

## Temple 250 Anniversary Fund

July 5, 2018 (draft written on May 15, 2018)

Approved Meeting Minutes from Monday, May 14, 2018

The Temple 250th Anniversary Fund (The Fund) held a regular meeting on Monday, May 14, 2018 in the Temple Town Hall Annex. The meeting was called to order at 7:02PM. In attendance were Julie McAdoo, Christine Robindoux and Vince Mamone. All are appointed members of the Temple 250<sup>th</sup> Anniversary Fund Advisory Committee (The Committee). An agenda was created which included:

1. Review of our procedures
2. Review of past correspondences
3. Review of the award process that we have been using and to see if we needed to make any modifications to improve it.
4. Review and rewrite the Newsletter article that we have employed to advertise the Fund .
5. Elect Officers
6. Discuss 2 instances of expressed interest in applying to the fund for financial support.

The first thing we did was elect officers. All votes were unanimous. Julie will be our Committee Chair with responsibility to call meetings, post meeting announcements and to chair the meetings. Christine will be Vice Chair and will lead on advertising and public announcements relating to the Fund. Vince will be Secretary with responsibility to take minutes, write them up and submit drafts, and bring them to the next meeting for approval and then submit final minutes to Temple Government.

We next reviewed our procedures and will continue to follow them during this next year. We generally have 3 – 4 meetings a year and make one or two awards. We would like any Applications to be received by the 15<sup>th</sup> of October. We will update our application form and make it easier to obtain and with clearer instruction on how to apply. We will meet in the Fall to review applications and to vote on which applications, if any, will be recommended for funding from the Fund. Recommendations are made to the Temple Select Board for their approval. Applications must meet the guidelines of the Fund that were spelled out in detail when the Fund was created. Neither The Committee nor the Select Board can override these guidelines. We try to award the proceeds from the Fund each year. But if required we can carry over proceeds from one year to the following year. Vince was given the action item to update the application form and to email it to the other Committee members for review so that we can get our updated application form out to potential applicants.

During the review of past correspondences we looked at past years Fund proceeds, interest and awards. It has not been easy in the past to get timely information of balances and payments so we want to review the statements from the bank account that holds the Fund Proceeds. For clarity, the Fund is under the control of the NH Charitable Foundation which submits proceeds (earnings) from the Fund to the Town of Temple where they are deposited in a special bank account set up for that purpose. Awards are paid out of this bank account. Having an accurate account of the Bank account transactions will allow us to provide a timely and more accurate report to the Town and to the Temple Annual Report.

An action item was given to Christine to rewrite the Newsletter article in an effort to create greater awareness of the Fund. Christine will share her draft article with the Committee members for review so that we can finalize it in time for use in the next Temple Newsletter. We are looking at other places to submit articles about the Fund. Areas we discussed include the Town Website and The Temple Community FaceBook Page. We are making a serious effort to follow RSA guidelines for Right-to-Know requirements.

Lastly we discussed if anyone had heard of any potential applications or expressions of interest. We do not know of any possible applications at this time. We will reach out to town organizations to see if any exist. There were a couple of questions raised to see if the Fund was a suitable vehicle for certain projects. We did not have sufficient information to evaluate either at this time. But we will encourage and help anyone who wants to submit an application.

Our next meeting is tentatively set for early July. Julie will try to find a suitable date and schedule the meeting.

The meeting was adjourned around 9PM. (I forgot to take note of the exact time but we left the building around then).

This DRAFT document submitted by:

Vince Mamone, Secretary