 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	EXECUTIVE COMMITTEE – DRAFT MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	City Council Chambers, City of Lebanon, City Hall 51 N Park Street, Lebanon, NH 03766
	Meeting Date:	Thursday, February 10, 2022
	Meeting Time:	Noticed for 10:00 AM on CPCNH.org and at Lebanon City Hall

1. Welcome, Consensus on Agenda, Approve Meeting Minutes

April Salas called the meeting to order at 10:05 am.

Member	Director	Executive Committee Position	Present / Absent
Hanover	April Salas	Chair	Present virtually
Lebanon	Clifton Below	Vice-Chair	Present in person
Plainfield	Evan Oxenham	Secretary	Present in person
Harrisville	Andrea Hodson	Treasurer	Present in person
Nashua	Doria Brown	Director at Large	Present virtually

Those attending virtually stated it was not reasonably practical to travel to be attending in person

The following guests were present.

Name	Affiliation
Lisa Sweet	Member Operations Committee – present virtually
Matt Miller	Risk Management Committee – present virtually
Samuel Golding	Community Choice Partners – present virtually

Since three board members were attending the meeting in person the meeting quorum was met.

a. Check for Consensus on Proposed Agenda.

Clifton Below proposed that the committee discuss the contracts for Henry and Samuel during the strategy discussion.



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b. Approve Meeting Minutes.

The committee members discussed the minutes of the January 13 and January 26 Executive Committee meetings.

Clifton Below proposed several minor changes to the January 13 meeting minutes and noted that near the end of the Treasurer's report the line "There was consensus on the need to complete work on the three active contracts" should be changed to "There was consensus on the need to complete work on the two active contracts".

Clifton said that under the strategic discussion, statements were not attributed to any board member. He suggested adding a sentence that the statements reflect individual Members and not consensus by the body or state that these items were flagged by the Chair and do not reflect consensus by body. Evan Oxenham agreed to review the minutes and attribute statements to individuals.

April Salas asked to table the minutes of the January 13 meeting and have Evan rework them and send them out for review by e-mail. Evan should also review of Samuel Golding's comments. No formal vote was taken but no one objected to that request.

Clifton Below moved to approve the minutes of the Executive Committee January 26 meeting. Evan seconded the motion which was approved unanimously by a roll call vote. All approved.

2. Officer Updates

- **Chair, Status of Contract proposals**

April said that we received responses to our offers to both Community Choice Partners and Herndon Enterprises LLC, and shared these responses with counsel. The response from Herndon Enterprises included changes to the CPCNH base contract and counsel advised against both the cost and precedent set for CPCNH to amend our base contract. April will follow up with counsel to discuss what, if any, substantive changes need to be made to the base contract and report back to the Executive Committee on the results of that discussion.

Andrea Hodson asked to settle what to do with the Community Choice Partners contract. Community Choice Partners has provided two alternatives but April said we do not have the authority to proceed on option 2 of the Community Choice Partners proposal, but we can proceed with option 1. Doria Brown proposed limiting discussion in the interests of time.



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Evan supported proceeding with option 1 on the Community Choice Partners contract, but was concerned about the hours quoted by the Risk Management committee that are not covered by option 1 of the contract.

Clifton asked what the context was for Henry contract. April said that Henry did not provide an e-mail explaining his response and she emphasized that needed review by counsel as in his response sections from our standard contract had been removed. During the 30-minute meeting that April and Andrea had with Henry his main concern had been about how the approval process for speaking on behalf of CPCNH would work as he did not want to open himself to litigation. Clifton observed that it would be unusual, particularly with the standard form of contract that has been developed, to not have some degree of negotiation on the text.

Clifton said that there have been relatively few changes proposed in Samuel Goldin's response to CPCNH's contract proposal and that he had proposed two options and would be willing to proceed with either option.

Clifton said both contracts need to be approved by Board as they are both sole source contracts and typically sole source contracts have to be approved at the highest level of authority. Clifton proposed adding this to the agenda for the next full Board meeting. He said that the Community Choice Partners full proposal covers all the needed work on the RFP whereas option 1 only covers part of the needed work.

Andrea noted that the contract offered to Community Choice Partners falls within the budget approved by the Board. Andrea wants to proceed with option 1 and discuss at risk contracting as a possibility later. Doria supported moving ahead with option 1 immediately and April stated that the Board had granted both she and the Executive Committee the authority to proceed with contracts that fell within the proposed budget.

