COMMUNITY POWER COALITION OF NEW HAMPSHIRE
Member Operations & Engagement Committee
Minutes 4/12/22, 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	Absent
Jackie Wengenroth	Pembroke	Absent
Paul Looney	Walpole	Virtual
Craig Putnam	Hudson	Present

Non-voting Advisory Members:

Dori Drachman	Absent
Julia Griffin	Virtual
Henry Herndon	Present

Agenda

1. (15) Housekeeping
    a. Roll call/Quorum confirmation
    b. Consensus on agenda; see "On Deck Circle" attached at end of agenda for items that we will take up in near future
    c. Approval of 2022-2-15_CPCNH_MOE-C Minutes DRAFT [VOTE]

Howard Kalet suggested an edit, which Lisa Sweet incorporated.

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Howard moved to approve minutes with the edit. Chris Parker seconded. Unanimously approved 5-0-3.

    d. Information on Annual Meeting

At the Annual Meeting, Officers will first be elected, and then Committee Members will be appointed or reappointed to Committees. All Member Ops committee members indicated their interest in staying on the committee. Lisa indicated her willingness to stay on as chair if that was agreeable to the committee. Committee members indicated it was.

2. (5) Goals Approval

MOEC 2022 Goals
1) Support 2022/23 EAP Approvals → ***Support 9 current members in achieving local approval for Community Power programs in 2022 and prepare other members for approvals in 2023***.
2) Recruiting/Onboarding → ***Provide support to communities who are interested in joining CPCNH, guide them through the process of adopting the JPA and establishing an EAC, and provide orientation for new members.***
3) Develop post-Approval through Implementation Process → ***Unpack timelines from 'Community Power Program Approved' to 'Community Power Programs Launched' to develop guidance and resources for members with approved community power programs.***
4) Develop categorized list of CPCNH services and resources (recruitment → implementation) to be accessible for amendment on a continuous basis

Chris Parker moved that the Committee adopt the goals, with agreed upon revisions to #4. Craig Putnam seconded. Unanimously approved

3. (20) Review:
    a. Draft Resource Inventory, Status & Process Chart (informs Member Ops scope of needs)

Henry Herndon described the Resource Inventory, Status & Process Chart including materials for Phase 1: Recruitment & Onboarding, Phase 2: EAP Approval, and Phase 3: Implementation. Craig suggested integrating the information from a process chart mapping the steps and developed as part of the regulatory rulemaking process would be useful, or possibly making into a gantt chart format. Nat Balch mentioned Microsoft "Project" which helps organize gantt charts for this kind of purpose. Craig

Putnam offered to look into identifying a gantt chart type tool in the google work space that could be helpful for this. Graphical representations of the process and steps can be useful and helpful for explaining the process to stakeholders, governing bodies, etc.

b. Hot/Radar Lists (on EAP Approval Tracker)

Lisa Sweet described the "Interested Communities" / "Hot/Radar" list and noted that numerous towns had reached out just in the past month. There continues to be strong interest from non-CPCNH Member communities who are reaching out to CPCNH to inquire about Community Power, CPCNH and Membership. Julia Griffin offered to help with initial presentations to communities, Dublin in particular, but also others.

Nat Balch asked, what would be the latest a community could start the process (sign the JPA) to have time to do EAP approval by the next annual meeting (for Towns)? Lisa noted, for the 2023 town meeting authorizations, her goal would be to have the EAP finished and approved by the Select Board by Thanksgiving. A process chart that shows the cutoff for starting the process, and whether that puts you on track to the upcoming or following annual meeting, would be useful.

c. Member Ops of Needs 3/30/22

Lisa described a memo she prepared outlining the scope of needs the Member Ops required.

4. (20) Data/IT Update - Craig Putnam

Craig Putnam reported that he, Doria Brown and Matt Miller have been meeting to discuss CPCNH IT (Ad-Hoc IT Group). One item, which has been accomplished, is that Henry transferred ownership of the master Google Drive folder to a new account: IT@cpcnh.org, which has also been granted "super-admin" privileges in the CPCNH Google Suite/Admin. Subfolder ownership has not changed, and ownership is diverse by the different email accounts that created the files. There are files and folders, some owned by CPCNH.org emails, others owned by non-CPCNH.org email accounts associated with Board members' non-CPCNH.org email addresses. There is a lack of clarity on how to transfer ownership from non-CPCNH.org emails to CPCNH.org emails. The goal the Ad Hoc IT Group would like to achieve, when practicable, is to get everything owned by a CPCNH.org email account, e.g., first.last@cpcnh.org, or, Rye@cpcnh.org, for each Board Member or Member, or owned by a Committee. "Groups" are another option/function within the Google Suite, which can help organize information by, for example, a committee.

The Ad-hoc IT Group is of the opinion that every member and alternate should have a CPCNH.org email account, which is accompanied by a cost. Current CPCNH members, 2 emails per Member (Director & Alternate) + 2 contractors, and assuming as a 501(c)(4), cannot access nonprofit prices rate (because it is not a (c)(3), each account costs $18/month, which comes out to $8,600/year. And if you added 16 members, it would be $15,500/year. Is CPCNH prepared to spend that money? This is a question for the whole board to address, and to decide when this investment should occur.

