

CTF Meeting Notes

November 20, 2018

Board members present: Leo Piette, Don Whipple, Rosalie Bowen, Jean Maxwell, Anita Gariepy

Secretary's Report: Approved as written

Treasurer's Report: Accepted as presented. \$1482.00 previous expenditure to Butler's Bus Service not used and check was returned and voided.

Grants: Grant approved last week for student educational trip to Belize for \$500.00 to be written to UVM.

1. Board approved \$350.00 to be paid to NECKA for Coventry resident for wheelchair ramp. NEKCA used the grant to procure further funding for the ramp.
2. Board approved \$350.00 to NECKA for Coventry resident propane bill.
3. Board approved \$350.00 to NECKA for Coventry resident for water pump
4. Board approved individual grant for Coventry resident for reimbursement for \$48.00 for lunches and gift bags at a community meal at the Community Center for 12 Coventry students.

Endowment: Board approved moving \$14,000.00 from checking account to endowment.

Bills paid: \$45.00 to Orleans-Essex VNA for 2018 flu shots, \$19.39 to Front Desk for printer ink cartridge, \$60.00 to Anita for treasurer duties.

Rosalie presented QuickBooks CTF transaction data entry and explained reports QuickBooks generates. Eva Hayes (tax preparer) will be given the back up for QuickBooks for year ending 6-30-18.

At next meeting Board will review holiday gift card list generated by school, town clerk and NECKA. Anita will research Downtown Dollar.

Leo passed CTF personal grant form for agencies for board to look at and discuss next meeting

Board went into executive session at 6:48.

Board came out of executive session at 7:05. Anita Gariepy offered her resignation from the CTF. The Board accepted her resignation. Rosalie Bowen was elected treasurer.

Don now has key to mail box and file cabinet. Jean will get gift card list and Downtown Dollar information as well as a signature card from CNB. Don will get Christmas gift card letters and envelopes.

Next meeting December 11 at 5:00 Adjourn 7:25