Clifton felt that Board was supportive of at-risk contracting, but agreed that there was not a resolution supporting this. He said that in the interests of transparency with the coalition members it is important to bring these contracts to the Board for approval.

Matt Miller commented that at the Board meeting no one would be surprised by proceeding with option 1. At risk contracting could be added in a second contract. Lisa Sweet concurred with Matt, but was concerned at how much time and money has been spent on these contracts.

Samuel Golding noted that next Board meeting is in seven days and Samuel has suggested changes to his contract that need review. It is likely that the contract would not be ready before the Board



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meeting, so the Board could be asked to approve the contract without causing any delay. Samuel is also willing to work on the RFP at his risk.

Samuel said that option 1 would allocate about 85 hours to support finalizing the RFP and the Risk Management Committee work, then about 7.5 hours to support Member Operations and about 7.5 hours to support regulatory and legislative work.

Samuel said that as described in the scope of work for option 2 there is quite a bit of work that needs to be done in the form of technical consulting services that Member Operations will need and in regulatory engagement on the administrative rules, as well as three or four critical bills that require support. Samuel had anticipated that the contract would need to go to Board for approval because there are meaningful tradeoff decisions regarding the support for Member Operations and Engagement, and Legislative and Regulatory Engagement that come along with whether option 1 or option 2 is approved. Doria responded that Samuel would not be working at risk, but only as a volunteer. CPCNH would not be committing to pay for any work until the Board approves a contract. Samuel said that he understood that, but he would still be tracking any work that he does for later reimbursement.

April added that CPCNH is working on volunteer agreements that would clearly establish when someone is working as a volunteer.

Clifton thought that Samuel is proposing that both options approve work on the RFP, and asked if there is comfort for allowing him to proceed. April said that there is still the option for no contract, so CPCNH could be in situation where no contract is signed but there is an implicit promise to pay for work undertaken before the contract was signed. April asked Clifton to restate his proposal for today.

Clifton said that he agrees to legal review and continued negotiation with Community Choice Partners on the terms and conditions. Clifton is concerned that option 1 might preclude payment for any previous services that Samuel performed. Doria said that it is too soon to proceed with option 2 because at risk contracting has not been fully explored and CPCNH has not completed discussions with the California CCAs that have used at-risk contracting. April agreed that we should not delay option 1 in favor of extended discussion of option 2.

Clifton stated that the Executive Committee does not have to take any action today and he does not want to proceed with any option today since counsel has not fully reviewed the terms and conditions of the contract.



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Doria proposed a motion to bring option 1 to the full Board and vote on it after the response from the legal team, and that we table the consideration of option 2 until after a full discussion of at risk contracting.

Andea supported proceeding with option 1 today, and clarified that we need to go to the Board for permission to enter into the contract. Clifton supports going to the Board to enter into a contract, but that the full proposal, option 2, from Samuel needs to also be presented to the Board.

April said that she believes the Executive Committee has the authority to enter into a contract, but she would like to check both minutes and the JPA to ensure that this is correct.

April Salas moved to proceed under current authority with a recommendation to the full Board to endorse entering a contract with Samuel Golding under option 1 of the proposed contract. The motion was seconded by Andrea and was approved 4-1 by a roll call vote with Clifton Below voting no.

- **Chair, Vice Chair, Fundraising, RFPs for Services**

April reported that we have begun the fundraising process with the NH Charitable Foundation, who have asked that we develop budget scenarios to support our funding request for \$300,000. The budget has been broken into quarters, indicating what is to be achieved in each quarter. We are waiting for the completion of their initial review. We expect to receive a \$75,000 grant and the \$10,000 from Lebanon by March. The Risk Management Committee would get priority use of this money to support the RFI / RFQ process. Attachment 2b created by the Risk Management Chair proposed an action to avoid the appearance of favoritism. This proposes having a standard transparent process to engage with vendors and partners to solicit. The process requires that an RFP be drafted for all required services.

Andrea reported that the Risk Management and Member Operations committees have provided input for fund raising and have broken down their work into phases.

Andrea presented the budget shown in Attachment 2a, with expected quarterly income and expenditure for March through December 2022. She said that the total expected revenue is \$368,980, and noted that the cost for staffing is 96% of the budget.

