

TRUSTEES OF PUBLIC FUNDS

**Trustees of Public Funds Meeting
December 5, 2024 8:30am
191 Alta Woods Brandon, VT 05733**

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting of the Trustees of Public Funds.

Trustees of Public Funds in Attendance: Courtney Satz, Tanner Romano, and Laura Miner
Trustee of Public Funds Absent: None
Others in Attendance: None

1 Call to order

The meeting was called to order at 8:33am by Courtney Satz.

Adopt Agenda as Posted or as Amended

Motion by Laura Miner to amend the agenda to include the topic of adopting a recurring monthly meeting. Second by Tanner Romano to adopt the agenda as amended. The motion carried with a vote of 3-0.

2 Approval of minutes of previous meeting

Motion by Laura Miner and second by Courtney Satz to approve the Trustees of Public Funds minutes of October 30, 2024. The motion carried with a vote of 3-0.

3 Public Comment and Participation

No public participation for comment

4 New Business

- I. **Proposal for an independent holiday gift award:** Courtney Satz proposed an idea to disperse an annual independent award to a Brandon non-profit or community group as a holiday surprise (not requiring an application). The idea sparked with the 16.24% reimbursement from the OVFC with thoughts that small portion of this could be used to donate to a group who is not a usual benefactor of the trust. The concept would be to gift funds to a group where a small award would make a large difference. The board discussed issues that may arise such as groups who have previously applied and not received full funding. Also discussion of not calling it "holiday" but maybe "end-of-year". Overall the group was in favor of the idea but decided to table discussion until more details could be worked out without unforeseen issues. Motion by Courtney Satz and second by Tanner Romano to place this discussion on hold and bring it back to the table in 2025. The motion carried with a vote of 3-0.
 - II. **Discussion of adopting a monthly meeting:** Laura Miner, after discussion with Seth Hopkins, relayed that the TOPF was not consistently adhering to the 48hr. window between warning and holding a meeting. Discussion of possibility of scheduling a standing monthly meeting was deemed not realistic for the spontaneous nature of Laura, Courtney, and Tanner's work and family commitments. Tanner noted that while our mission is to meet and disperse funding asap, we should move forward with keeping a two-week window for holding review meetings.
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Motion by Laura Miner and second by Tanner Romano to add wording that allows us a “two-week window for review” onto the application. Group agreed to review and update our current application as a 2025 task. The motion carried with a vote of 3-0.

5 Next meeting

The Trustees of Public Funds (TOPF) will plan to reconvene upon receipt of next funding application.

7 Adjourn

Motion by Laura Miner and second by Courtney Satz to adjourn. The motion carried with a vote of 3-0.

Meeting adjourned 8:53am.

Respectfully submitted,
Courtney Satz