

**CARROLL COUNTY**  
**APPLICATION FOR FINANCIAL ASSISTANCE**

**AGENCY CONTACT INFORMATION**

**Applicant Agency:** Betty C Ketchum Foundation dba Mount Washington Valley Adult Day Center

**Contact Person:** Lynn Coyle, Administrator

**Phone:** 603-356-4980      **Fax:** 603-452-0780      **E-mail:** lcoyle@mwwadultdaycenter.org

**Agency Mailing Address:** 987 East Main Street

<b>City:</b> Center Conway	<b>State:</b> NH	<b>ZIP Code:</b> 03813
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**Agency Physical Address:** 987 East Main Street    Center Conway, NH

**Agency's Total Operating Budget:**

<b>Prior Year: 2023 - \$1,068,266</b>	<b>Current Year: 2024 - \$1,206,166</b>	<b>Proposed Year: 2025 - \$1,434,872</b>
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**Amount of Funding Requested from Carroll County for 2025: \$116,000**

**DESCRIPTION OF FEE STRUCTURE, IF APPLICABLE:**

Private pay participants are charged \$16.50 per hour for attendance at the medically licensed adult day center.

Fees include all therapeutic services, direct care by registered nurses and support staff, meals, and social and recreational programs. Transportation is charged separately at \$8 per trip. Medicaid, Veterans Administration, and Medicaid HMO are reimbursed at contract rates. Low income and hardship participants receive services at no charge.

**FUNDING SOURCES**

<b>Category</b>	<b>Source, Title, Act</b>	<b>Actual Prior FY: 2023</b>	<b>Budget Current FY: 2024</b>	<b>Request FY: 2025</b>
<b>Fees</b>	Participant Services	\$575,590	\$802,606	\$954,648
<b>Federal</b>				
<b>State</b>				
<b>County</b>			\$35,000	\$116,000
<b>Municipal</b>		\$15,000	\$15,000	\$15,000
<b>Fund Raising</b>	Donor Support	\$77,504	\$150,000	\$160,000
<b>Grants</b>	Program Restricted	\$77,040	\$97,000	\$190,000
<b>Other</b>				

**AGENCY OPERATING BUDGET**

	<b>Actual Prior FY: 2023</b>	<b>Budget Current FY: 2024</b>	<b>Request FY: 2025</b>
<b>Personnel</b>	\$478,723	\$558,220	\$670,602
<b>Fringe Benefits</b>	\$139,407	\$163,813	\$250,000
<b>Consultants &amp; Subcontracts</b>			
<b>Utilities: Electric, Phone, Heat, etc.</b>	\$63,162	\$78,850	\$82,750
<b>Rent</b>			
<b>Office Supplies, Printing, Advertising, etc.</b>	\$76,032	\$61,380	\$75,300
<b>Education &amp; Training</b>			
<b>Travel, Lodging</b>			
<b>Other</b>	\$79,056	\$79,772	\$90,054
<b>Depreciation</b>	\$265,694	\$266,166	\$266,166
<b>TOTALS:</b>	\$1,102,074	\$1,208,201	\$1,434,872

**DEFINE UNIT OF SERVICE FOR THIS PROGRAM:**

Hours of care, which includes hours of supervised attendance in Adult Day programs, Monday through Friday and Scheduled transportation to and from the facility in ADC owned vehicles by ADC staff.

	<b>Actual Prior FY: 2023</b>	<b>Budget FY: 2024</b>	<b>Request FY: 2025</b>
<b>Total number of units of service in Carroll County</b>	33,336.5	52,110	81,291
<b>Unit of Service Cost</b>	\$16.50	\$16.50	\$16.50
<b>Total number of individuals served in Carroll County (count each person only once)</b>	235	386	450

**Explain Method of Formula used to determine amount of Carroll County funding requested:**

Low income and hardship enrollment participants receive services free of charge. Of the 52,110 total hours of care for Carroll County residents, 27% was delivered free of charge. This represents 14,070 hours of care at \$16.50 per hour for a total of \$232,155 in free services to county residents.

