

 <b>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</b>	GOVERNANCE COMMITTEE – MINUTES	
	Meeting Type:	<b>Regular Meeting</b>
	Meeting Location:	<b>12 Court Street (County Hall Building, Commissioners Conference Room) Keene NH</b>
	Meeting Date:	<b>Monday, December 18, 2023</b>
	Meeting Time:	<b>10:15am</b>

Members, attending in person	Members and Others, attending virtually	Members, absent
<ul style="list-style-type: none"> <li>● Committee Chair, Andrea Hodson, Board Director, Harrisville</li> <li>● Mark Terry, Member Representative, Westmoreland</li> <li>● Terry Clark, Board Director, Cheshire County</li> </ul>	<ul style="list-style-type: none"> <li>● Committee Member, Joseph Lamattina, Board Director, Newmarket</li> <li>● Andrew Maneval, Member Representative, Harrisville</li> <li>● Guest, Brian Callnan, CPCNH CEO</li> <li>● Guest, Bobbi-Jo Michael, CPCNH Director of Administration</li> </ul>	<ul style="list-style-type: none"> <li>● April Salas, Board Director, Hanover</li> </ul>

Proposed Agenda

1. Welcome, Roll Call
2. Agenda, 11/20 Minutes
3. Consideration of OnBoard Software Presentation/Discussion
4. Board Culture and Effectiveness survey /c
5. Next Steps and other business
6. Adjournment

***Committee Chair, Andrea Hodson, called the meeting to order and with roll call and in-person quorum established, members unanimously consented to approve the proposed agenda and November 20th meeting minutes.***

Director of Administration, Bobbi-Jo Michael, shared a PowerPoint presentation with the committee regarding implementing a board management software program for the CPCNH Board of Directors and Committee's to utilize. Governance Committee members were provided with access to the CPCNH staff's recommended program, OnBoard, ahead of the meeting to allow them the opportunity to assess the software. Discussion followed the presentation. Governance Committee members are particularly enthusiastic about the software program's structure. Documents and other materials are easy to find and accessible, user friendly options for simultaneously developing and distributing work products between and during meetings of committees and the Board of Directors. The cost of the program is within the approved CPCNH approved budget,

***Director, Lamattina, moved to authorize the CEO's recommendation of the board management software program, OnBoard, to the CPCNH Board of Directors for approval. Director, Clark, seconded the motion. Motion passed by unanimous consent without objection.***

The committee members discussed the roll out timeline for the Board Self Evaluation Survey. The committee's goal is to push the survey out in February of 2024 to the full Board of Directors and to analyze the results for feedback to the board in April of 2024. A suggestion was made to give Committee Chairs the option to review the survey ahead of roll out.

Committee Chair/Director, Hodson, proposed work sessions on 1/9 to finalize the copy to send to the test team, and 1/30 to review their feedback and prepare the final copy for distribution to all directors..

The committee continued review of the draft Board Self Evaluation Survey beginning with section 4 as sections 1 - 3 are finalized. Committee Chair/Director, Hodson, encouraged committee members to continue to add notes/suggestions to the survey.

The survey is linked here:

<https://docs.google.com/spreadsheets/d/1mT58QXl1UmWBnC6dcULjp6ReB5uGKSM8/edit?usp=sharing&ouid=102220830068566547400&rtpof=true&sd=true>

***Member Representative, Terry, moved to adjourn, Director Clark, seconded the motion. Motion passed by unanimous consent without objection.***