



MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the July 7, 2021, Investment Committee meeting –
Webex Meeting – Facebook Livestream at massbay.edu

Committee members participating: Matthew Kahn, Chair; Dune Thorne.

Trustee participating: Diane Schmalensee

Staff members participating: Neil Buckley, Vice President for Finance & Administration; Marcus Edward, Assistant Vice President for Finance & Administration; Steve Baccari, Controller; Lauren Curley, Director of Business Operations; Liz Cooper, Associate Director of Public Relations; Deborah Georgopoulos, Executive Assistant for Finance & Administration.

Call to Order and Approval of Prior Meeting Minutes –Committee Chair Matthew Kahn called the meeting to order at 3:04p.m.

Following introductions, Chair Kahn asked for a review of the Minutes of the June 9, 2021 Investment Committee Meeting.

MOTION: Trustee Thorne moved to accept the Minutes of the June 9, 2021 Investment Committee Meeting. Trustee Kahn seconded the motion.

Roll Call: Dune Thorne YES; Diane Schmalensee Abstain; Matthew Kahn YES.
Motion carried.

Investment Advisor Proposal and Management Recommendation

Lauren Cooney reported that the solicitation for an Investment Consultant was sent to five firms, resulting in one official proposal, from AlderBrook, and one offer to work on a sole source basis (meaning they would not compete for the job) which is not an option for MassBay.

Management met with AlderBrook to review the proposal and clarify technical pieces and pricing. The process and AlderBrook's submission comply with applicable bid laws, and the College recommends moving forward with this firm.

It was noted that the Chairman of the Board, Tom Peisch, recused himself from discussion due to a relationship with AlderBrook. A discussion followed clarifying that the Board would not be awarding the contract. The Committee would be voting on accepting a recommendation from Management. Contracts are submitted to the Finance, Compliance, Personnel, and Audit Committee and to the Board of Trustees for informational purposes.

Based on the nature of this agreement, it was recommended that Board input be sought before determining an Investment Advisor. A meeting of the Finance, Compliance, Personnel, and Audit Committee will be called to solicit input prior to Management's final selection.

The Committee reviewed the Investment Advisor Proposal submitted by AlderBrook. Lauren Curley will arrange a phone introduction for Matthew Kahn and Diane Schmalensee to meet with AlderBrook to further discuss the details and the process.

MOTION: Trustee Kahn moved to accept Management's recommendation to select AlderBrook as the College's Investment Consultant, pending reference checks and Committee Members meeting with AlderBrook. Trustee Schmalensee seconded the motion.

Roll Call: Dune Thorne YES; Diane Schmalensee YES; Matthew Kahn YES.
Motion approved unanimously.

Statement of Cash Flow

The Committee reviewed the Statement of Cash Flow. Assistant Vice President Marcus Edward reported that the only change from the previous projection was that of the \$10M of CARES Act money \$6.6M came in late June (FY2021). The remainder will be received in FY2022. This does not change the projection. Following a review and discussion, Assistant Vice President made some edits to the spreadsheet, and an updated version will be sent to the Committee.

A discussion followed regarding how to determine the amount to be invested. It is recommended to plan conservatively to invest more confidently. Vice President Buckley noted that the College is doing better than budget. Consideration should be given to the investment strategy. A good framework would be to determine the anticipated cash need over the next three years, and keep that amount in MMDT where the funds now reside, and invest the remainder in a balanced, liquid portfolio.

MOTION: Trustee Kahn moved to adjourn, seconded by Trustee Schmalensee

Roll Call: Dune Thorne YES; Diane Schmalensee YES; Matthew Kahn YES.
Meeting adjourned at 3:48 p.m.



Matthew Kahn
Committee Chair