 COMMUNITY POWER COALITION OF NEW HAMPSHIRE	EXECUTIVE COMMITTEE – DRAFT MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Council Chambers, City of Lebanon, City Hall 51 N Park Street, Lebanon, NH 03766
	Meeting Date:	Monday, March 14, 2022
	Meeting Time:	Noticed for 11:00 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 11:02 am

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

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

The following guests were present.

Name	Affiliation
Matt Miller	Risk Committee - present virtually
Samuel Golding	Community Choice Partners – present in person
Terry Clark	Joined virtually

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

a. Check for Consensus on Proposed Agenda.

Clifton proposed that the committee discuss the contracts from Henry and Samuel

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b. Approve Meeting Minutes.

The meeting minutes that needed approval were the January 13, February 10 and February 16 minutes. Clifton Below noted some changes for the February 10 minutes, but other members of the committee had not had time to review them.

Doria Brown made a motion to table the minutes until the next Executive Committee meeting. April Salas seconded the motion, which was approved unanimously by a roll call vote.

April laid out the core agenda items for this meeting.

April said that we need a staffing discussion, including the status of the two contracts, but also a strategic conversation about staffing. This conversation would include the staffing needs, prioritizing specific CPCNH hires in particular capacities, which could be guided by the staffing plan proposed in the draft Business Plan. Samuel Golding has prepared a discussion draft which was presented at the Risk Management Meeting.

April said we need to consider how to share the knowledge we gained from the CCA meetings, as well as the information shared by Nick Devonshire and Samuel Golding while reviewing the Business Plan and discussing deferred compensation. We need to communicate what the members of the Executive Committee have been learning in an organized way to the members of the CPCNH Board.

April added that she also wanted to discuss the application to the New Hampshire Charitable Foundation.


2. Staffing discussion

April provided an update of the negotiations on the agreement with Henry Herndon. She said that in another round of discussions with Henry Herndon they talked about the pain points of the standard contract, with further comments from Henry’s counsel. She and Henry have agreed on the scope of work but need further negotiations on the details of the standard contract.

Terry Clark joined the meeting virtually.

The “Draft-Spring 2023 Launch Timeline and Milestones” spreadsheet was used to guide the staffing discussion.

April said that we are not naming positions, but identifying needs. She asked that we consider which areas of support positions are critical and identify positions that support needs, such as developing a

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cost sharing agreement. She added that we need to finalize the review of the draft Business Plan, which includes agreeing on the CPCNH operating model.

April identified important tasks: Vendor selection and Management contract negotiation, Marketing and Communications, and Member Engagement and Management.

Matt asked whether Member Engagement and Management included internal communications and April responded that it does. She said that this needs proactive communication – pushing information instead of making people pull information. This is potentially a big job.

Andrea said that the internal communications task should include coordinating across committees by being one point of contact watching committee minutes and communicating information to all members.

Matt suggested that someone should be responsible for polishing information conveyed during meetings, such as the deferred compensation presentation by Nick.


Doria stated that IT needs full time support. She has found that it is not something that can be done on a part time basis.

Clifton added that the marketing and communication task includes external communications, such as press releases and website updates.

April agreed with the above comments. She stated that the webpage needs to be consistently maintained and we need to define the scope of both internal and external communications. This is potentially a very big job or perhaps several jobs, and the job would change after services are launched.

Andrea suggested that we need single point of contact to manage communications, including developing the internal communications system, organizing critical issues and raising them to committees, synthesizing content covered in meetings and overseeing updates to the website. This person would not be doing the actual updates but would be managing people, possibly interns, who do the work.

Matt said that he has broken the management functions into 12 different activities some of which could be combined under a particular role, for instance administrative support, internal communications, and IT administration may fall under one role. Matt proposed that one person could initially be tasked with such a role and the tasks prioritized, and we could see whether that load is too much for a single person and decide on additional staff or volunteers at that point.

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Andrea added that we need someone to mobilize resources to get done specialized activities where that person does not have the expertise. This could be either a full time or a part time position.