April said that the fundraising process requires us to set up a profile within the grant management system for NH Charitable Foundation. Once that has been created, we are invited to apply for grants. The Town of Hanover has volunteered to act as fiscal agent. We are finalizing a prospectus for philanthropic donors, and are working with people who have relationships with strategic donors. The Finance Committee will need to develop process controls for fundraising.



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- **Vice Chair, Legislative and Regulatory near-term issues**

Clifton reported on new legislation HB 1258 “relative to implementation of DOE” which has language to repeal open access to the transmission infrastructure. In addition, the department of Energy (DOE) made a request at the hearing to amend RSA 53-e to transfer Community Power review to the DOE from the PUC. This could put a hold on current administrative rules, or could force a restart on the administrative rules when the bill passes. The DOE does not have a requirement to be impartial but the PUC does.

Clifton asked the Executive Committee to would allow him to represent CPCNH on this matter.

April Salas made a motion to authorize Clifton Below to represent CPCNH at the HB 1258 working session. Andrea Hodson seconded the motion which was approved unanimously by a roll call vote.

Andrea asked Clifton to prepare a summary that describes the key issues and recommendations so that members can support Clifton in person.


- **Treasurer: Financial control update: deferred pay account (attachment 2c)**

Andea proposed to defer this until the next meeting in the interest of time, but gave a brief overview of Attachment 2c which is a discussion draft for financial controls. Andrea said that one issue not listed in the attachment is what level of cost triggers the requirement to issue an RFP, and that the Finance Committee needs to discuss this. The remainder of the discussion was deferred to a subsequent Executive Committee meeting.

- **Member at Large: IT Working SOPs, Fundraising, RFPs for Services**

Doria has been evaluating the CPCNH Google platform. We currently have a Google Suite Pro account but Craig Putnam has determined that CPCNH is eligible for a Google non-profit account which would decrease our costs by 70%, decreasing the cost from \$18 for each account to \$5 for each account. Doria will present a proposal to make this change to the next Finance Committee meeting.

Doria will be reorganizing the CPCNH Google Drive folders. She will alert people that folders will be reorganized. She will establish a centralized meeting minutes folder and will share an SOP document describing where to put draft documents which would be separated from the official meeting minutes folder.

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Doria will be working with committees on approving IT processes. Andrea asked how read / write permissions are allocated since several members had trouble with them. Doria agreed that she should work on that with a clear explanation of how these permissions are defined.

3. Operations

- **Annual Meeting Planning for April 21**

April said that planning for the Annual Meeting on April 21, 2022 needs to begin. We will need to send out notifications 30 or more days in advance of the meeting. See attachment 3a for some of the key details that we need to consider. The first topic is new Board officer elections. We need to check the election rules in the by-laws, consider the nomination process, and the voting process. We also need to determine the timetable leading up to the Annual Meeting.

April said that attachment 3b is a placeholder for possible by-laws changes. At this time none have been proposed but potential by-laws changes need to be identified soon.

Andrea said that determining an election process is potential conflict of interest for the Executive Committee but CPCNH does not have Governance Committee so she is comfortable with the Executive Committee describing the process and informing the Board of the process next week. We need to decide who would handle nominations and collect candidate statements, and that this would NOT be the Executive Committee. We may want to appoint someone outside of the Executive Committee to handle that.

Clifton agreed that since members of the Executive Committee might be standing for reelection, it is not appropriate for the Executive Committee to recommend a process. Consequently, Clifton reviewed national standards for a model procedure and he really likes the American Institute of Parliamentarians Standard Code of Parliamentary Procedure. Clifton noted that the code states that “care should be taken to provide sufficient flexibility in the overall nomination election process to allow the organization to address unanticipated circumstances” and that the nominating committee needs to be representative of the community. Also, the procedure should allow nominations from the floor but there is value in knowing the candidates in advance of the meeting. He suggested that a resolution could be proposed to adopt a procedure at the next Board meeting.

Andrea clarified that we need to have a process so that we are not nominating from the floor with no idea of people’s qualifications. If the nomination process is available next week people can consider whether to volunteer for a position and can be ready to provide a succinct description of their qualifications and vision.