Paul Looney asked if CPCNH could have a public Drive and a private Drive? Craig agrees this can be accomplished.

Craig has also been looking into online polling / voting for CPCNH business/meetings. CPCNH has been doing roll-call votes, which is a cause for discomfort for some because there is an order of votes which does not change. Online polling could create a way where everyone could see the text of the motion, and electronically vote yay, nay, abstain simultaneously. Chair April Salas and Vice Chair Clifton Below are supportive of this idea, and Craig spoke to Eli Emerson (Attorney with Primer Piper Eggleston Cramer) about this to ensure this could comply under the RSA, and he confirmed that it could, if done correctly.

Document with additional information are in the the Drive → Committees → Finance → IT.

Craig has also done an analysis of load data to separate default and non-default load, among other things. Craig has received detail rate class documents and information from Clifton Below. The effort is to reconcile Eversource and non-Eversource data to allow for apples-to-apples comparisons. Some spreadsheets aggregate data from different sources (e.g., Member Characteristics Sheet), by manually inputting the data, which runs the risk of data getting out of date. One goal could be to link spreadsheets to authoritative source of data.

4. (10) Report to Annual Meeting 4/21/22

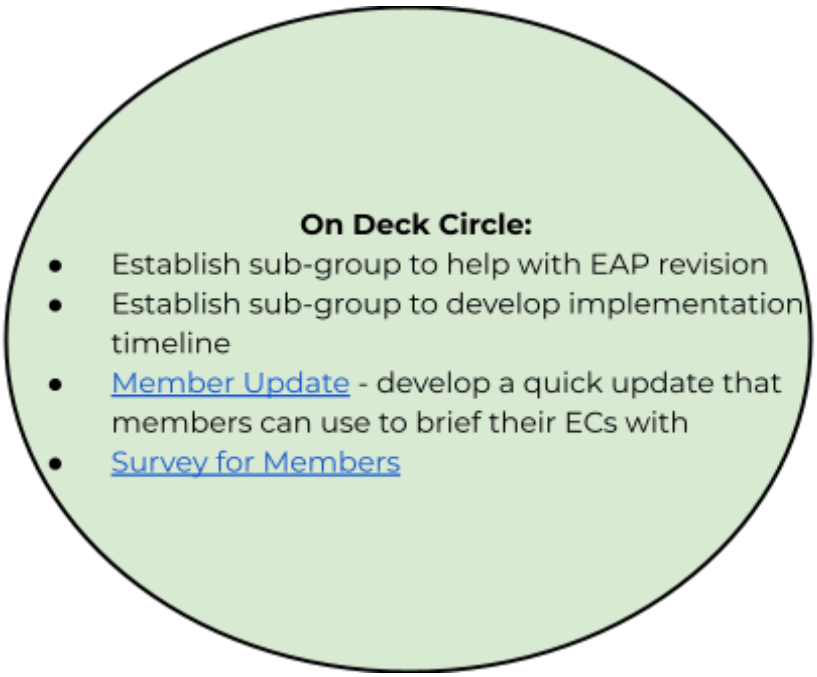
Lisa Sweet suggests sharing accomplishments, EAP approvals, new members, active interest, and resources that have been developed, as well as previewing upcoming “Implementation” efforts. Lisa will develop materials for the annual meeting on behalf of Member Ops.

5. Next Meeting - Tuesday May 10, 2022 @10:00 am; Samuel Golding will present on Implementation Process (see implementation timelines below)

The Drive has folders for (1) Recruitment; (2) Authorization; and (3) Implementation. Member Ops will be developing resources for Implementation in the coming quarter.

