

 <p><b>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</b></p>	<b>FINANCE COMMITTEE – MINUTES</b>	
	Meeting Type:	<b>Finance Committee</b>
	Meeting Location:	<b>Lebanon City Hall, 51 N. Park Street, Lebanon, NH &amp; Microsoft Teams Meeting</b>
	Meeting Date:	<b>Monday, September 19, 2022</b>
	Meeting Time:	<b>Noticed for 9AM</b>

**Committee Members in Attendance:**

- Treasurer Kimberly Quirk, Chair, Town of Enfield Director
- Clifton Below, CPCNH Chair, City of Lebanon

**Committee Members Virtual Attendance:**

- Terry Clark, Cheshire County
- Paul Looney, Town of Walpole

**Guests:**

- Lisa Sweet, Chair Member Ops Committee

**Called to order: 9:04am**

**Minutes approval**

**MOTION:** Terry moved to approve the minutes from August 15, 2022. Paul seconded. Unanimously approved.

**COMMITTEE DELIBERATIONS AND RECOMMENDATIONS**

**Budget for 2022-23 through launch**

We discussed budget items needed to get us to launch. This working budget can be found at the shared CPCNH files, Committees, Finance, Budget. It is called "[2022 CPCNH Budget.xlsx](#)"

There is a line item in the Revenues section called 'Partner Grant'. After adding in expenses, this row will be adjusted to determine quantity and time frame for cash requests to our services partner (Calpine) that will keep CPCNH in the black through to launch.

In the expenses we have broken the section up into Contract services, Salaried employees, Fees/Search costs, Marketing, and Other (insurance, IRS fees, Digital services, meeting fees, mileage reimbursement). We discussed the extension of Herndon Enterprises contract as well as a placeholder for Accounting Services, which are not likely to be deferred expenses.

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Director Sweet, Chair of Member Ops, provided input for marketing programs associated with launch and questioned extending the Herndon Enterprises contract beyond the end of the year. There is a placeholder for hiring a full time position for much of the work that Herndon Enterprises supplies, but if that hiring doesn't happen by the end of the year, or doesn't cover the tasks that are needed, we will need to include contract extensions in the budget. It is important for Members Ops to ensure that all their needs are covered in a potential hire, or with partner contracts (like CENH), or to make sure we extend appropriate contracts into 2023.

After discussion with Director Salas, Chair of the Search Committee, I added \$33,333 per month for a CEO starting in March 2023; and \$7,083 per month for a Community Liaison/Admin employee, starting by the end of this year.

At the Finance Committee another hire was discussed, and a placeholder added, for a Project or Program Manager who would be responsible for the contracts with all our service providers. There has not been any detailed discussion on this potential hire.

The Finance Committee brought up the question of needing Personnel Policies before making any hires and whether that would be the first job of a CEO. If that is the case we might not make any hires until early next year and we should extend current contracts for CC Partners and Herndon Enterprises to meet that need. Kim will bring this up at the Executive Committee as it will have an impact on this budgeting exercise.

In this budget we added a line for Mileage Reimbursement for directors to travel to CPCNH meetings and increased the Digital accounts line item to represent the possible need for more accounts in the google workspace.

It is expected that we are in the early stages of this budgeting and will continue to get input from committees.

### **RFQ for Accounting Services**

We discussed the process for issuing the [RFQ for Accounting Services](#). We have a team that is made up of this finance committee and Andrea Hodson, and we may need some help from one or both of our consultants.

Please find the spreadsheet that outlines the process we are using for this RFQ at our shared folder: [RFQ Process – Accounting Services](#). We reviewed this at the meeting today.

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Everyone must sign and submit a Conflict of Interest Agreement if they haven't done that already.

I have added the following time frame to the RFQ:

Release RFQ: Sept 26, 2022

Question must be submitted to the fincom email address by Oct 10, 2022

RFQ Amendment with answers to questions will be posted by Oct 17, 2022

RFQ responses must be received by 5pm EDT on Oct 24, 2022

Interviews for some or all respondents will occur between Oct 24 and Nov 7 (as needed)

Recommendation to CPCNH board at Nov board meeting, Nov 17, 2022

Clifton has agreed to work with Samuel on whether we need to have a section in the RFQ for Conflict of Interest from the respondents; and will ask legal about whether we need to refresh the NDA (non-disclosure agreements) for this RFQ process before we provide access to the committee.

**MOTION:** Clifton moved to authorize the Treasurer to issue the RFQ after legal review and finalizing text. Paul seconded. The motion passed unanimously.

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

Adjourned at 9:59 am.