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Doria agreed that it is time to start the discussion of this in the full board meeting but that it is too soon to start nominations next week. Evan suggested that we could ask for volunteers to participate in a nominating committee at the next Board meeting.

Samuel stated that we do not know if communities will appoint new directors and alternates, so too much of an internal process would disadvantage new members. Samuel suggested that we should not require nominations but should have candidate statements in standard template, and should notify communities that an election is imminent.

April said that she is was in favor of a clear process and that members can benefit from a description of not only what's required of the positions but also from the ability to read the qualifications of the individuals either being nominated, self-nominating, or being nominated from the floor. She agreed with the formation of a separate nomination committee and that we need to need to ensure diversity in this committee.

Andrea said that in the absence of disinterested governing committee we need to ask for volunteers to form a nomination committee, which would be subject to quorum.

Clifton suggested a nomination committee might be a problem in this time frame and that it would be more productive for people to self-identify for particular roles. He also stated that there must be an open vote, since a secret ballot is not allowed under “Right to Know”.

April said nomination committee could collect nominations and distribute them to full Board, but that it does not have the authority to filter nominations. April said the Board members need information in advance of the Annual Meeting so that they can be fully informed before voting.

Andrea and Clifton proposed that members of the Executive Committee could put forward a proposal at the next Board meeting.

April proposed that the target is to have the roster of candidates by April 4. All the nominations will be in the Board packet, but the roster needs to be published by April 7.

Andrea said that the minimal submission would be the name, member town and position that they are seeking. Clifton added that it would be desirable for the candidate to include a statement of interest and his or her qualifications, and an open-ended category of “what else do you want us to know”. The roster will be a compilation of all the candidate submissions, and any nominee would submit their nomination to Evan (Secretary) who would compile the roster and provide it to the chair to be distributed prior to the meeting. Not being on the roster would not preclude anyone from nominating from the floor. Evan agreed to compile the roster.



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Andrea suggested compiling a document to describe the roles of the Executive Committee as orientation materials for new board members. She said that we need a similar description of the role of board members and committee members. She added that we have not developed those descriptions because we do not have a Governance Committee, as they would be the committee responsible for creating the criteria for what the roles require and the performance required from the Board and committee members.

Clifton suggested just reporting to the Board what these roles have required to date, perhaps with just a simple statement of the meetings that have been held.

April said that because CPCNH does not have a management team in place there is a certain level of management expertise required of Board members for effective management of the organization and that the work is not just a time commitment. April suggested that each Executive Committee member write a brief description of the work that is required in their role.

Andrea suggested deferring a full discussion of Executive Committee roles to the next meeting.


Clifton noted that roles will evolve as CPCNH changes from a startup to an established business with staff.

- **New Officers election process, By-laws updates (attachments 3 a/b)**

April said that she expected that updates to the by-laws will be required.

Clifton said that he was not aware of any by-laws changes but that there is potential change to the JPA, and that both by-laws and JPA changes require a 2/3 vote of the membership at the membership annual meeting. Clifton said that the JPA change that may be needed concerns cost sharing options. Clifton and April received a cost sharing draft document from counsel and he wants to discuss one issue with counsel that is not addressed in the draft document. The concept is that we take all deferred start-up costs and prorate them at an equal rate based on kWh delivered by CPCNH to each community over the first 3 years. This is not one of the options outlined by counsel, but it was what the Board discussed in December, because it addresses the problem of the early movers having a disproportionately high burden per kilowatt hour and reflects Doria's concern that early participants not be overly burdened. Clif would like to add a section to the JPA that enables that option without us deciding that we would actually employ that option.

Clifton noted that we need to provide notice at least 30 days before the Annual membership meeting of any proposed changes to the JPA or By-laws. Notice could be given at the March 17 Board meeting, which is more than 31 days before the Annual Membership meeting if it is on April 21. Clifton

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suggested that he, April and Matt discuss this and introduce the topic of cost sharing at the February Board meeting. He said that we could do this discussion in consultation with legal counsel which would allow us all to meet virtually.

April also suggested that we have separate Committee of the Whole meetings to discuss this and the business plan and we could convene in consultation with legal counsel which would allow us all to meet virtually.

4. Board Meeting

- **February 17, Proposed Agenda (attachment 5)**

April said that the proposed agenda is in attachment 5 and briefly talked about the highlights of the proposed agenda.

