

# **Frances J. Tolles Home Complex**

**44 Sullivan Street**

**Claremont, NH 03743**

**Phone - (603) 542-3070**

**E-Mail - Tolleshome@myfairpoint.net**

## **BOARD of TRUSTEES MEETING**

**Friday, Feb15<sup>th</sup>, 2013**

**8:00 AM – Frances J. Tolles Home Living Room**

### **Minutes**

1. Call meeting to order
  - A. Sign Roll – Wendy Moquin, Linda Mentello - absent
  - B. Establish quorum – Yes, 5 Members present.
  - C. Approve agenda – Motion to approve agenda was made by A. Raymond and seconded by D. Yurek. Motion passed.
  
2. Chairperson's Notes – Rebecca Vinduska welcomed newest Board member Claire Dole. R. Vinduska discussed with the Board that she was feeling that it may be best if she stepped down from being the Chairperson of the Board due to work and family obligations. Board members were supportive that she has been doing a great job and would not want to see her step down. No decision was made.
  
3. Secretary's Report – Jan 2013 – Deb Yurek, presented the minutes for review. V. Landry made a Motion to approve the Minutes amended to fix the date from 2012 to 2013, D. Yurek seconded and Motion passed.
  
4. Treasurer's Report – Vicki Landry stated that she would have the Profit /Loss statements for the next Board mtg in March. She presented to the Board that it would be a good idea to think about changing the Budget Fiscal Year to coincide with the distribution of Operating Funds from the Trustee of Trust Funds which is usually sometime in April.  
Motion made by D. Yurek to move the Annual meeting to the June Trustees Mtg effective June 2014, with the Annual Budget to be established at that time and to run July-June. The Fiscal year will continue to follow the City of Claremont's FY was seconded by V. Landry.  
Motion approved.
  
5. Site Manager's Report – Keith McAllister provided a verbal report to the Board. We are at 100% occupancy. Tenants are working on their Annual recertifications. We won a \$20.00 dollar gift certificate from the Downtown shop campaign for the food purchased from Simply Comfort for our Holiday party. The sprinkler system is completed and passed inspection. The City fire dept radio box could be added at no cost to the Tolles Home but we would be responsible for other cost which will need to be explored further. We have received solicitations for changing our electric supplier; more info will be gathered for the Board.

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6. Public Comment- No public in attendance.

7. Old Business

A. Board Retreat planning- K. McAllister presented that it would be possible to have someone come in to work with the Board. Members expressed that what they are looking for in a Board Retreat is for someone to help them with organization of the Boards goals/plan and direction but not governance. Members asked K. McAllister to coordinate a conversation with prospective Consultant and A. Raymond to be discussed further with the Board.

B. Discussion about expanding capacity – item will be discussed at Board Retreat.

8. New Business- none

Motion made by D. Yurek and seconded to go into Executive session @ 9:50, Motion passed.

9. Adjournment – Motion to adjourn was made by V. Landry and seconded by D. Yurek, Motion passed.

Next Trustee Board meeting 03/15/2013