**SERVICE AND FINANCIAL DATA****Service and Cost Distribution (estimated) for:**

<b>Municipality</b>	<b>Individuals Served</b>	<b>Units of Service</b>
Albany	24	3,240
Bartlett	48	6,480
Brookfield		
Chatham	6	810
Conway	151	20,385
Eaton	3	405
Effingham	11	1,485
Freedom	19	2,565
Hale's Location	5	675
Hart's Location	2	270
Jackson	22	2,970
Madison	20	2,700
Moultonborough	3	405
Ossipee	24	3,240
Sandwich	7	945
Tamworth	35	4,725
Tuftonboro		
Wakefield		
Wolfeboro	9	1,214
<b>TOTALS</b>	<b>386</b>	<b>52,110</b>

**Board of Directors:** On a separate page, please provide the name of each member of your agency's board of directors and a detail of what, if any, compensation each Director receives.

**Additional Documentation:** Please provide a copy of the organization's most recent annual financial statement, bylaws, certificate of incorporation and proof of non-profit status.

### Within the narrative:

- a. Describe the problem which the program will address.
- b. Describe the services to be provided and/or the activities to be engaged in.
- c. Describe the target population as succinctly as possible, including the geographical coverage, age group and/or other special characteristics.
- d. Mission Statement

Please see attached

**CERTIFICATION BY AUTHORIZED REPRESENTATIVES**

**The undersigned hereby certifies and represents that:**

1. The information contained in this application and attached appendices is, to the best of my knowledge, accurate and complete;
2. The undersigned is authorized to act on behalf of the organization in submitting this application.

## SIGNATURES

Lynn Cagle

Executive Director/CEO/Administrator Printed Name

Lynn Coulter

Preparer's Printed Name & Title

Signature

re: Regu Cole  
09/24/2001

Date \_\_\_\_\_

09/24/2024

### Signature

John Goffe

Date

09/24/2024

## Mount Washington Valley Adult Day Center Narrative

### A) Problem and Remedy

The Mount Washington Valley Adult Day Center (ADC) continues to be the only DHHS licensed community-based adult medical day care facilities in Carroll County or anywhere north of Concord. Caregivers of frail and cognitively impaired older adults had only the choices of institutionalization in long-term skilled nursing facilities or the 24/7 burden of caring at home. The ADC introduced affordable therapeutic, social, and medically supervised healthcare services designed to delay the need for more restrictive placements and expensive healthcare for the aging residents of NH. Additionally, the ADC provides caregivers with the ability to remain in the workforce, provide care for other family members, and importantly, have time for self-care. The ADC provides vital, affordable community-based services that allow older adults to age-in-place within their own homes rather than being admitted to a residential nursing home. Nearly all participants at the MWV Adult Day Center meet the medical threshold for admission to skilled nursing homes. However, the cost of care at an adult day center is much more affordable than alternatives. For example, the average statewide private pay rate for nursing homes is \$395/day, while NH Medicaid reimburses \$105.66/visit for in-home care and \$212.48/day for the county nursing home. In comparison, MWV Adult Day Center charges \$82.50/day for private pay and is reimbursed \$85/day for Medicaid.

Low income and hardship enrollment participants receive services free of charge. For fiscal year 2024, 27% of the 52,110 total hours of care was delivered free of charge to Carroll County residents. This represents 14,070 hours of care at \$16.50 per hour for a total of \$232,155 in free services to county residents.

### B) Services and Activities

The Mount Washington Valley Adult Day Center is a 14,000 square foot purpose-built structure that can accommodate up to 55 guests per day. The ADC is now at approximately 65% of capacity and is fully staffed to accommodate additional enrollment.

All the senior staff have advanced education degrees and many years of relevant experience, and all staff have completed specialized training in healthcare and memory loss. All programs at the center are facilitated in a way that maximizes understanding, maintains dignity, and minimizes confusion and anxiety. The Adult Day Center seeks to increase awareness, early detection and treatment interventions of dementia and conditions affecting cognitive abilities. Efforts include helping individuals and families to understand the benefits of early access to care and how to evaluate their readiness for support as they begin to experience the early signs of dementia and other symptoms of cognitive decline.

