



CITY OF DOVER

TRUSTEE OF THE TRUST FUNDS MINUTES

Meeting Type: Regular Meeting
Meeting Location: Finance Conference Room, City Hall
Meeting Date: **Friday, February 19, 2010**
Meeting Time: **9:00 am**

1. CALL TO ORDER- 9:07 am –

Attendees: Daniel Lynch, Jim Brannen, Michael Murphy, Kim Nunan

2. OLD BUSINESS

A. Approval of January 19, 2010 Minutes

3. NEW BUSINESS

A. Continuation of Rewriting Investment Policy - 9:35 am -

Investment Policy will be referred to March 19th meeting when Don Cichon can be present. *Dan will email Don and ask for his proposed changes/additions. He will then email the changes to the other board members showing “mark up’s” on the investment policy changes. This will create a base and board can edit further at the March 19th meeting.* Policy needs to be in place by the beginning of the fiscal year 2011 (July 1, 2010).

Mike Murphy inquired about the ICMA 457 Plan – Board needs to determine if it falls under our fiduciary obligation. Dan Lynch referred to quote in the Investment Policy; “The individual plan participants make the investment decisions for the Plan. The Board will pass on to participants any information forwarded by ICMA relating to changes in available investments and investment performance.” *Dan will research and provide information to the Board so that the Board can determine if it has the fiduciary responsibility or not,* board seems to think that responsibility falls with the City manager.

Mike Murphy provided the board members with the State Law, Duties and Powers of the Trustee Chapter 564-B Article 8-802

Citizens bank provides the Capital Reserve Fund report monthly to the finance department – Provide this to the members of the board and make this a standard agenda item.

Managing Disbursements : Jim Brannen recommends that we report, review and ratify a dollar amount that needs to be approved by the trustees by resolution. Currently we have a \$3,000 or higher threshold. It is recommended that Dan periodically provide a schedule of Trust disbursements that were made under a certain dollar amount for review by the board, in order to document on minutes and satisfying the Audit perspective.

B. Investment strategy for accumulated income - 9:08 am -

Citizens bank had identified that amount and that there are options to us available to invest the whole amount of accumulated income –found in Citizens Bank January Statement under the sweeps account income cash and cash equivalent (\$500,000) or some percentage of that



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(Refer to Investment Review from December 09 meeting). Citizen's is wondering if the board had made a decision on how to invest that accumulated income.

Jim Brannen suggests [Dan provide a schedule of anticipated fund disbursement's](#), keep that amount as liquid cash and the balance should be moved into current investments funds. This should also be worked into the Investment policy.

Dan to follow up with Mark Rollick at Citizens Bank to say, " We are identifying an amount in excess of 110% of our average annual disbursement requirement to be invested in an instrument that's not money market." Mark can come back to us and give us our options at that point.

4. ADJOURN - 9:50 am