Andea noted that CPCNH needs to shape cost-sharing and deferred compensation policies. Certain building blocks are necessary for this, and building block 1 is understanding as fully as possible the deferred compensation or at-risk contracting building block and its relation to best practices. The debrief of the California CCAs interviews is an important part of the training and development of the Board. Andrea said we need to structure the information so that full board understands all the implications.

Clifton suggested opening the California CCAs interviews to more CPCNH people but April was concerned that having too many CPCNH members participating would overwhelm the California CCA representatives.

April noted that she needs to add the approval to execute the consulting contracts to the agenda, and Clif said that she needs to add JPA and By-law amendments.

5. Adjournment

Clifton Below moved to adjourn the meeting. The motion was seconded by Andea Hodson and approved unanimously by a roll call vote.

April Salas adjourned the meeting at 1:02 pm



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**Attachment 2a
Fundraise update**

NH Charitable Foundation Trust

(Budget scenario assuming \$300k additional revenue, 2022)

	12-Mo Forecast Totals	Projected			
		Mar	Jun	Sept	Dec.
Balance, Cash Flow	383	80,541	47,405	18,269	383
Revenues	368,980	85,000	25,000	25,000	25,000
Opening balance	5				
Donations, received	58,975				
Donations (Lebanon)	10,000	10,000			
NH Charitable Trust Foundation (in process)	75,000	75,000			
Other (Philanthropic donors)	225,000		25,000	25,000	25,000
Expenses	368,597	39,770	62,112	91,362	91,362
Contracts pending: Technical Assistance RFI/RFP development, Community Power Consulting, RFI Expert Evaluator 3/	40,376	10,792	8,000		
Risk Committee Support: Create and release RFP to solicit proposals from high quality service providers for services and credit support needed to launch Community Power, April 2023.	16,000	8,000			
Risk Committee Support: Evaluate, interview, and recommend service provider(s) for multi-year contracts to launch and develop Community Power Aggregation operations. This phase involves intensive technical evaluation of the proposals, respondent interviews, internal deliberations, and consultation with independent expert evaluators over 3-4 months.	45,000		11,250		
Member Operations and Engagement Committee Support: Recruit & onboard 5 new municipal members.	6,800		2,267	2,267	2,267
Member Operations and Engagement Committee Support: Provide EAP development & adoption support (explain template, attend info mtgs, timelines, network support) for 9 municipalities.	25,000		8,333	8,333	8,333
Member Operations and Engagement Committee Support: Support 12 municipalities with post-Community Power adoption through Vendor handoff.	30,000		10,000	10,000	10,000
Executive Committee / CPCNH Board Support: Create communication strategy (Q1 2022). Lead and manage community power implementation and operations. 3/	180,000	20,000	20,000	70,000	70,000
Staff: Cost allocation, deferred payment policy development	10,000				
Insurance, D&O	1,300				
IRS filing fees	3,150	600			
Accounting Services (est pdg)	1,500		1,500		
Meetings (Annual)	1,500				
Mileage	5,400		600	600	600
Digital accounts	2,571	378	162	162	162
Notes					
At-risk/deferred payment commitments = \$300k Legal Counsel as of 1.31.2022					
Staffing % of Exp =	96%				
1. Commitment to be confirmed					
2. Contracts pending: CPC \$16,5k+TA \$20k+RFP \$8k					
3. Executive hire will help launch and operate community power plans. Develop agreements and budgets. Develop CPCNH internal programs and member community energy offerings. Collaborate with and engage communities. Represent CPCNH in front of government and regulatory bodies, and engage on legislative and regulatory matters (Qs 3-4).					
					2.2.2022



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Attachment 2b Request for services proposals

Community Outreach and Member Recruiting Services

Should the committee approve an RFP for these services?

Context provided by Risk Management Chair:

Through the course of reviewing RFI responses and the NHCF funding prospectus, I recognize that CENH has interest in collaborating with CPCNH on activities ranging from community outreach, to legislature and PUC advocacy, and possibly some aspects of member recruitment.

To avoid any perceptions of bias or favoritism, I recommend that CPCNH use a standard process to solicit proposals for these services, and that CENH submit a competitive response to a solicitation, which may then be assessed against other competitive responses.