The center provides a wide range of personalized care and therapeutic programs. Many of the formal programs are presented by professional instructors from area businesses and non-profit organizations such as Tin Mountain Conservation Center nature series, Mountain Top Music performance and instruction, Opening Minds through Art (OMA) art and painting classes, Jeanne

Limmer Dance Company dance and movement sessions, Conway Library history program with archivist Bob Cotrell, physical therapy with instruction from Julie Laracy PT, MPT and yoga instruction with Marica Uhl. In addition, participants receive over 250 hours per month of one-on-one attention from trained volunteers. This may range from playing cards to playing outdoor games or visits from trained therapy dogs.

Participating guests at the ADC can take advantage of private bathing, nail care and personal hygiene assistance from registered nurses on staff Monday through Friday. For many caregivers bathing their loved one at home may be too difficult and the specially designed bath equipment at the ADC is especially appreciated.

Lastly, transportation to and from the center is a critical service provided to participants. The ADC service area lacks adequate public and non-profit transportation alternatives. Therefore, the center provides door to door transport to as many participants as possible, using our all-electric vehicles – two SUV sedans and a 9-passenger van.

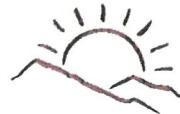
#### C) Target Population and Geographical Coverage

The median age of the region is 52.3, which is the highest median age in NH. According to the NH Employment Security Economic and Labor Market Information Bureau, those over 45 years old in the US make up 40% of the population. In Carroll County, it is projected that by 2030 the regions over 65 demographics will be almost 50% of the county's total population. Recent surveys identified that 9.5% of Carroll County residents over the age of 65 have been diagnosed with some form of dementia. The 85-year-plus group is the most rapidly growing population and is expected to increase by 129%. Because New Hampshire has an older population, the national Alzheimer's Association projects that it will have the most rapid increase in people with Alzheimer's Disease of any state in the northeast in the next ten years.

Although the ADC primarily serves individuals with dementia, the center also cares for older adults diagnosed with Parkinson's disease and other degenerative illnesses associated with aging. The center serves all towns of Carroll County and nearby western Maine as well as residents of southern Coos County. Approximately 85% of current participants are Carroll County residents.

#### D) Mission Statement

To provide exceptional compassionate care and companionship to older adults with degenerative conditions or cognitive challenges while providing their family and caregivers confident respite.



Mount Washington Valley  
Adult Day Center

**Betty C. Ketchum Foundation**

**Board Of Trustees**

**Norman Cloutier (President)**  
Term expires April 2027

**Susan Staples Smith (Secretary)**  
Term expires April 2026

**Barbara Harmon (Treasurer)**  
Term expires April 2025

**Wayne Grenier**  
Term expires April 2025

**Sohaib Siddiqui, MD**  
Term expires April 2025

**Holly Summers**  
Term expires April 2027

**Stephen L Woodcock**  
Term expires April 2026

**All trustees serve as volunteers and receive no compensation for their  
time or services.**

# Betty C. Ketchum Foundation

## Statement of Activity

January - December 2023

	TOTAL
<b>Revenue</b>	
40000 Client Income	
40010 Attendance Fees	-1,059.00
40011 Attendance- Private Pay	214,040.50
40012 Attendance- VA	80,205.98
40013 Attendance- NH Medicaid	61,648.29
40015 Attendance - HMO Medicaid	0.00
40016 Attendance- MaineCare HMO (Senior Plus)	1,425.00
<b>Total 40010 Attendance Fees</b>	<b>356,260.77</b>
40020 Transportation Fees	
40021 Transportation - VA	1,385.36
40022 Transportation - Private Payer	20,168.00
40023 Transportation - NH Medicaid	9,399.46
<b>Total 40020 Transportation Fees</b>	<b>30,952.82</b>
40100 Salon Service	
40110 Hair Care	3,087.00
40120 Bathing	9,925.00
40130 Mani/Pedicure	30.00
<b>Total 40100 Salon Service</b>	<b>13,042.00</b>
40150 Family Relief Fund	
40151 Family Relief Attendance	36,052.50
40152 Family Relief Transportation	25,620.00
40160 Attendance - Title 3B	2,775.00
40161 Attendance - (DCC) Maine Health Dementia Grant	64,762.50
40162 Attendance - Title XX	46,125.00
<b>Total 40150 Family Relief Fund</b>	<b>175,335.00</b>
<b>Total 40000 Client Income</b>	<b>-575,590.59</b>
40140 Program Reimbursement	4,105.28
40170 Transfer to/from Restricted funds	-62,292.50
40210 Solar Renewable Energy Credits	4,640.00
40300 Misc. Income	1,193.56
<b>Total Revenue</b>	<b>\$523,236.93</b>
<b>GROSS PROFIT</b>	<b>\$523,236.93</b>
<b>Expenditures</b>	
50000 Salaries & Wages	478,722.98
50100 Payroll-All Benefits	
50110 Payroll- Employee Health & Dental Payable	96,556.70
50120 Payroll- Workers' Comp Insurance	4,229.50
50130 Payroll- Employer Taxes	38,620.89
<b>Total 50100 Payroll-All Benefits</b>	<b>139,407.09</b>
50200 Client Contract Service	
50210 Activity Providers	15,990.00
50215 Program Supplies	5,039.20

