



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

EXECUTIVE COMMITTEE – MINUTES

Meeting Type: **Executive Committee**
Meeting Location: **14 Dixon Ave, Suite 201, Concord, NH 03301**
Meeting Date: **Monday, August 22, 2022**
Meeting Time: **Noticed for 9:00 AM on CPCNH.org and at Lebanon City Hall**

Attendees:

- Chair Clifton Below, City of Lebanon Director
- Treasurer Kimberly Quirk, Town of Enfield Director
- Secretary Doria Brown, City of Nashua Director
- Immediate Past Chair April Salas, Town of Hanover Director (virtual)
- Vice-Chair Christopher Parker, City of Dover Director (virtual)

Absent: N/A

Guests:

- Henry Herndon, Consultant

Chair Clifton Below called the meeting to order at 9:03 am.

1. Agenda Review
2. Approval of minutes of 8/8 EC minutes (7/14 delayed to next meeting)

The Committee did not take up approval of minutes.

3. Enterprise Resourcing & Budgeting — KQ
 - a. CEO Hiring Timeline

The Committee discussed the need for CEO and Staff Search Committee to meet. All members of the Committee agreed that CEO hiring should be the first priority and should occur quickly. There was discussion of pursuing a CEO and an additional staff position in tandem.

- b. Project & Process Management Requirements
 - i. Ascend Analytics' SOW regarding project / process management and critical path oversight responsibilities
 - ii. Process for transitioning CC Partners' project & process management oversight role to Ascend

Ascend has stated willingness to provide project management support until CPCNH can internalize. Community Choice Partners will begin immediately offloading technical services to Ascend.

- c. Process for allocating \$750,000 start-up funding from Calpine:
 - i. Calpine timing and approval requirements for disbursement / use of \$750,000 funding



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

EXECUTIVE COMMITTEE – MINUTES

Meeting Type: **Executive Committee**
Meeting Location: **14 Dixon Ave, Suite 201, Concord, NH 03301**
Meeting Date: **Monday, August 22, 2022**
Meeting Time: **Noticed for 9:00 AM on CPCNH.org and at Lebanon City Hall**

Calpine has stated that start-up costs eligible for the \$750,000 start-up funding include hiring of a CEO and key staff, hard costs such as mailers, legislative/regulatory costs, and other costs approved by Calpine. All start-up costs from Calpine's \$750,000 must be approved by Calpine.

- ii. Timeline to work with Ascend and Calpine to update / finalize Critical Path, identify all startup cost requirements, update CPCNH Cost of Service Cashflow Model, and identify optimal use of \$750,000 funding
- iii. Initial discussion of funding requirements:
 1. Pre-launch expenses (e.g., CEO salary, accounting services, additional hours for Herndon Enterprises' member support services)

A salary range of \$300,000-\$400,000 for a CEO has been discussed. If the search begins in September, January 1 could feasibly be a reasonable start date.

It is unlikely an accounting firm will take at-risk / deferred compensation. Accounting services costs should be included in the \$750,000.

Chair Below raised the possibility of front-loading Henry Herndon's hours, which are currently budgeted at 25 hours/week through the end of December, such that he would be available 40 hours/week, in which case the budget of hours would be exhausted in early-November, and that Mr. Herndon's administrative and communications work could include supporting facilitating coordination/collaboration between Ascend, other vendors. If this were to occur, extending Mr. Herndon's services beyond early November would require additional funds.

2. Assessing needs for launch (e.g., design / printing / mailing of customer notices)
3. Assessing needs for months immediately following launch (e.g., cashflow requirements in advance of receipt of customer revenues)
4. CPCNH Board Policies / Near-Term Priorities:
 - a. Gifts & Grants Policy – KQ


There have been two cash gifts with no strings attached, which have been accepted as per the draft policy C. i.

The Committee agreed that its members would review the Gifts & Grants Policy and bring it to the Board for a vote of approval and adoption.

- b. How we run full board meetings – DB

It was agreed that Secretary Doria Brown would call the roll at Board meetings.

- c. Process for approval and posting of draft minutes and for finalizing and posting minutes once approved for both the Board and all of its committees – CB

 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	EXECUTIVE COMMITTEE – MINUTES	
	Meeting Type:	Executive Committee
	Meeting Location:	14 Dixon Ave, Suite 201, Concord, NH 03301
	Meeting Date:	Monday, August 22, 2022
	Meeting Time:	Noticed for 9:00 AM on CPCNH.org and at Lebanon City Hall

The Committee discussed developing a process to post the backlog of meeting minutes that have been approved but not yet posted.

- d. Process and location for posting of written “Statements of Recusal” per Section 5.2 of our COI policy – CB

The Chair and Secretary agreed to follow-up after the meeting on this and the prior item.

- e. Executive Committee reporting – AS
- f. Process/timeline for agenda item setting for full board meetings – AS

Vice Chair Christopher Parker suggested that Committee Reports be submitted in writing, and that verbal report outs in Board meetings be more focused on questions and discussion and less focused on recitation of the written report. The Committee agreed that any Director may request an item be added to meeting agendas by contacting the Chair

- 5. Planning for Next Board meeting – KQ & CB
 - a. Date & Location

Secretary Doria Brown moved to hold the September Board Meeting on 9/16, 10am – 12:30pm. Treasurer Kimberly Quirk seconded. Motion passed 5-0.

- b. E.C. and other Committee meetings

The next Executive Committee meeting will be 9/12 at 9am.

- 6. Other Updates/Business
- 7. Adjourn

Secretary Doria Brown moved to adjourn. Treasurer Kimberly Quirk seconded. Without objection the Chair declared the meeting adjourned by unanimous consent.