



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

**Minutes for the Finance Committee
Meeting April 20, 2022**

12 Court Street, Keene NH
(Posted at CPCNH and Harrisville Community Power websites)

Meeting Minutes Approved April 20, 2022

Hodson called the meeting to order at 11:02 am.
Present in person: Terry Clark and Andrea Hodson

Agenda. The purpose of this meeting was to review the Meeting Minutes for April 4, 2022, to complete the records of the current Finance Committee, which Terry and Andrea voted to approve.

Incidentally, Andrea presented Herndon Enterprise's request for expense reimbursement, totalling \$432 paid to Google for the CPCNH Workspace, February - April 2022. The invoice was also reviewed by Craig Putnam (Director, Hudson). Andrea has redirected Google subscription payments from Herndon Enterprise to CPCNH direct.

Before adjourning, Terry and Andrea agreed to approve the minutes for this meeting.

The meeting adjourned at 11:25.

**Minutes for the Finance Committee
Meeting April 4, 2022**

12 Court Street, Keene NH (+Zoom channel)
(Posted at CPCNH and Harrisville Community Power websites)

Meeting Minutes Approved April 20, 2022

Hodson called the meeting to order at 9:02 am.

Present in person: Committee Members, Andrea Hodson and Terry Clark joined by Walpole Board Director Paul Looney. Attending virtually and indicating that it was not reasonably practical for him to attend in person due to the amount of travel time involved, Cliff Below

Agenda moved and approved by consensus.

Meeting Minutes for March 28, 2022, moved to approve by Clifton, seconded by Terry. Approved by unanimous vote.

1- Financial position presented for Q1 2022 in preparation for the Board meeting April 21, 2022.. No comments.

2- Policies & staffing and strategy framework - Andrea reported a productive ExCom meeting April 1st where policies on conflict of interest, volunteers and gifts were discussed. ExCom changed wording to have legal looks at document first, then go to next board meeting. ExCom talked about staffing strategy and a framework for how to go forward with hiring an exec director figure, and project manager roles with no substantive changes. Next step will be profiling those individuals and creating a search team. ExCom will meet again before the All Board meeting to solidify details. Paul asked if we were envisioning using an executive search firm, Andrea said she would not think so at this time - that we would utilize members of the board with expertise in corporate hiring. Clifton noted that directors are prohibited from serving as Executive Director until at least six months into their term. Andrea clarified she was speaking about a search team, not member candidates.

Terry asked about the 14 areas of responsibility and where they would be assigned. Andrea noted that a contract had been agreed to with Samuel Golding, and Clifton surmised that the orphaned items not assigned to him would eventually go to the CEO. Terry asked about the role we offered Henry Herndon. Andrea noted that support activities, including IT, would go to the position we have offered to him. The Board Chair had a meeting planned to follow up with Henry concerning a consultancy contract.

3 - Review accounting division of responsibilities, cash management. Clifton walked the committee through several suggested revisions to the Division of Responsibilities. The committee approved changes as they were presented:

- A - Remove ExComm from Treasurer duties and add "Treasurer In consultation with Finance Committee", and adjusted text in bullet items to reflect that.
- B - Cash Receipts and Disbursements - Under Principal steps in the cash receipts and expenditure process:
- C - Revisie to reflect FinCom reviews financial transactions monthly - the log which is maintained by the treasurer. Removed duplication line about copies reflecting gifts, bank statements and duplicate signatures.
- D - Adjusted bullet line text as seemed prudent.

Motion to approve edits made by Terry, seconded by Clifton. Approved by unanimous vote, deferring Clifton's additional edits about accounting responsibilities.

4 - Wrap up and reflections, handover preparation. Andrea announced she will not run for treasurer, and will organize treasurer's folder for hand over to the next treasurer. Asked for reflections about our work in the past year. Terry suggested meeting twice a month may not be needed now that we have completed much of the organization work.

Paul asked if CPCNH was still trying to add towns, and suggested that we stay as we are until fully launched for risk purposes. Andrea related a California model that found it easier to work out the kinks and to limit the amount of initial energy purchase costs. Clifton suggested that there will be a second wave of towns that may not be ready to launch next spring anyway - and that we won't have the capacity to take on too many more towns for our initial launch.

Motion to adjourn made by Andrea, seconded by Terry. Meeting adjourned by unanimous vote at 10:10 am.