

Frances J. Tolles Home Complex

44 Sullivan Street
Claremont, NH 03743
Phone (603) 542-3070

TRUSTEES MEETING MINUTES

Jan 18th, 2013

1. Meeting called to order at 8:00 am.

a. Roll Call taken with the following Trustees present:

Rebecca Vinduska, Chair - Absent
Alison Raymond, Vice Chair - Absent
Vicki Landry, Treasurer
Deb Yurek, Secretary
Claire Dole- Absent
Wendy Moquin
Linda Mentillo
Keith R. McAllister, Site Manager

b. Quorum established: yes

c. Agenda: Motion to approve agenda as written was made by L. Mentello and seconded by W. Moquin.

-Motion passed.

2. Chairman's Notes: R. Vinduska was absent and vice chair A. Raymond was Absent, Sec. D. Yurek Chaired the meeting.

3. Secretary's Report: D. Yurek presented the minutes of the Nov 9th mtg, Motion to accept meeting minutes as amended fixing typo of price of shed from 43500.00 to \$3500.00 was made by V. Landry and seconded by Linda Mentillo.

Motion: passed

4. Treasurer's Report: V. Landry presented Nov and Dec financials for review,
-Motion made by L. Mentillo and seconded by W. Moquin with V. Landry abstaining.
-Motion passed.

A. proposed FY13Budget – V. Landry presented that in FY12 the Funds for Operations from the Trust came in below the budgeted amt as well as the line item for the Helen Jones rents was not subtracted as we put that income back into the Trust this left a shortfall for the year. Vicki reported that she has requested from the Trustees of Trust that we be able to use the Helen Jones rents in the Operating budget for FY12 and going forward, she also requested that we be allowed to submit past invoices to the Building fund that were never submitted but paid for by the Operating Budget. Vicki reported that she felt confident that our request will be approved.

Ideas for the Board to discuss going forward

1. Changing our Budget year to align with the payment from the Trust.
2. To look at our existing banking accts and combine to reduce the need for transfers.
3. How the Board would like financial reports designed.

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5. **Site Manager Report:** K. McAllister provided a written report for Dec 2012, and handed out a letter from the Fire dept in regards to the new wireless alarm to the fire station. Members asked K. McAllister to find out more information.
-Motion to “accept Site mgrs report” was made by L. Mentillo and seconded by W. Moquin
-Motion Passed.
6. **Public Comment:** 2 present.
7. **Old Business:**
 - A. Adoption of Incident reporting form and procedure.
Motion: To accept incident report guidelines and forms as amended at Nov mtg was made by W. Moquin and seconded by V. Landry.
Motion passed.
 - B. Backup generators
Motion: To move backup generators back to 5 yr plan was made by V. Landry and seconded by W. Moquin.
Motion passed.
8. **New Business: Moved to after Chairpersons notes.**
 - A. Board Retreat planning.
 - B. Discussion about expanding capacity.
Motion made by Wendy Moquin and seconded by L. Mentello to table New Business until the Feb meeting.
Motion Passed
9. **Adjournment** – Motion to adjourn meeting was made by V. Landry and seconded by L. Mentillo.
-Motion passed.

Respectfully submitted,
Keith R McAllister, Recorder
Deb Yurek, Secretary
Approved by Board 02/15/13