

Meeting Minutes of the Finance Committee August 15, 2022

Lebanon City Hall, 51 N. Park St, Lebanon NH
Posted at Enfield Town Hall; CPCNH.org website

Meeting Minutes Approved 8/15/22

The meeting was called to order at 9:02 am.

Members Present: Kim Quirk (chair), Clifton Below (CPCNH Chair)

Members Virtual (not able to make the drive to Keene): Paul Looney, Terry Clark

Others: Matt Miller (Chair of Risk Committee)

Minutes approval

MOTION: Clifton moved to approve the minutes from August 1, 2022. Terry seconded. Unanimously approved.

QB Financials for Board Meeting

Need to fix formatting for the Board packet – Cashflow and Financial Position, otherwise it accurately reflects our financials January through July.

Approved June Budget

We reviewed minor text changes and Clifton will ask Henry to post it at the CPCNH.org website.

Extension of CC Partners Contract

Matt proposed an extension of Samuel's contract: 200 hrs of additional time for 5-6 weeks of continued activity until we get service agreements signed and transition Samuel's knowledge to partners and, as soon as possible, internal hire(s).

RFP process has provided very good recommendations. During the process we did have to go back and forth with the vendors a number of times to be able to analyze the details. Samuel's support for this has been very good and very extensive. We need to have the continuity of his work through the last two services, Member Operations and

FOR COMMUNITIES, BY COMMUNITIES.



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Accounting. The extensive recommendation memos have been written by Samuel and show both the chain of custody, due diligence, as well as trade offs.

Clifton and Matt recommend that Samuel continue to provide this support for the all these contracts along with our Legal team and the Chair heads. He is transitioning away from CPCNH, so transfer of knowledge from CC Partners to the vendors and to CPCNH is imperative. His critical path analysis and our business plan are two areas that all the vendors will need to understand.

Up to \$16,116 in cash and up to \$20,000 in deferred, at risk compensation. There would be about \$13,000 left in the available funds based on our recently approved budget. See Matt's detailed recommendation in the Risk Committee Report for the 8/18 board meeting.

MOTION: Paul moves to recommend the approval of the CC Partner's additional 200 hrs; Terry Seconded. Unanimously approved.

MOTION: Clifton moved to recommend a budget amendment (if the board approves this contract) to reflect the cost of the contract extension plus the \$2000 unanimous donation. Terry seconded.

MOTION: Terry moved to adjourn. Clifton seconded.
Unanimous agreement for adjournment.

Adjourned at 10:01 am.

Submitted by Kim Quirk.