# Betty C. Ketchum Foundation

## Statement of Activity

January - December 2023

	TOTAL
50220 Salon Service	1,959.00
<b>Total 50200 Client Contract Service</b>	<b>22,988.20</b>
50300 Vehicle Expense	12,937.27
50410 Nutritional- Food	33,068.24
50420 Nutritional- Supplies	1,677.02
50500 Facility Costs	
50510 Utilities	
50511 Utilities - Electric	14,567.42
50512 Utilities - Propane/Oil	7,018.68
<b>Total 50510 Utilities</b>	<b>21,586.10</b>
50525 Facility - Outside Vendor Services	4,091.50
50535 Facility - Custodial Services and Supplies	15,975.71
50540 Building- Repair & Maintenance	13,350.88
50545 Facility- Grounds, Mowing & Plowing	8,158.23
<b>Total 50500 Facility Costs</b>	<b>63,162.42</b>
60000 Office/General Administrative Expenses	
60010 Information Technology	16,292.83
60020 Admin /Office Supplies	8,655.11
60030 Insurance	13,456.33
60040 Subscriptions /Memberships/Fees	1,782.99
60060 Accounting & Payroll	6,663.73
60070 Legal & Professional Services	5,059.75
<b>Total 60000 Office/General Administrative Expenses</b>	<b>51,910.74</b>
60099 Expenses- Other	137.34
60100 Advertising /Fundraising	
60110 Advertising & Marketing	8,342.03
60120 Development & Fundraising Expenses	15,780.08
<b>Total 60100 Advertising /Fundraising</b>	<b>24,122.11</b>
65000 Depreciation	
65100 Building	209,400.00
65200 Furniture & Fixtures	34,944.00
65300 Vehicles	12,967.00
65400 Equipment	0.00
65450 I.T. Equipment	8,383.04
<b>Total 65400 Equipment</b>	<b>8,383.04</b>
<b>Total 65000 Depreciation</b>	<b>265,694.04</b>
68000 Uncategorized Expense	118.56
69000 PayPal Fees	132.89
<b>Total Expenditures</b>	<b>\$1,094,078.90</b>
<b>NET OPERATING REVENUE</b>	<b>\$-570,841.97</b>
Other Revenue	
10071 MVSB Interest Earned (deleted)	706.39
70000 Other Revenue	

# Betty C. Ketchum Foundation

## Statement of Activity

January - December 2023

	TOTAL
70001 Unrestricted Donations/Gifts	77,504.18
70002 Restricted Donations/Gifts	54,890.88
70003 Unrestricted Grants	31,183.34
70004 Restricted Grants	92,040.00
<b>Total 70000 Other Revenue</b>	<b>255,618.40</b>
70030 Interest Earned	22,737.79
70050 Federal ERC	240,456.98
<b>Total Other Revenue</b>	<b>\$519,519.56</b>
Other Expenditures	
Reconciliation Discrepancies-1	-2.36
<b>Total Other Expenditures</b>	<b>\$ -2.36</b>
<b>NET OTHER REVENUE</b>	<b>\$519,521.92</b>
<b>NET REVENUE</b>	<b>\$ -51,320.05</b>

BY-LAWS  
OF  
BETTY C. KETCHUM FOUNDATION

The undersigned Trustees of the Betty C. Ketchum Foundation (the "Foundation") hereby adopt the foregoing bylaws in accordance with Article 6.04(1) of the Declaration of Trust as adopted by the Foundation on February 20, 2018 as subsequently amended (the "Declaration").