CPCNH will need to draft and release a RFP for community outreach, to legislature and PUC advocacy, and possibly some aspects of member recruitment. We will also need to carve those services out of our upcoming RFP for comprehensive service and credit support.


The main reasons for this recommendation are to eliminate any perceptions of bias and favoritism that I believe could already be visible outside CPCNH.

- 1) CENH and CPCNH have had some encounters about partnering on community power outreach and other topics. A version of that partnering discussion appeared in a draft NHCF funding prospectus. I also believe that CENH has presented possible collaboration with CPCNH to its board.
- 2) CENH is part of a team response to the CPCNH RFI for comprehensive services and credit support. That team includes a major out-of-state energy portfolio manager, a national energy consulting firm, a NH-based energy efficiency company, and CENH.
- 3) Difficult questions will be raised if CPCNH independently partners with CENH through a non-competitive process and then were to award its comprehensive services RFI and credit support to the team RFI response described in bullet #2.

Technical Consulting Services

Should the committee approve an RFP for consultancy services to support the Risk Committee’s work on the CPCNH RFP for comprehensive services?

At this juncture the contract for consultancy services extended last week [[has / hasn’t been accepted]] for work to complete and release the RFP, and prepare to and evaluate responding service providers. Should the team develop a pool of qualified candidates to pick up the work from there, representing a substantive consultancy contract?

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Attachment 2c

**Discussion Draft
Finance Committee, Financial Controls**

Process recommendations to be applied to Legal services and invoicing, communicated to Committee Chairs and to Legal Counsel.

1. Requests for Legal support should flow through the CPCNH Chair and Vice Chair for review and approval.
2. Subsequent invoicing from Legal will be directed to the Chair or Treasurer.
3. The Chair or Treasurer will forward Invoices to the service requestor for review and approval (or, discussion with Legal as appropriate).
4. Reviewed and approved invoices should be directed to the Treasurer so that Legal can be advised such, and invoices added to the account records.

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Attachment 3a
Annual Meeting Planning: New Board Officer Election Process

Discussion draft
New Board Officers Election

1. Check by-laws for rules
2. Describe nomination process
3. Describe voting method

Timetable

- Open Board nominations at February meeting
- Accept Nominations at March meeting
- Candidate statements (?)
- Vote ballot at April meeting

Nomination process

1. Board (alternate) members may nominate themselves or another member for Chair, Vice Chair, Secretary, Treasurer, Member at Large.
2. Once added to the election slate, nominees prepare a candidate statement that provides information about candidacy.
3. Statements will be available to the full Board public prior to voting.

Information to be included with the nomination?

Which position. Name. Member town.

Motivation? Why are you interested in a Board position?

Qualifications? How will leadership and personal and professional experience benefit CPCNH and its Board of Directors in advancing our mission and vision. What about time and travel availability?

Related community experience? Involvement with and leadership experience in home town, EAC, Community Power, CPCNH?

Values? What about attention to developing and advancing core values?

Equity, inclusion, diversity? Personal and/or professional experience pertinent to developing CPCNH with respect to equity, inclusion, and diversity across membership, services, and/or strategic outreach.



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

EXECUTIVE COMMITTEE – DRAFT MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Council Chambers, City of Lebanon, City Hall
51 N Park Street, Lebanon, NH 03766**
Meeting Date: **Thursday, February 10, 2022**
Meeting Time: **Noticed for 10:00 AM on CPCNH.org and at Lebanon
City Hall**

Attachment 3b

Annual Meeting Planning: By-Laws Updates

Discussion draft

Suggestions we should consider here

APPROVED



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**Attachment 5
Board Meeting, February 17, Proposed Agenda**

Discussion draft

1. Call to Order Roll call & Verification of Meeting Quorum
2. Proposed Agenda, Meeting Minutes (12.16.2021 and 01.20.22)
3. New Members (?) [VOTE]
4. Committee Assignment Nominations [VOTE]
5. **Toward cost sharing, at-risk policies development**
 - Deferred / At-Risk Compensation presentation recap
 - Debrief CCA revelations (in process)
 - Cost-sharing options (forthcoming, Counsel)
6. Annual Meeting, April
 - New Officers Election
 - By-Laws amendments
 - Location
7. Committee & Organizational Updates (Update and forecast)
8. Member Round Robin, status updates and open discussion
9. Other Business
10. Adjournment