Williams-Rockwell Educational Gift Foundation Committee Minutes

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

March 23, 2016 3:30pm

Committee Members present:

Mark P. Hawke, Mayor or Designee Charlene M. Daigle, City Treasurer James R. Abare, Representative of the Gardner School Committee Dr. Paul Damour, Trustee Theresa Thompson, Trustee Atty. Robert Rice, Trustee Calvin Brooks, Designee

Members absent:

Atty. James M. Walsh, City Council President Denise L. Clemons, Superintendent of Schools Dr. James Faust, Trustee

Also present: Mary Delaney and Rachel Stephano-Secretary

- **I.** Call to order: Mayor Mark Hawke, called the Meeting to order at approximately 3:30 p.m.
- **II. Approval of Minutes:** Organizational meeting of January 27, 2016. <u>Mark Hawke/Robert Rice</u>— All in favor.
- III. New Business Review RFP's (total of seven) presented by Mary Delaney
 - a) Decided to review as a group
 - b) Explanation of RFP process
 - c) Need to develop policy for investment
 - d) Donations to Trust and whether they are tax deductible
 - e) Discussion regarding the distinction of funds; whether they are public and subject to DOR municipal standards. Need to confer with legal counsel
 - f) Members eliminated three proposals, and it was decided to request presentations from remaining four firms.
 - g) Discussion re: time requirement for presentations
- IV. Vote for contract signatory authorization carried over.

V. Review of draft application carried over

VI. New Business:

- a) Theresa Thompson inquired whether any monies would be made available for initial scholarship for this year. Need to confer with legal counsel.
- b) Paul Damour suggested news release to update public re: investment process. Chairman will contact press.
- c) Date and time chosen for next meeting, Wed., April 6, 2016, 3:30 5:30 p.m.
- **VII. Adjournment:** The meeting closed at approximately 4:15 p.m.

Motion to Adjourn Mark Hawke/Robert Rice – All in favor.