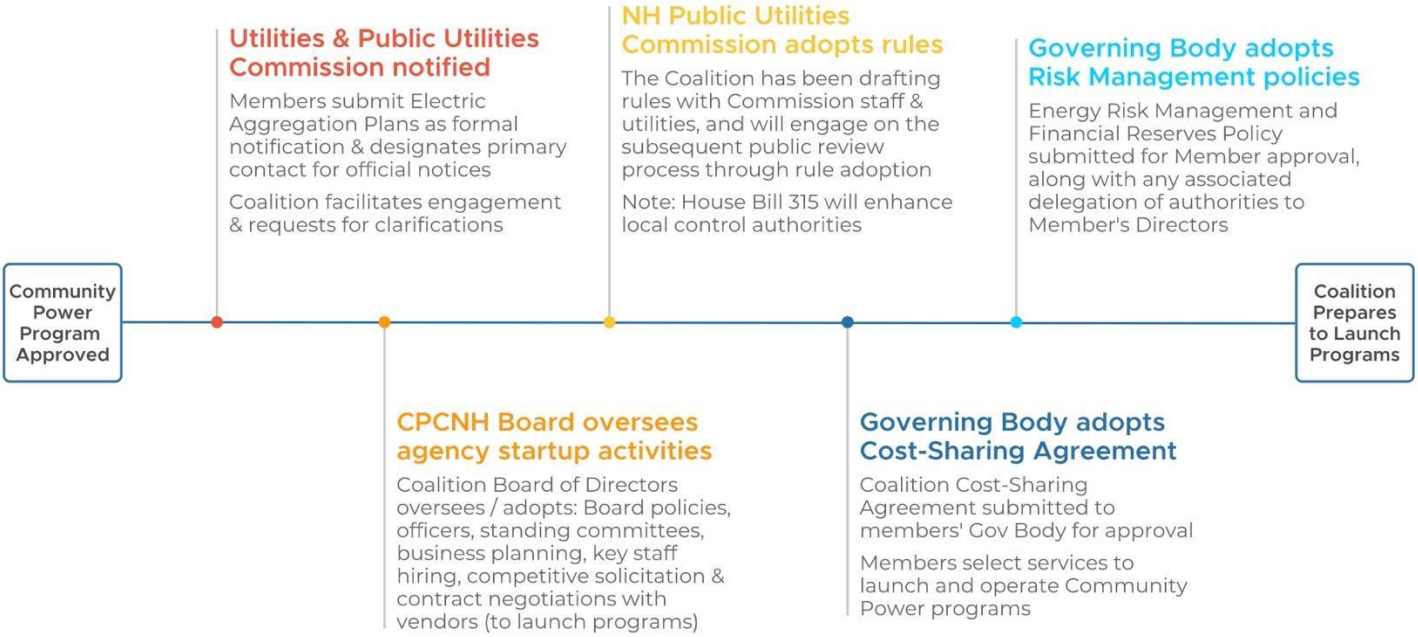
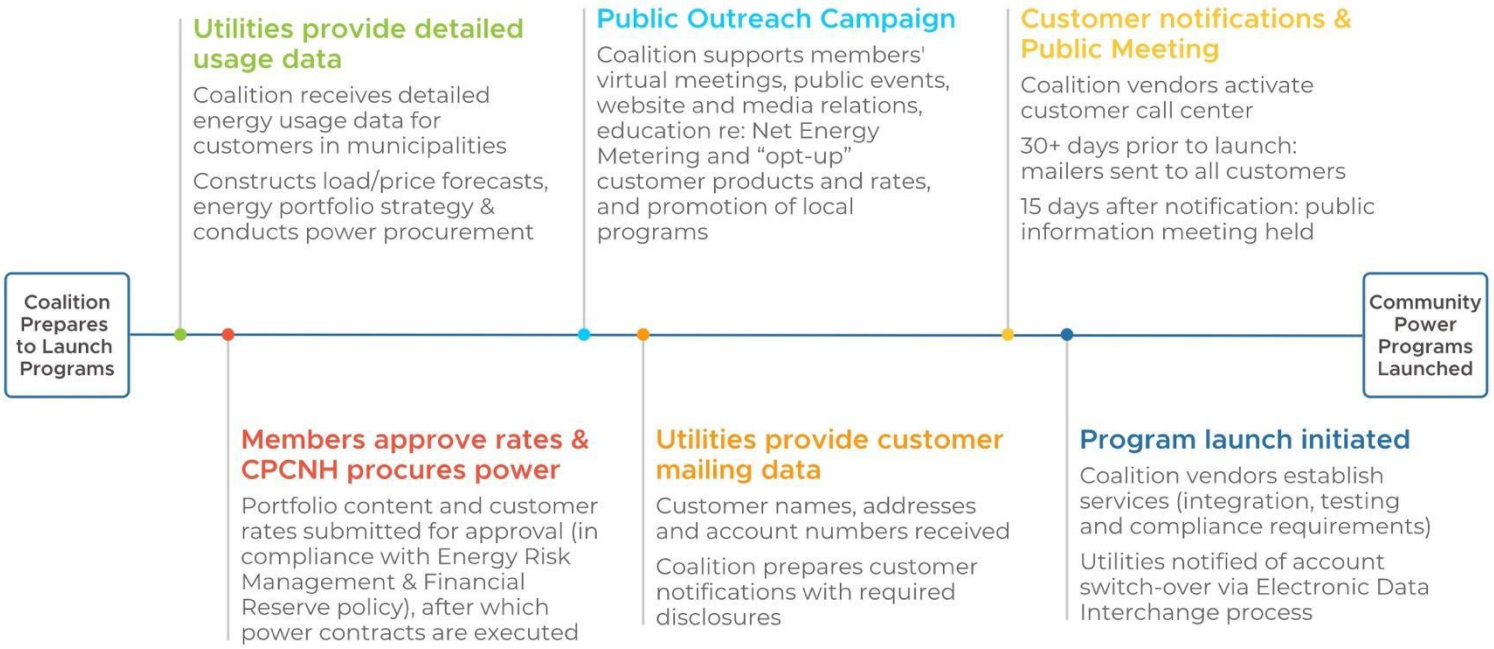
6. Adjourn

   Chris Parker moves to adjourn. Howard Kalet seconds. Unanimously approved. 6-0-2.



Timelines for Steps between Program Approval and Implementation

Coalition Startup, Rule Making and Risk Management Policy Approval Process



[NAME] Community Power Launch Process