

Hooper Board Meeting Minutes

May 2, 2023

In attendance: Helen, Joni, Sue, Becky W., Steve, Peggy, Will, Cheryl and Seth

Call to order: 7:06 p.m.

Presentation of Reports:

Secretary's report – Sue read the April minutes, type-o's need amending, Sue will make corrections and resubmit. Joni motioned to accept as read, Will to approve/Seth seconded. Approved.

Treasurer's Report and Trust Update – In Amy's absence, Helen commented a deposit of \$1,935 was made and that the ending balance for March was \$46,114

FoHi Report – Helen reported on Becky Sethi's behalf that a balance of \$41,961.21 is the most current amt. to report (no recent bank statement available). Joni reported that Amy will follow-up with the balance received as a result of the recent timber cut in the Hooper Forest. Seth shared on Alicia's behalf for the Conversation Committee that the proceeds from the cut were approximately \$56,000. It was raised and with discuss about maximizing this deposit to realize the highest interest gain possible (Steve, Peggy). The Board can recommend to deposit this sum into a "PDIP" or Public Deposit Investment Program. This is set up by the state through an investment pool. Steve explained further that the funds are then liquid and 4% is earning interest. Sue motioned to approve the treasurer's report as read. Seth seconded the motion. Will motions to abstain. Approved.

Director's Report – Helen reviewed the report as distributed prior to the meeting. She highlighted that minus one 6th grade teacher the Hooper program will either benefit or present as a detriment. Becky Whipple also shared an update on her programs and teaching to date. The Hooper Institute building is open for the season and Helen is slowly moving herself back in. Helen shared relative to summer interns that 410 hours will be awarded to 7 students following the interview night.

Conservation Committee Report – Laura's term on the board has ended. No formal report.

Scholarship Report - Helen shared she will move the existing scholarship applications along to Liz Collinsworth for the May 15 deadline. Although her term is done, Liz agreed to remain on and help with this until a replacement is found for her spot. Peggy suggested asking Carol Malnotti and Joe Coneeny to serve again on this committee. There is interest from Seth and Emma to learn more about this committee from Liz. Joni confirmed that the scholarship committee chair is a Hooper board member and the board is in agreement it is a 3 year commitment.

Old Business:

Update on authorized signers for the Hooper Bank Account at Savings Bank of Walpole – Sue volunteered to refresh the email request to the group and schedule date in the upcoming week (Amy, Joni, Helen, Sue)

Helen commented that the Hooper Institute building is due to have an energy audit. She is waiting to hear from E.E. Houghton to schedule this.

New Business:

Evaluations: Peggy

The Trustees of the Trust will meet on May 11th to to evaluate Town employees. She suggested that the Hooper board discuss doing an evaluation of Helen as a Trustee employee. She suggested things like discussing and then voting on a percentage increase in compensation to Helen. The board should meet privately with Joni to discuss this and then meet collectively with Helen.

Peggy also suggested that the board of directors be evaluated as to the level of commitment and reasons why there has been a lack of a quorum at meetings.

Status of the Trust/Total Return Policy: Peggy

Currently, 2 quarters have been drawn from the Total Return Policy totaling in proceeds \$51,740.51. This will help cover monthly bills/expenses and salaries of Hooper.

Hiring Committee:

Sue, Will, Seth and Joni stepped forward to form this committee. Joni plans to invite the board to review the job description (Becky Whippie's position), evaluate and review the by-laws. Helen asked about a means to do her own self evaluation. Will asked about when we'd see a copy of the job description. To be distributed by Helen to the board. Both an existing and revised job description will be discussed and voted on. Joni confirmed that the Hooper by-laws are being followed. Sue asked to confirm what the Dept. of Labor laws govern for hiring by a Trust.

Chairperson nomination: Joni raised a question to review the board by-laws for officer positions. All in favor to have Joni and Sue continue as Chair/Co-chair. Cheryl recommended that Emma continue to attend meetings. Joni will follow-up with Emma to confirm.

3rd Annual Fall Festival – Sept. 23, 2023

Discussion included ideas to ask community garden members, 4-H Club and Hooper board members to be involved in the planning and day of event. Volunteers confirmed tonight are: Sue, Seth, Will

July 26th College Student Scholarship award recipient Presentations will be held at the Town Hall in the evening.

Next meeting: Tuesday, June 6, 2023 at the Hooper Institute

Meeting adjourned: 8:16 p.m.

Respectfully submitted,
Sue Nadeau