ARTICLE I

TRUSTEES

- A. Number and Term. The number of Trustees appointed to manage the Foundation shall be as provided in Article 6.01 of the Declaration. Initial terms of Trustees shall range from one (1) to three (3) years as determined by the Trustees. Successor Trustees shall serve three (3) year terms.
- B. Annual Meetings. An annual meeting of the Trustees shall be held during the month of MARCH / APRIL of each year, at such time, day and place as shall be designated by the Trustees, for the purpose of transacting such business as may come before the meeting.
- C. Regular Meetings. The Trustees may, by resolution, provide for the holding of regular meetings, at intervals to be determined by the Trustees but in no event less frequently than once every three (3) months.
- D. Special Meetings. Special meetings of the Trustees may be called at the direction of the President, or by a majority of the voting Trustees then in office, to be held at such time, day and place as designated in the notice of the meeting.
- E. Attendance at Meetings. Trustees may attend meetings in person or by electronic media as determined appropriate in the discretion of the President.
- F. Notice. Notice of all regular and special meetings of the Trustees shall be in writing, given to each Trustee by first class mail or e-mail not less than seven (7) days before the date of any such meeting.
- G. Quorum. Fifty-one percent (51%) of the Trustees shall constitute a quorum for the transaction of business at any duly noticed meeting of the Trustees, except if less than fifty-one percent (51%) of the Trustees are present, a majority of the Trustees present may adjourn the meeting and reconvene from time to time without further notice.
- H. Manner of Acting. The act of a majority of the Trustees shall be the act of the Foundation. In the absence of a quorum, any action taken shall be advisory only, but may become an act of the Foundation if subsequently confirmed by a majority vote, in conformance with the quorum requirements for the Trustees. The Trustees may take

action by unanimous consent without a meeting as evidenced by email communication or written resolution and certified by the Secretary.

I. Compensation. Trustees shall not receive any compensation for their services as Trustee but shall be entitled to reimbursement for reasonable and necessary expenses incurred in furtherance of the business of the Foundation.

## ARTICLE II

### OFFICERS

A. Officers. The officers of the Foundation shall consist of a President, a Secretary and a Treasurer, and may include such other officers as may be deemed necessary. One person may hold more than one office, other than the offices of President and Secretary.

B. Election of Officers. The officers of the Foundation shall be elected by the Trustees at the annual meeting of the Trustees.

C. Term of Office. The officers shall be installed at the annual meeting at which they are elected and shall hold office for one (1) year, or until their successors are chosen.

D. Resignation. Any officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance by the President.

E. Removal. Any officer may be removed by the Trustees at any duly noticed regular or special meeting of the Trustees at which a quorum is present, for engaging in conduct prejudicial to the best interests of the Foundation. In making its decision, the Trustees shall act on the basis of reasonable and consistent criteria, always with the objective of advancing the best interests of the Foundation.

F. Vacancies. In the case of resignation of an officer or, if for any other reason including ineligibility or removal, an officer is unable to complete his or her term, the Trustees shall elect a successor to complete the unexpired term.

G. President. The President shall preside at all meetings of the Trustees; shall prepare the agenda for all meetings; shall have authority to bind the Foundation as authorized by the Trustees; and shall also perform such other duties as the Trustees may from time to time designate.

H. Treasurer. The Treasurer shall be the fiscal officer of the Foundation; shall be responsible for developing and reviewing the fiscal policies of the Foundation and shall ensure that an account is maintained of all monies received and expended for the use of the Foundation; shall ensure that all monies of the Foundation are deposited in an account approved by the Trustees, and that authorized disbursements are made therefrom; shall

render a report of the finances of the Foundation at the annual meeting or whenever requested by the President, showing all receipts and expenditures for the current year; and shall also perform such other duties as the Trustees and the President may, from time to time, designate.

