

## Hooper Board Meeting Minutes

June 13, 2023

In attendance: Helen D., Joni C., Sue N., Becky W., Peggy S, Will G., and Seth A.

Joni Cormier called the Hooper Board meeting to order at 7:07 p.m.

Board Update: Discussion of number of participants on the board, all agreed to recruit 3-4 new members, idea shared to recruit “alternate” board members. Seth and Sue shared they each have an individual in mind to invite to the Board.

Questions were raised around the table as to why the scholarship committee operates separately and sends a report to the Hooper Board. Peggy explained the origins of Hooper’s struggles in 2015 that involved the golf course and institute building. She explained reasons why a Board was created and tasked with the responsibility of managing the entity. Joni shared another question as to the origins of Friends of Hooper Institute formation – some discussion continued by all of which history and facts were presented to educate some of the newer Board members. There was additional discussion and sharing of historical perspectives on scholarships, education and building maintenance. Should the Board consider re-writing the by-laws? Should the Board have a strategic planning session? All agreed that representation by other committees is important to Board meetings – purpose of providing regular updates and information as communication. Questions raised as to frequency of meetings for these reports. Should they continue as monthly or every other month or differently?

### Presentation of Reports

- Secretary’s Report - Sue N. agreed to take meeting minutes in Emma’s absence. All agreed to review the May minutes at the July meeting.
- Treasurer’s Report & Trust Update – Amy  
Local account balance is \$19,189, FoHi balance \$37,170.90/savings, \$7,219.65/checking. Helen answered the question as to the source of funds in this account – donations, grants and foundations. There was discussion about the funds acquired from the timber harvest in the Hooper forest. All agreed and with Peggy’s suggestion that these funds go into the Hooper account. She suggested the board seek a high interest yielding source to deposit the funds. Wise to compare interest rates, access to funds, etc. Amy expressed consideration of how liquid these funds would be to the needs of Hooper. She offered to research sources for deposit and report back to the Board.
- Director’s Report – Helen shared highlights from the report distributed by email in advance of tonight’s meeting.
- FoHi Report – account balances shared with Treasurer’s report

There was discussion around the FoHi structure, who sits on the committee and representation at Board meetings. Ideas were shared as to frequency of meetings, submission of reports and updates. To be discussed further in a proposed Board strategic planning session.

- Conservation Committee Report – no report this month (new liaison has not been identified yet to report to Hooper Board)
- Hooper Scholarship Report – Amy shared and Peggy expanded on the results of the scholarship applications. 4 applicants were reviewed, 3 awarded.

### Old Business

- Evaluations – Peggy shared that the Trustees met with Helen to deliver her performance evaluation. Joni and Sue met with Helen prior to tonight's Board meeting to deliver the Board's evaluation.
- Status of the Trust and Total Return Policy – Peggy  
Amy reported that \$30K was the amount received from the Total Return Policy. Hooper funds plus interest should be reinvested at the bank. Peggy will address this to be sure the Hooper realizes the benefit of reinvesting any interest. There were questions and discussion about the use of the Hooper maintenance funds. The building is proposed to be renovated, updated and inspected. The energy audit is still pending to occur.
- Hiring Committee – Helen shared that there are a couple of good candidates from advertising on Indeed.com to be considered for pre-screening. The goal is to identify 3-5 good candidates and let the committee know when meetings will be scheduled. Will and Sue shared concern about timely screening and scheduling for interviews so opportunities are maximized. Helen reminded all about the July 26<sup>th</sup> date for the student scholarship and intern presentations at the town hall.
- Officer nominations – discussion around how many Board seats are still needed. Suggested that 3-4 would be needed and that perhaps the by-laws should be reviewed and maybe rewritten. Board discussed holding a strategic planning session – how to generate participation on the board and scheduling date monthly or otherwise, reporting, generating membership. The Board will entertain Peggy's offer and others to have a facilitator present at a strategic planning meeting.
- Planning is needed for the 3<sup>rd</sup> Annual Fall Festival in September 2023. Some discussion followed.
- Scholarship recipient and summer intern Presentations at the Town Hall scheduled for July 26<sup>th</sup>.
- Confirmed – the Board members required to become signers on the Savings Bank of Walpole account took place earlier this summer. Helen now has a debit card to access funds.

## New Business

- Joni shared information from the private Board meeting held on May 25<sup>th</sup>. Members completed Helen's performance evaluation with feedback/proposals. Peggy confirmed that Helen met with the Trustees and that she was given an 8% compensation increase.

Proposed that the next meeting be on July 18<sup>th</sup> at 7 p.m. onsite at The Hooper Institute

Meeting adjourned at 8:39 p.m.

Respectfully submitted,

Sue Nadeau