Board of Trustees Meeting Minutes

06-13-2019

Present: Matt Kretchmer, Jim Gilbert, Larry Gilbert, Kathy Woeppel, Heather Bacci

1. Grants

-Clarification that grant applications, in addition to those already approved, will be accepted for years 2011-2019

-Heather will pay the previously approved grants once she has checks for the account. Heather will draft a letter to go out with those payments and will submit it to the other trustees for approval prior use

-Jim will keep a list of newly submitted grant applications. He will submit the list to the trustees with his recommendations, the trustees will then vote on whether to approve

-Trustees agreed that we will keep the grant amount at $2500 until we determine where the financials are at and whether the trust can afford to increase the award amount

\*\*\*Larry made motion to give grants to Elsie’s surviving siblings Iris, Lilly and Kenny. Matt seconded the motion.

Vote of board: Yay Nay Abstain

Larry Kathy Heather

Matt Jim

2. Houses Updates

•Insurance

-Policies on both houses issued through Fidelity & Deposit Co., through the Charles Crane Agency under the DAD book of business, were cancelled effective 5/22 when DAD transferred assets to the trust. Heather has been working with Kim LaChance at Crane in an effort to get the policies reinstated for the trust but they are unsure that they can do so. Heather will also contact Wally Duchscher to see if they can provide insurance on the properties. Wally had previously indicated that he felt it would be difficult to insure Aunt Elsie’s house due to the knob and tube wiring and the fact that the house has not been inhabited for quite some time.

•Lawn & Landscape

-Heather still has not received any billings from Frontier Landscaping

•Water, Sewer, Trash

-Sewer line was to go in this past week. Kathy has been gone so she is unsure of status. Matt has seen work going on in the alley.

- Heather has still not received any billings

•Electricity & Natural gas

-Heather has still not received any billings

•Real Estate appraisals

-No appraisals or opinions of value have come in yet.

•Plumbing

-Plumber cannot start until next week.

3. D.A. Davidson Update - Email forwarded Monday 6/10

•Website

-Jim provided passwords to the DAD investment accounts: User Name-elsienelson, Password-Chester75!

•Reporting

-Accounts were to be closed by June 1st. Why has this not happened?

-Final tax return needed to be filed before funds could be released

•Investment Strategies – simple ETF based investments

-No specifics yet on investment strategy

-We need to have discussion with Jacob Lorang. How long do we need funds to last? What is the expected life of the trust?

-Matt will contact Jacob Lorang to see if we can get a group meeting scheduled for July 18th while we are all in Havre to work on Aunt Elsie’s house

•Investment Policies

\* Do we only rely on income or take some principle when we have more Grants than income?

\*Budget for amount to be applied to Trusts/year?

\*Our internal Trust expenses

-Operating costs (i.e., accounting, legal expenses, etc) will affect the amount of principal

-Internal Trust expenses will consist of website (if approved), postage, printing, etc.

4. Bonding Status

-Jim provided additional information on bonding. Bonds are issued for a full year with no pro- rata refunds. The cost is $5.60/$1,000 of coverage. Therefore, the cost of bonding each temporary trustee for the remaining two months of our assignment would be approximately $1,500.00/trustee. The trustees agreed that, due to the expense for such a short term of coverage, the temporary trustees will not need to be bonded. The permanent trustees will need to be bonded.

5. Legal Help & Accounting Update

-Jim spoke with Josh Campbell. He is interested in representing the trust

-Jim spoke with Darcy Reum from Havre. She will provide her cost of being an accountant for the trust. She will also be providing Jim with a list of attorney’s in Havre who may be interested in doing work for the trust.

6. Election of Permanent Board

•Address list still has gaps – how do we deal with that?

-Jim provided update on addresses he is still missing. Matt will fill in some missing gaps with his family contacts

-The trustees discussed that although Tana was not legally adopted by Aunt Flossie, she is considered family and will be included as such in this trust.

•Ballots – secret or not

•Ballot return

\*Electronic and via mail

\*Process for receiving and storing mail returned ballots

\*\*\*Matt made a motion that the ballots be “mail in” only, sent to a third party (Wally Duchscher) with the voting parties name disclosed. The third party will collect the ballots via a post office box. Available trustees will then meet after the voting date has expired to validate and count the votes. Larry seconded the motion.

Vote of board: Yay Nay

Larry

Kathy

Heather

Matt

Jim

6. Website Discussion

•Cost Items

\*Up-front cost of a 10 year website is $2,350.56

\*Internal firewall encryption needs to be updated every 2 years at a cost of $150/2 yr period

\*External security (SSL) needs to be updated every 5 years at a cost of $1200/5 yr period

-Kathy suggested that we hold off on the expense of the website until we have a better idea of what the trust assets/expenses are. Jim and Heather were ok moving forward with the website. Larry and Matt want to have more time to think about it. We agreed to table the matter until our next meeting.

7. Next Meeting

-The next meeting will be held on Wednesday, June 19th at 7:00 MT. Jim will send conference call info.