

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
Member Operations & Engagement Committee
Minutes | 12/14/21, 10am - 11:30am
City Hall, Council Conference, Dover NH 03820

Committee Members in Attendance:

Member	Town	present/virtual
Lisa Sweet	Rye	Present
Nat Balch	Durham	Present
Howard Kalet	Rye	Present
Chris Parker	Dover	Present
April Salas	Hanover	Virtual
Jackie Wengenroth	Pembroke	Virtual
Paul Looney	Walpole	Virtual

Guests:

- Julia Griffin, Hanover Town Manager
- Dori Drachman, Monadnock Sustainability Hub
- Henry Herndon

Agenda

1. **Housekeeping (15) - Roll call, consensus on** agenda, approval of minutes from 11/9/21 [2021_11_09_MOEC_MINUTES](#) draft

Chris Parker moves to approve the 11/9/21 meeting minutes. Howard Kalet seconds. Motion passes by unanimous rollcall vote, 6-0-1.

2. **Overview of Members and Interested Communities (15)**

- a. **Identify “Owner” for each group (or Candidates and Member groups) to learn what we know, what we need to know and coordinate**

- i. 3 levels defined: Interested, Active Prospects/Candidates, Members
- o Interested: 25 communities identified; support with slide presentations, appearances at informational meetings

- Active Prospects/Candidates: 6 communities identified; support with informational presentations, intro/invitation letter and JPA materials

These two categories, Interested Communities and Active Prospects/Candidates- can be supported by Julia, Nat and Henry who will develop/organize educational materials, coordinate outreach and informational presentations, and track contacts/communication events

Interested/Candidates: Julia Griffin, what are the resources, what are the touch points, how is engagement being tracked, what is the process. Julia and Henry present back to the Committee for approval. Nat Balch will be secondary reviewer of folder.

- Members: 17 communities

Howard and Lisa will work to finalize Guidelines, templates, processes, coordinate outreach and informational presentations, track contacts/communication events

b. Discuss need for support/options

- i. Options for ways CPCNH can support Membership Development
 1. Volunteers - Julia, April emphasized on local personal level, supported by Howard very effective
 2. Partner with CENH? Nat and Howard supported; Chris/Lisa - reservations about potential conflict for CENH
 3. RFP - hire outside/consultant Howard hold off for now and Funding and Chris also funding?
 4. April Lisa need to support each groups needs separately

3. Resources: 1 - Recruitment and 2 - Guidebook and Resources Review (15)

a. Review and comment: [1 - EAC Guidebook for Authorizing Community Power Locally](#)

- i. FAQs and presentations are available on Google drive for member use
- ii. CPCNH members/consultants available to present at community meetings/hearings
- iii. Record videos to walk members through EAP process?
- iv. Assign one MOEC member for every few members to guide them through process?
- v. Dori: check out Monadnock Sustainability Hub; could present there in future?

- b. Review and comment: [2 - CPCNH Guidebook Checklist](#)**
- c. Draft guidelines for working in Google Drive**
 - i. Noted as need for Executive Committee / Transition Support Team

4. Timelines and Load Estimates (15)

- a. [EAP Approval Timeline](#)**
 - i. Needs updating
- b. Load Estimates - Facilitate Data Requests and Data Management**
 - i. April, Paul: Now have different reports from each utility and also at times can change from same utility.
 - ii. Need to develop standard format with Clifton and Samuel. A process that would be good for all.
 - iii. Two levels of requests; the initial and after approval. The second request could be requested and/or sent and received by a third party vendor selected by CPCNH or a Broker

5. Member Ops Activities (5)

- a. Discuss Community Check-ins
- b.** Informational Sessions - availability?

6. EAP Review (10)

- a.** Assign section experts
- b. Summary, Comments, Questions

Lisa suggested develop section comments/questions for EAP template; review for next meeting; not to edit but to identify questions others/communities may have; could use result to develop video presentation on Completing the Template

Jackie -Intro, CP and Attachment 2

Paul- Overview attachment 1

Chris- CP Goals, Objectives, Requirements, Attachment 3

Lisa- EAP requirements, attachment 4

Howard- Attachment 5

Nat- attachment 6

7. Report to Board 12/16/21 (5)

- a. Resources Organized
- b. CP Program Approval Timelines
- c. Recruitment and Membership
- d. Aggregate Data
- e. Next Up: Understanding EAP

8. Next Meeting January 11, 2021

9. Adjourn

Chris Parker moves to adjourn at 11:31 am. Howard Kalet seconds. Motion passes by unanimous rollcall vote, 6-0-1. (Jackie not present for vote)

Action Item	Who	Status
12/14/21		
Owner - Interested Communities	Julia Griffin, Nat Balch, Henry Herndon	
Owner - Active Prospects	Julia Griffin, Nat Balch, Henry Herndon	
Owner - Members	Lisa Sweet, Howard Kalet, Paul Looney (after March)	
Google Drive Guidelines	ExCom / Transition Team	
Attend Info Sessions		
EAP Experts	Jackie -Intro, CP and Attachment 2 Paul- Overview attachment 1 Chris- CP Goals, Objectives, Requirements, Attachment 3 Lisa- EAP requirements, attachment 4 Howard- Attachment 5 Nat- attachment 6	

11/9/21		
Develop standardized "Authorization" calendar / checklist / timeline with links to standard resources (e.g., presentation deck for EAP public hearing (delineating between required and suggested))	Lisa, Julia, Henry	Ready for review
Matrix of Comparing Brokers vs. Coalition	Andrea, Julia, Henry, Dori	ongoing
Post-authorization (steps, vendors will handle) "Implementation" Resources	Julia, Lisa, Henry	Not started

Description of Member Operations & Engagement Committee

The Member Operations and Engagement (MOE-C) Committee shall consist of at least two Directors or alternates, one of which shall serve as chairperson of such Committee. The charter of this committee is to support coordination and collaboration across Members to advance member readiness to launch an initial slate of Community Power Programs in 2022. This committee would be responsible for creating a framework for tracking member status towards initiating or finalizing Electric Aggregation Plans, sharing and networking resources that support member preparation for town meeting warrants, city council meetings and/or other committee meetings, to support member engagement needs in requesting and synthesizing community electricity data requested from the respective utility, and ultimately recommending - by Spring 2022 - a prioritized list of CPCNH services to the full Board.