I. Secretary. The Secretary shall record and be responsible for distributing in advance to all Trustees the minutes of all actions taken by the Foundation and the Trustees at annual, regular and special meetings; shall maintain the permanent and continuous file of recorded minutes; shall maintain a file of names of Trustees and officers of the Foundation; shall keep a record of names of chairpersons and members of standing and special committees and copies of reports for those committees; shall perform such other duties as the Trustees and the President may, from time to time, designate.

### ARTICLE III

#### **PECUNIARY BENEFIT TRANSACTIONS**

A pecuniary benefit transaction shall be prohibited unless it is in the best interest of the Foundation, and unless the following conditions are met:

A. Any transaction exceeding five hundred dollars (\$500.00), but less than five thousand dollars (\$5,000.00) in a fiscal year which involves a Trustee or officer of the Foundation, shall require approval by a two-thirds (2/3) majority of disinterested Trustees. Any transaction exceeding five thousand dollars (\$5,000.00) in a fiscal year which involves a Trustee or officer of the Foundation shall require approval by a two-thirds (2/3) majority of disinterested Trustees, and shall also require publication of legal notice in a newspaper of general circulation in the community in which the Foundation is located, and written notice to the Director of Charitable Trusts, c/o the New Hampshire Attorney General's Office.

B. The minutes of the meeting shall reflect that a proper disclosure was made by subject Trustee and that all other Trustees who carried out a pecuniary transaction with the Foundation during the current fiscal year, if any, were absent during both deliberation and the actual vote.

C. All Trustees shall be advised of the aforementioned procedure upon becoming a Trustee, and shall sign a statement acknowledging an understanding of and an agreement to the procedure.

D. Trustees shall comply with all requirements of New Hampshire Laws regarding pecuniary benefit transactions (RSA 7:19-a and RSA 292:6-a) and all such laws are incorporated into and made a part of these bylaws. These requirements include, but are not limited to (i) absolute prohibition of any loans to any Trustee or officer of the Foundation and (ii) prohibition of any sale or lease (for a term greater than five (5) years) or conveyance of real estate from any Trustee or officer of the Foundation without the

approval of the probate court. These requirements extend to both direct and indirect financial interests, as defined the above-reference statutes.

## ARTICLE IV

### COMMITTEES

Standing and special committees may be created and dissolved by the President and/or the Trustees as deemed necessary. Membership on a committee shall include at least one (1) of the Trustees. Each committee shall provide a report to the Trustees for its annual meeting, and periodic reports of its progress and recommendations as requested from time to time. The President may serve as ex-officio member of all committees.

## ARTICLE V

### AMENDMENTS TO BY-LAWS

These By-Laws may be amended or revised by majority vote of the Trustees at any meeting of the Trustees. The proposed amendment or revision shall be mailed or emailed to each Trustee at least fourteen (14) days prior to the date of the meeting. An amendment or revision so made shall be effective immediately after adoption unless an effective date is specifically adopted at the time the amendment is enacted.

The foregoing By-Laws were adopted by a majority of the Trustees in attendance at a duly noticed special meeting held on this 3 day of July, 2020 at 3:45 p.m. in Conway, New Hampshire.

Attest,

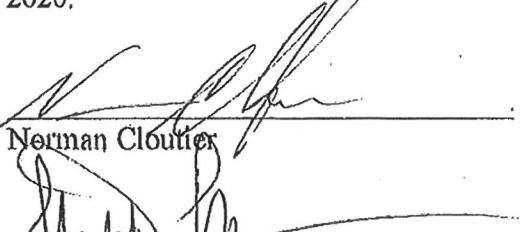
  
\_\_\_\_\_  
, Secretary

AMENDMENT

The undersigned, Norman Cloutier, Susan Staples Smith, Stephen L. Woodcock, Rachel Andrews Damon, and Wayne Grenier, in their capacity as Trustees of the Betty C. Ketchum Foundation (the "Foundation") pursuant to the powers reserved to the Trustees in Article 7 of the Declaration of Trust as adopted by the Foundation on February 20, 2018 (the "Declaration") hereby amend the Article 6.01 the Declaration to provide as follows:

