

***Williams-Rockwell Educational Gift  
Foundation Committee  
Minutes***

**Mayor's Conference Room 128, 95 Pleasant Street  
Gardner, Massachusetts**

January 27, 2016  
3:00pm

*Organizational Meeting*

**Committee Members present:**

Mark P. Hawke, Mayor or Designee  
Atty. James M. Walsh, City Council President or Designee  
Charlene M. Daigle, City Treasurer  
Denise L. Clemons, Superintendent of Schools  
James R. Abare, Representative of the Gardner School Committee  
Dr. Paul Damour, Trustee- 3 year  
Theresa Thompson, Trustee- 3 year  
Atty. Robert Rice, Trustee- 2 year  
Dr. James Faust, Trustee- 2 year

**Members absent:** None

**Also present:** Mary Delaney and C. Deborah Phillips

- I. **Call to order:** Mayor Mark Hawke, called the Organizational Meeting to order at approximately 3:45 p.m.
- II. **Election of Officers:** Mayor Hawke outlined the need for the following offices to be filled and called for nominations in order to elect a:
  - a) Chair
  - b) Vice Chair
  - c) Treasurer
  - d) Secretary

On a motion by City Council President James Walsh and seconded by Trustee Theresa Thompson the following individuals were nominated and unanimously elected to serve as:

Chair - Mark P. Hawke; Vice Chair-Theresa Thompson; Treasurer-Charline Daigle; Secretary-Rachel Stephano (not present); and Clerk-Attorney Robert Rice.

**III. Organization of Committee:** Chairperson Hawke led the discussion of the overview of the Committee Requirements. This discussion included, Tenure of Officers, Meeting Schedule and Rules for Committee Meetings, all of which require a vote of the committee.

On a motion by City Council President James Walsh and seconded by Superintendent Denise Clemons, it was unanimously voted:

- Tenure of Officers will be one year.
- Meeting Schedule will be need driven to begin with and the next meeting is scheduled for **March 23, 2016 at 3:30 p.m.**
- Robert's Rules will be used to govern future Committee Meetings.

**IV. New Business:**

- a) An RFQ presentation by Mary Delaney, City Purchasing Agent, was given. The RFQ process will be used to obtain a Fund Manager to invest the account funds. Treasurer Daigle noted that the interest earned thus far is \$31,572.34. Draft RFQ will be distributed for comment and the process will begin at the beginning of February.
- b) The Application Process for awards and scholarships was discussed next. Chairperson Hawke will email a draft application to Committee members for their review before the next meeting.

**V. Adjournment:** The meeting closed at approximately 4:15 p.m.  
**Motion to Adjourn** – All in favor.