 COMMUNITY POWER COALITION OF NEW HAMPSHIRE	EXECUTIVE COMMITTEE - MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	City of Lebanon Council Chamber
	Meeting Date:	5/10/2022
	Meeting Time:	1:00

1. Call to Order, quorum check

Call to Order: The meeting was called to order at 1:37pm

Present In Person: Clifton Below (Chair), Kim Quirk (Treasurer), April Salas (Member at Large) **Present Virtual:** Doria Brown (Secretary), Christopher Parker (Vice Chair)

Others Present: Lisa Sweet (Member Director/Member Opps Committee Chair), Henry Herndon (Herndon Enterprises)

Excused Absent: NA

2. Approval of the 4/14 and 4/21 Meeting Minutes- Attachments A P. 3 & B p. 11

Kim moved to approve the 4/14 and 4/21 meeting minutes, and April seconded.

No discussion. All were in favor and the motion carried.

Vote Table 1: Meeting Minute Approval

Clifton Bellow	yes
Doria Brown	yes
April Salas	yes
Christopher Parker	yes
Kim Quirk	yes

3. Agenda Review

No edits were proposed to the meeting agenda. The Agenda moved forward as written.

4. Reports of Officers and Committees

4.1 Chair - how we work together

Clifton Below (Chair) led the discussion and went over how he would like to run meetings as the new Chair.


The committee discussed and compared some meeting practices from the past executive committee and noted that there had previously been a "Team Norms" document created.

The group came to a consensus that Clifton Below (Chair) would pull together a refreshed "Team Norm" document to share at the next Executive Committee Meeting.

4.2 Treasurer (& finance committee)

4.2.1 Current Financial Status

Kim Quirk (Treasurer) and Clifton Below (Chair) led a review of the organization's current financial status and

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budget.

Kim Quirk (Treasure) led a discussion about the Finance Committee’s exploration of mileage reimbursement for Directors who attend monthly meetings in person.

The Executive committee discussed the logistics behind establishing a procedure for mileage reimbursement.

The discussion concluded with a consensus that the mileage reimbursement line item would be kept in the budget but a plan for mileage reimbursement would have to be made in the finance committee and shared at the next board meeting so that the full board can discuss the program with more details.

4.2.2 Accrued Payables

Two outstanding consulting bills were reported.

4.2.3 Proposed Budget Revisions

Clifton Below (Chair) proposed the addition of a budget line item to add an extra \$30k for staffing and consulting.

The Executive Committee discussed this addition and the needs the organization might have over the summer as the coalition start acquiring and working with the chosen vendors from the RFP.

April Salas (Member at Large) stated a preference to remove “contractor” from the proposed budget line item and leave it at an extra \$30k for just staffing.

Kim Quirk (Treasurer)/Clifton Below (Chair) agreed to take the group discussion around the addition of this line item into consideration when they make further edits to the draft budget in the next Finance Committee meeting.

4.3 Secretary, IT

Doria Brown (Secretary) shared a brief update on the status of the organization’s IT Functions and shared drive.

4.4 Risk Management


Clifton Below (Chair) spoke on behalf of the Risk Management Committee. He highlighted the successful RFP informational session hosted by the Risk Management Committee.

4.5 Member Operations

Lisa Sweet (Member Director/Chair of Member Ops Committee) spoke on behalf of Member Operations. She highlighted a presentation shared by Community Choice Partners during the last Member Ops committee session.

4.6 CEO & Staff Search Committee

April Salas (Member at Large/Chair of the Search Committee) spoke on behalf of the search committee. The committee had not yet met so there was not much to update on.

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Christopher Parker (Vice Chair) mentioned that there are three executive committee members on the Search Committee so a public notice of an Executive Committee and Search Committee will be needed in order for the group to legally meet.

5. Old Business

5.1. Review Policies for Board Adoption (Gifting, Conflict of Interest, Volunteers)

The committee discussed the best ways to share these draft policies to the full board.

Some example edits to the Conflict of Interest Policy, made by Clifton Below and reviewed by the Coalition’s Legal team, were shared.

There was some discussion on the volunteer policy and if a volunteer coordinator needs to be named before that policy can be adopted.

There was a consensus of the committee to recommend the Gifting Policy for a full board vote at the May board meeting. Clifton Below (Chair) will share the Draft Gifting Policy to the full board in the May full board meeting packet.

There was a consensus of the committee that the Volunteer and Conflict of Interest Policies would remain open for comments and edits.

It was concluded that the Clifton Below (Chair) will circulate the draft Conflict of Interest and Volunteer policies to the full board, and a folder will be created for board members to drop their edited versions of each document into on the organizations google drive. The Clifton Below (Chair) will review these edits and compile them into one to share with the Executive Committee and Full board for further discussion.

5.2. Website Updates Proposed & Process

The committee discussed a process for reviewing proposed website updates highlighting that there is a need for a person or group of people on the member board to work with contractors to review proposed website edits.

Doria Brown (secretary) moved to create an adhoc group consisting of the Chair, Member at Large, and Chair of the Risk Committee to approve of website edits. Kim Quirk (Treasurer) seconded the motion

Discussion.

It was discussed that creating a group of this sort of official capacity would trigger the right to know and any meeting of these three people would have to be publicly noticed.

Clifton Below offered an amendment to the motion authorizing the chair of the risk committee to approve website edits pertaining to the RFP in consultation with the Chair and the Member at Large. The Committee unanimously voted to adopt that amendment.

Vote:

Clifton Bellow	yes
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April Salas	yes
Christopher Parker	yes
Kim Quirk	yes

The committee unanimously voted to adopt the amended motion authorizing the Chair of the Risk Management Committee to approve any edits to the website, pertaining to the RFP, in consultation with the Chair and the Member at Large.

Vote:

Clifton Bellow	yes
Doria Brown	yes
April Salas	yes
Christopher Parker	yes
Kim Quirk	yes

April Salas (Member at Large) moved to make the following edits to the official Community Power Coalition Website: Move the “Our History” section of the website to the “About Us” section and to move the “Organizing Group” write up from “About Us” to the “Our History” section and then add a highlight on the makeup of current Executive Committee, and other member committees in the “About Us” Section. Kim Quirk (Treasurer) seconded. There was no discussion. The committee unanimously voted to adopt the motion.

Vote:

Clifton Bellow	yes
Doria Brown	yes
April Salas	yes
Christopher Parker	yes
Kim Quirk	yes

6. New Business

- 6.1. Committee & Chair Appointments
- 6.2. Email Addresses
- 6.3. Mileage Reimbursement



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6.4. Collaboration with NSF Grant Proposal led by Dr. Amro Farid

6.5. Agenda for 5/19 Board Meeting

6.6. Other Business/Reflections

The committee ran out of time and did not have time to make it through section 6 of the agenda.

7. Adjournment

The meeting was adjourned by Clifton Below (Chair) at 3:16pm.