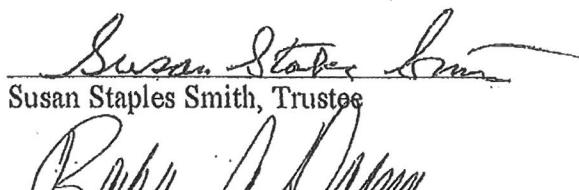
6.01 Number and Appointment. The affairs of the Foundation shall be administered by not less than two (2) nor more than five (5) Trustees plus up to two (2) Alternate Trustees provided, however, that Alternate Trustees shall have the powers of Trustees if or when there is a temporary vacancy on the Board of Trustees. The number of Trustees may, at any time, be expanded or contracted by majority vote the then serving Trustees. In the event of a Trustee's death, removal, resignation, refusal or inability then, in such event, the vacated Trustee's position shall initially be filled by an Alternate Trustee who shall serve at the pleasure of the remaining Trustees until appointment of a successor Trustee or elimination of the Trustee position. If there are less than two Trustees and the remaining Trustee fails to appoint a second Trustee within ninety (90) days, the appointment shall be made by a Judge of the Carroll County District Court, Probate Division or the Carroll County Superior Court. Successor Trustees shall have all the powers, authority and discretion conferred upon the original Trustees. The Trustees may, by majority action, set the duration of terms for Trustees. The appointment of Trustees for the purpose of increasing the size of the Board shall be by majority act of then serving Trustees.

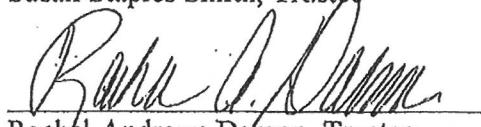
The amendment hereinabove set forth shall be effective from and after one o'clock p.m. on July 7, 2020.

  
Norman Cloutier

  
Stephen L. Woodcock, Trustee

  
Wayne Grenier, Trustee

  
Susan Staples Smith, Trustee

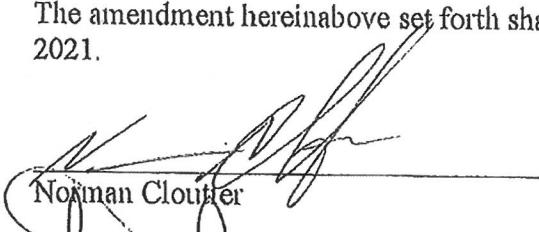
  
Rachel Andrews Damon, Trustee

AMENDMENT

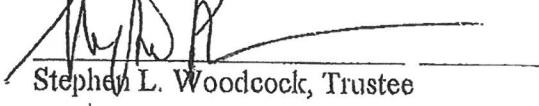
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6.01 Number and Appointment. The affairs of the Foundation shall be administered by not less than two (2) nor more than seven (7) Trustees plus up to two (2) Alternate Trustees provided, however, that Alternate Trustees shall have the powers of Trustees if or when there is a temporary vacancy on the Board of Trustees. The number of Trustees may, at any time, be expanded or contracted by majority vote the then serving Trustees. In the event of a Trustee's death, removal, resignation, refusal or inability then, in such event, the vacated Trustee's position shall initially be filled by an Alternate Trustee who shall serve at the pleasure of the remaining Trustees until appointment of a successor Trustee or elimination of the Trustee position. If there are less than two Trustees and the remaining Trustee fails to appoint a second Trustee within ninety (90) days, the appointment shall be made by a Judge of the Carroll County District Court, Probate Division or the Carroll County Superior Court. Successor Trustees shall have all the powers, authority and discretion conferred upon the original Trustees. The Trustees may, by majority action, set the duration of terms for Trustees. The appointment of Trustees for the purpose of increasing the size of the Board shall be by majority act of then serving Trustees.

The amendment hereinabove set forth shall be effective from and after five o'clock p.m. on April 13, 2021.



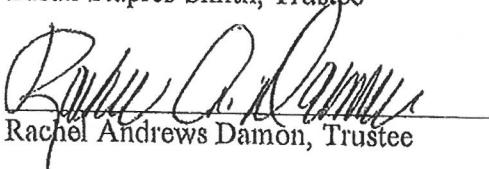
\_\_\_\_\_  
Norman Cloutier



\_\_\_\_\_  
Stephen L. Woodcock, Trustee



\_\_\_\_\_  
Susan Staples Smith, Trustee



\_\_\_\_\_  
Rachel Andrews Damon, Trustee

By Proxy to Norman Cloutier  
Wayne Grenier, Trustee

**CERTIFICATION OF TRUST**  
**Betty C. Ketchum Foundation Trust**

The undersigned hereby certifies that the following statements are true and correct:

