

TRUSTEES OF THE MERRIAM FUND  
MEETING ON TUESDAY, OCTOBER 20, 2020  
VIA ZOOM

Meeting came to order at 3:02 PM

Present: Jack Doyle, Mary Shaw, Hannah Peters, Jill Lenhardt, Nancy Allen

1. Resident comments: no residents joined the zoom meeting
2. Minutes of January 24, 2020 meeting and March 4, 2020 emergency meeting unanimously approved
3. Financial Update: Jack led review. Two takeaways from the report: 1) the fundraising letter we sent out last November 2019 helped to increase the Fund's principal; and 2) disbursements made to Weston residents who applied for grants was higher than the fund's revenues.
4. Report on the Trustees of the Merriam Fund-voted to approve unanimously
5. Election of Chair and Secretary for FY 2021: trustees unanimously elected Jack Doyle to continue as Chair and Nancy Allen as Secretary
6. FY 2020 Grant requests: no comments or additions to the report
7. FY 2021 Grant requests: Mary noted one request from FY2020 has been carried over to FY 2021. A grant we approved of had not yet been disbursed but will be upon follow up with the grantee. We agreed to have Mary and Jill approve a disbursement up to \$500. IF over \$500, we'll meet (virtually) as a group to discuss/approve. Another applicant originally requested assistance with a house-related expense but was able to get SMOC to cover that expense. There's been a follow up request to cover an additional \$432.88 bill believed to be related to the original expense. We agreed Mary could approve a grant to cover the bill once the applicant produces the invoice.
8. Fundraising: Hannah and Nancy will again lead efforts to send out an annual appeal letter to Weston residents, similar to one sent last November. Hannah will draft the letter and Nancy will handle the mailing logistics. Last year's appeal yielded \$12,266 from 83 donors, triple our initial goal of \$5,000. Our hope is to at least match that amount or raise closer to \$15,000. Mary will post an article on the Weston Facebook page in advance of the letter mailing. We also discussed a longer term effort to cultivate a small group of Weston residents who might be willing to contribute large gifts, with a goal of doubling the principal from just under \$50,000 to \$100,000. We'd like to identify at least one donor who could take the lead in this campaign and attract donations with a large gift match.
9. Confidentiality: we discussed how much information about an applicant we share with others, including who may have referred the applicant to us (for example, from the Council on Aging). We agreed it is best to respond to any request for information about an applicant and her/his situation is to say we're following up with the applicant but due to confidentiality and sensitivity of the situation, we ask the applicant be contacted directly to find out where things stand.

10. Next meetings (Virtual, via Zoom): Wednesday, November 18, 2020; Tuesday, January 26, 2021

Meeting Adjourned: 4:03 PM

Respectfully submitted,  
Nancy Allen, Secretary