 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	FINANCE COMMITTEE – DRAFT MINUTES	
	Meeting Type:	Finance Committee
	Meeting Location:	78 Main St, Enfield, NH & Microsoft Teams Meeting
	Meeting Date:	Monday, January 16, 2023
	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 in Virtual Attendance:

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

Guests:

- Lisa Sweet, Chair CPCNH Member Ops
- Henry Herndon, Consultant

Called to order: 9:10 am

Minutes approval

MOTION: Director Clark moved to approve the minutes from Dec 12, 2022.
Seconded by Director Looney. Approved by unanimous consent.

COMMITTEE DELIBERATIONS AND RECOMMENDATIONS


Accounting Services

We still don't have a prospect for book keeping and accounting services – Plodzick & Sanderson and Jitasa have both declined, either as not interested or able to do the work that we need.

Treasurer Quirk has written to Brenda Inman, former CFO of NHEC to see if she has any thoughts or ideas for how we could move forward with Accounting services. So far, no response. She will also look into locally represented larger Accounting firm to see if anyone is taking on new clients.

Chair Below offered to check with MRI – Municipal Resources Inc, to see if they might have a contract resource or ideas for accounting. He also knows a retired CPA/Auditor who can talk to. Chair Below will also check with Calpine for an Accounting firm referral.

Director Looney offered to check out the NH Society of CPAs to see if we can get any ideas there.

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CPCNH Reimbursement Policy

Now that there is funding, we discussed the CPCNH Member Reimbursement policy which was designed for providing travel reimbursement for members to get to board meeting, committee meetings and CPCNH events.

Both the policy and the attached reimbursement form include today’s GSA (General Services Administration) rate. It was discussed that we should remove the stated rate, which is already old, and reference the “current GSA rate” instead. Also we should add a reference on the Form to the year, 2023 from which GSA costs should be calculated.

MOTION: Director Looney moved that we recommend the CPCNH Reimbursement Policy to the full board for approval with the changes noted to remove the actual GSA rate and reference the ‘current’ GSA rate. Director Clark seconded. 4-0 in agreement.


Budget for 2023

The last board approved budget in mid December still does not project revenue as Ascend has been working on the updated modeling and forecast. Director Looney asked that we provide something to the board that represents how much we think we need to spend on energy procurement and when we think we will start receiving revenue as well as acknowledging the liability (line of credit) that we will be using to meet the cash flow.

Treasurer Quirk will work on putting in some projected energy purchase expenses, revenue, and credit liability for the next board meeting, as early projections. We may need to ask the Board for approval of the expenses to purchase energy before the end of this month, but we don’t expect to have a full 2023 budget for Board approval until February’s board meeting.

Treasurer Quirk will be closing the books for 2022, to the extent possible, to be able to provide full 2022 Financials for the next Board meeting on Jan 26.

Chair Below asked about the current Primex (insurance) policy. Treasurer Quirk is planning to pay that this month. Today’s bill is \$500 for Workers Comp and \$880 for Property and Liability. As we get closer to launch and when we take on a CEO we will need to re-evaluate and budget insurance expense accordingly.

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Membership Engagement Funds

We discussed the process for funding our upcoming launch events. CENH will purchase and invoice CPCNH for reimbursement for all print materials (line items 28-30). Herndon Enterprise will purchase and invoice CPCNH for reimbursement for Logo material (line item 27) as well as items for the Annual Member meeting (line item 39).

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

Adjourned at 9:59 am