1. The Betty C. Ketchum Foundation Trust Agreement dated February 20, 2018 as amended by instrument dated January 1, 2024 (the "Trust Agreement") remains in full force and effect and established the Betty C. Ketchum Foundation (the "Foundation") as a private operating foundation.
2. The current trustees are:  
Norman Cloutier, Trustee, President  
  
Susan Staples-Smith, Trustee, Secretary  
  
Barbara Harmon, Trustee, Treasurer  
  
Wayne Grenier, Trustee  
  
Sohaib Siddiqui, Trustee  
  
Holly Summers, Trustee  
  
Stephen Woodcock, Trustee
3. The Federal Taxpayer Identification Number for the Foundation is 82-4731555. *Appendix A*
4. The Foundation is a New Hampshire Charitable Trust (Director of Charitable Trusts Registration Number: 31890). By letter dated April 5, 2019, the IRS recognized the Foundation as a private operating foundation exempt from taxation under 26 USC 501(c)(3). Contributions to the Foundation are deductible for purposes of Federal Taxation under 26 USC 170. *Appendix B*
5. The Foundation is authorized by the New Hampshire Secretary of State to conduct charitable operations in the State of New Hampshire as "MWV Adult Day Center". *Appendix C*
6. The Foundation is authorized to, among other things, acquire, sell, convey, encumber, pledge, lease, borrow, manage, and otherwise deal with the Foundation's property, whether real or personal and whether tangible or intangible. The Trust Agreement incorporates by reference all of the trustees' powers set forth in the New Hampshire Uniform Trust Code (RSA 546-B;1-101, *et seq*) (the "Trust Code") to the extent exercise of those powers is not inconsistent with the Foundation's charitable purposes.
7. The Trust Agreement is irrevocable subject to amendment by the trustees consistent with the provisions of the Trust Code and as necessary to advance the charitable purposes of the Foundation.

*Certification of Trust*  
*Betty C. Ketchum Foundation*

*Page 2*

8. Property of the Foundation may be held in the name of "Betty C. Ketchum Foundation".
9. Pursuant to Section 10-1012 of the Trust Code, a person who in good faith deals with the Foundation is not required to inquire into the extent of the Foundation's power or the property of their exercise; and a person who in good faith delivers assets to the Foundation need not ensure their proper application.
10. Pursuant to Section 10-1013 of the Trust Code, a person who acts in reliance upon this Certification of Trust without knowledge that the representations contained in it are incorrect is not liable to any person for so acting and may assume without inquiry the existence of the facts contained in this Certification of Trust.
11. The Trust Agreement has not been revoked, modified, or amended in any manner that would cause the foregoing representations to be incorrect.

The foregoing certification is made this 7 day of February, 2024

**Betty C. Ketchum Foundation**

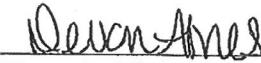


\_\_\_\_\_  
Norman Cloutier, Trustee

STATE OF NEW HAMPSHIRE  
COUNTY OF CARROLL, SS

Personally appeared the above names, **Norman Cloutier**, and acknowledged the foregoing instrument to be his voluntary act and deed, this 7 day of February, 2024.

Before me,

  
\_\_\_\_\_  
Notary Public/Justice of the Peace  
Print Name: Devon Ames  
My Commission Exp: 11-18-25

  
Devon M Ames  
NOTARY PUBLIC  
State of New Hampshire  
My Commission Exp 11/18/2025

*Sp-81-11*

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 05 2019

BETTY C KETCHUM FOUNDATION  
2935 WHITE MOUNTAIN HWY  
NORTH CONWAY, NH 03860

Employer Identification Number:  
82-4731555  
DLN:  
17053180311048  
Contact Person:  
KAREN CHAO ID# 31003  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990-PF Required:  
Yes  
Effective Date of Exemption:  
February 20, 2018  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

We further determined you qualify as a private operating foundation under IRC Section 4942(j)(3). We'll treat you as a private operating foundation as long as you continue to meet the requirements of Section 4942(j)(3).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.