Boucher; Jana Lovejoy; Amanda McCormick

Not Present: Rosalie Bowen; Jean Maxwell,

Public Guests:

1.) Call to Order: Chairman Leo Piette called the meeting to order at 5:33 PM after having noted a quorum of board members.

2.) Approve Minutes:

A motion was made to accept the Minutes of September 21st, 2021 meeting minutes. {RB/PM} There was a little discussion regarding Annual Meeting versus Special Meeting. There was no further discussion and motion carried unanimously.

3.) Public Comments: None.

4.) Treasurer's Report: Rosalie presented the Treasurer's Report. Again, not much has changed between from the prior month due to the Covid pandemic. Journal entries were recorded to reflect investment fees and the correct monthly activity in the investment accounts. There was a motion to accept the Treasurer's report as presented. {RB/PM} There was no further discussion and motion carried unanimously.

The following issuance of payments were approved:

- Rosalie Bowen – \$50.00 – for Bookkeeping service for September. {RB/PM}

- Coventry Senior Meals – Deb Lucas, Director - \$250.00 – Support Senior Meals Program. Deb presented paid receipts for invoices of purchased items needed for Senior Meals Program and was reimbursed.
{RB/PM}

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

5.) Investments: The CTF board will continue to request funding from residents to supplement the endowment. Rosalie will check with Eva Hayes to see if she can be present at the Annual Meeting to answer any financial questions that may arise. Matt Maxwell will be the moderator for the Annual Meeting.

There was some history discussion with the process of appropriation requesting thru the Town.

Amanda joined the meeting 06:40pm.

6.) Scholarships: None. Jana stated verification forms will be sent out next month for the second semester scholarship funding.

7.) Grant Requests:

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

8) Miscellaneous: Leo stated policy review and public outreach will commence in December with the possibility of the next Covid food vouchers mailing in January.

The CTF board has twelve policies that are established and exist; however, they will be reviewed and formatted correctly. We will work on getting the Public Relations campaign going in January and February to assist with asking help from residents. Rosalie, Leo and Praneet will continue working on policies until they are completed.

Post cards for the November Annual Meeting will be going out soon to CTF members. Deb will provide the voter checklist for verification resident is a registered voter. Residents have to reside in Coventry and be a registered voter in order to become a CTF member. Annual Meeting will be held November 16th at 6PM with the CTF board members arriving at 5PM to set up for the meeting. Deb will prepare an

informational sheet with board member BIO's for residents to take. Deb will bring masks for resident's use.

Motion to re-designate the prior Special Meeting as approved prior month and reclassify as an Annual Meeting {RB/PM} There was no further discussion and motion carried unanimously.

9.) Adjournment: There was a motion to adjourn the meeting at 7:03 PM {RB/PM}. There was no discussion and motion carried unanimously.

Leo Piette
Chairman, Board of Coventry Town Foundation

Deb Tanguay, Secretary