April observed that the current Board is taking on administrative work that is bogging it down, which is distracting the Board from its more strategic tasks. April said that Lisa has noted that things are slipping through the cracks. April added that the part time Board cannot cover everything and this communication position seems very important

Matt has grouped the core tasks under a project manager title for each task group and he will share this in google docs (document titled “Draft Staff Roles and Responsibilities” and stored on the CPCNH Google drive in CPCNH/Committees/Exec Committee).

After a discussion the committee consensus was to not present a summary of this discussion at the next Board meeting as the resolution of the contracts has a higher priority.


April expressed concern about how the extended negotiations on the Henry Herndon and Samuel Golding contracts are incurring a high cost for legal counsel, particularly in the negotiations over the form of the standard contract template.

April added that we may need to consider other actions if these contracts negotiations are not soon resolved. She believes that we are close to a resolution and may be able to present the resolved contracts to the Board. Resolving these contracts is a high priority as the proposed scope would fund the work needed to complete the RFP.

April said we have a need related to the internal management constraints, which would be in addition to the Henry and Sam contracts.

Andrea said we need to queue up a request for an authorization to move forward with an additional position for the Board to consider. Clifton said whatever is done will need updated budget which could be presented at the April Board meeting together with a better description of the position. Andrea said we need to set a deadline for these contracts before April.

April said that we could project the need for consultant support beyond the RFP. There are other needs including support for developing cost sharing agreements, at-risk policies and financial control policies.

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3. Finance Committee

Andrea reported that the Finance Committee today discussed the conflict-of-interest policy and will send that to Executive Committee as there is an extended role for the secretary. The Finance Committee is reconciling the roles of financial transactions and controls with the requirements expressed in the JPA. The Finance Committee has stated that anyone spending or asking for money will need to review the invoices. The Finance Committee plans to have the details available for the full Board at the April meeting.

4. CCA Meetings

April asked Andrea for comments on how to present what was learned in the CCA meetings and Nick and Samuel's presentations.

Andrea noted that what was learned is content rich so framing this for the Board needs to take into account the Board's current knowledge. She said that the Nick's presentations on deferred compensation and Samuel's presentation on the Business Plan should not be discussed together in one meeting. Andrea said that she could prepare a synthesis of the CCA discussions and Matt offered to help with this by sending Andrea notes which discuss particular contrasts and similarities. Clifton suggested sharing the "CCA Outreach & Interview" document with the other people who participated in the CCA talks, so that they could add their comments to the document.

April proposed creating a few PowerPoint slides that highlight important ideas and asked who had time to work on CCA comments. Clifton pointed out that one problem is how to work together under the Right to Know law, as the law prohibits sequential involvement in a discussion of a topic and the other problem is how to combine comments as each participant probably took different notes. He suggested that each CCA participant produce their own highlights.

Matt proposed that he and Andrea and put together a summary for presentation to the Board. Evan noted that the "CCA Outreach & Interview" document must be shared with the entire Board, as the document is not currently visible if one browses to its supposed location under the Executive Committee folder.

5. Board Meeting Agenda

April identified the following topics for discussion with the full board at the next Board meeting:

1. Minutes
2. Vote to admit Portsmouth



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3. Share knowledge obtained during the CCA discussions
4. Resolving the contracts
5. Discussion of position profile and budget
6. Finance Committee updates on conflicts of interest policy, and the financial controls policy
7. Regulatory and Legislative affairs
8. Committee Updates
9. Officer nomination process
10. Information Technology
11. Grant Applications

As part of the agenda discussion April shared that she has exchanged e-mails with Samuel, and she and Samuel now have a good framework for a contract with a scope to complete the RFP process, an option for deferred compensation for any work that exceeds the available finances, and a defined maximum contract value. The framework includes financial controls with April and Matt overseeing the work.

6. Fund Raising Update

April reported that we have received implicit approval for applying for the New Hampshire Charitable Foundation \$75000 grant, but that we need to provide specifics on how we would use the money, such as for general startup support, technical support, and RFP support. April and Clifton will work on the proposal for the \$75000 grant with Matt assisting as necessary.

7. Adjournment

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

April Salas adjourned the meeting at 12:36 pm