 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	FINANCE COMMITTEE – MINUTES	
	Meeting Type:	Finance Committee
	Meeting Location:	Cheshire County Hall, Keene, NH
	Meeting Date:	Monday, September 18, 2023
	Meeting Time:	Noticed for 9am

Finance Committee Members in Attendance:

- Andrea Hodson, Town of Harrisville
- Paul Looney, Town of Walpole
- Terry Clark, Cheshire County

Finance Committee Members in Virtual Attendance:

- Clyde Carson, Finance Committee Chair
- Kimberley Quirk, Treasurer, Town of Enfield
- Clifton Below, CPCNH Chair, City of Lebanon
- Kathleen Kelley, Town of Randolph

Missing:

- April Salas, Town of Hanover
- Henry Noel, City of Berlin

Other Attendees:


- Henry Herndon, Dir of Member Ops
- Mark Terry

Called to order: 9:03am

Review/Approval of Minutes from 8/21/23 – Kim moved to approve, seconded by Clyde; approved by unanimous consent.

Accounting Services

Working with ecoCFO on a regular basis to take over payroll and bill pay, and to help us find a CPA for 2022 taxes, which are due November 15th.

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Director Hodson asked if we are still on target to reach our ‘minimum sustainable reserves’ goal, where we have the appropriate amount of reserves to keep the operations going 120 days. Additional funds after that start to build community reserves.

At the last board meeting the graph showed we would hit that target closer to 2 years after launch instead of the original projection of 3 years. Has that changed with the items listed in the variance report?

Treasurer Quirk will bring that up with CEO Callnan and Ascend as part of the discussion of the budget and variance reports to be able to answer that question at the board meeting.

Variance Report


Nothing new has come up this month for the variance report that will be provided at the next Board meeting.

Budget 2024

CEO Callnan and Treasurer Quick had hoped to have an early draft of the budget to review with the Finance Committee at this meeting, but that wasn’t possible. They had a good meeting with ecoCFO’s budgeting specialist last week and Ascend to identify what should be in the reports. CEO Callnan does hope to show the first draft of a 2024 budget at the board meeting next week.

Here are some of the budget related issues the Finance Committee discussed to ensure they get into the budgeting process:

- Salaries - it looks like there will be hires for all the open positions – what are the start dates and are there any extra fees, such as a relocation fee
- Benefits – do we have a handle on benefits and what percentage of salary this will be
- Finance/Accounting fees – with ecoCFO on board what do these fees look like? What do we need for CPA fees on top of that
- Legal fees – these are pretty well known at this point
- IT Services fees – we expect to transition to Microsoft with a consulting group. What does this budget look like
- Public engagement plan – Henry and Members Ops are working on this and have supplied a budget request for \$115k
- Audit Services – Audit committee is getting ready to send out RFP. Kathleen will supply a rough estimate as we won’t have firm numbers for a few more months.
- Tax prep for 2022, est \$4000

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Director Kelly and Chair Below offered to take a look at the 990 form and see if we could do the taxes ourselves to save on that money. Treasurer Quirk will send them info on what has been done so far.

Director Hodson asked if there is money available to help communities provide outreach to their residents? Henry reported that some communities have applied for reimbursement and others have not. This should fall into a policy so everyone knows how to apply and it has a formal approval process. Director Hodson offered to work with Henry to draft a policy that will allow communities to apply for funding and define what the funding can cover. Henry suggested this would be a Public Engagement Reimbursement policy.

Director Kelly would like all communities to track the money they are spending on outreach (whether it was reimbursed or not) and all the volunteer hours; which is very important for reporting purposes. We did not discuss how this would be done at this meeting.

There were no votes taken at this meeting.

The meeting was adjourned by unanimous consent at 9:46am.

Next meeting Oct 16, 2023

Submitted by

Treasurer Quirk