

 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	FINANCE COMMITTEE – MINUTES	
	Meeting Type:	Finance Committee
	Meeting Location:	Lebanon City Hall, 51 N. Park Street, Lebanon, NH & Microsoft Teams Meeting
	Meeting Date:	Monday, October 17, 2022
	Meeting Time:	Noticed for 9AM

Committee Members in Attendance:

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

Committee Members Virtual Attendance:

- Terry Clark, Cheshire County

Excused: Paul Looney, Town of Walpole

Guests:

- Andrea Hodson, Town of Harrisville
- Henry Herndon, Herndon Enterprises

Called to order: 9:02 am

Minutes approval

MOTION: Terry moved to approve the minutes from Oct 3, 2022. Clifton seconded. Approved by unanimous consent.

COMMITTEE DELIBERATIONS AND RECOMMENDATIONS

RFQ for Accounting Services

RFQ was posted on Oct 6 to the cpcnh.org website; Henry sent it out to the list of accounting firms (about 15 recipients) as well.

Questions to be posted to fincom@cpcnh.org. So far there have been no questions.

Schedule reminder

- Release RFQ: Oct 6, 2022
- RFQ responses must be received by 5pm EDT on Oct 27, 2022
- Interviews for some or all respondents will occur between Oct 31 and Nov 11 (as needed)

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

Budget for 2022-23 through launch/revenue

The [2022 CPCNH Budget.xlsx](#) is our draft budget to get to revenue (a few months past expected launch of April/May).

We discussed this preliminary budget with Calpine last week. They provided some thoughts. Once the contract is signed we'll go over it with them in more detail and begin requesting funds.

We discussed the budget items that should be approved at the upcoming board meeting (before we have a full budget approval):

- CPCNH CRM (customer relationship management) software (\$45/mo)
 - Henry agreed to start the free trial to be able to answer some of the questions about how CENH can have access to only some of CPCNH data.
- River City Bank EDI set up fees (\$5000)
 - These fees need to be spent in November to ensure we are setup for early next year.
- Extension of Community Choice Partners contract through December (deferred fees until cash is available)
 - Once we are receiving money from Calpine for startup fees, this compensation can revert to 50% deferred and 50% net 30.
- **MOTION:** Clifton moved that the Finance Committee recommend that we obtain at least 3 quotations for IT support to transition from our current Google platform to a Microsoft platform and provide ongoing IT support. Terry



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seconded. 3-0 voted in favor.

- **MOTION:** Clifton moved that the Finance Committee recommends spending up to \$50/month for Little Green Light CRM after Henry has done his 30 day analysis. Terry seconded. 3-0 voted in favor.
- **MOTION:** Clifton moved that the Finance Committee recommend that we authorize up to \$5000 for EDI for River City Bank. Terry seconded. 3-0 voted in favor.
- **MOTION:** Clifton moved that the Finance Committee recommend an extension of the contract with Community Choice Partners through the end of the year with all compensation deferred until we receive start up funding. At that time we revert to the existing terms which is 50% net 30 and 50% deferred. Terry second. 3-0 voted in favor.

Report for Board Meeting

Kim will provide quarterly finance reports for the upcoming board meeting, rather than monthly. The October board meeting will have Q1-Q3 financials reported.

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

Adjourned at 10:00 am.