



**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: **September 29, 2022**
Meeting Time: **Noticed for 09:00 AM on CPCNH.org and at Lebanon City Hall**

Attendees (in person):

- Chair Clifton Below, Lebanon Director
- Treasurer Kimberly Quirk, Enfield Director
- Vice Chair Christopher Parker, Dover Director

Absent:

- Immediate Past Chair April Salas, Hanover Director

Guests:

- Member Operations and Engagement Committee Chair Lisa Sweet, Rye Director
- Henry Herndon, Consultant

1. Call to order, agenda check

Chair Clifton Below called the meeting to order at 9:11am.

1. Minutes [7/14](#), [8/22](#), and [9/12](#),
<https://drive.google.com/drive/folders/18z6KulObuqmqBB4vmRR0JRzu6Zursu7J?usp=sharing>

Vice Chair Parker moved approval of the July 14, 2022 minutes as presented. Treasurer Quirk seconded. Motion passed 3-0.

Treasurer Quirk moved approval of the August 22, 2022 minutes as presented. Vice Chair Parker seconded. Motion passed 3-0.

Treasurer Quirk moved approval of the September 12, 2022 minutes as presented. Vice Chair Parker seconded. Motion passed 3-0.

2. Contract Extension for Community Choice Partners, Inc. (see proposed draft attached) - Atty. Michael Postar will be able to join us to discuss as needed. Original contract found here: <https://drive.google.com/drive/folders/1-BULaEPxSdkDNNtNJz31YCSAhm1RzipK?usp=sharing>.

Vice Chair Parker moved to approve the second amended Community Choice Partners draft contract as presented. Treasurer Quirk seconded. Motion passed 3-0.

The contract amendment includes the following language:

“The authorized number of billable hours of work is increased by an additional 150 hours, from 900 hours previously authorized by the Board, to a total of 1,050 hours; provided however, notwithstanding any other



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provisions of the Agreement to the contrary, that the entirety of the additional 150 hours authorized herein shall accrue under the Deferred Compensation Schedule and none of it shall be subject to the Net 30 Compensation Schedule.”

The Committee discussed the possibility of a contribution of \$5,000NH Charitable Foundation contributing an additional \$5,000 in funding.

The Committee noted that approved hours for Herndon Enterprises were likely to expire in mid-November, and discussed taking action at the October Board meeting to allow for additional hours of support from Herndon Enterprises.

3. Review DWGP proposed edits to Gifts & Grants policy, found here: <https://docs.google.com/document/d/1VQ5bXFuI95uAofDcz7HkftUmpxPUsURm/edit?usp=sharing&ouid=106100381623999820013&rtpof=true&sd=true> and attached.

The Committee reviewed the suggested edits provided by DWGP and agreed with all of them and that they should incorporate the edit shown on Bates page 23 of the 9/15 Board packet inserting the phrase “in the amount of \$10,000 or less” and striking the phrase “other than a personal residence” under the heading “Real Estate”.

Treasurer Quirk moved to recommend the Board adopt the Gifts & Grants Policy including the minor edits agreed to during the present meeting. Vice Chair Parker seconded. Motioned passed 3-0.

4. Future meeting dates

The Committee discussed convening the Executive Committee on certain, but not all, Friday mornings. The Committee discussed Thursday 10/13 and Friday 10/14 as possible meeting dates (noting the Local Energy Solutions Conference was all day on the Friday in Manchester).

5. Other business

Vice Chair Parker moved that the Executive Committee recommend the Board of Directors elect Director Evan Oxenham to the post of Secretary. Treasurer Quirk seconded. Motion passed 3-0.

The Committee discussed development of a personnel policy.

Treasurer Quirk moved to recommend to the Board that the organization have accounting services and a personnel policy in place before hiring employees other than the CEO. Vice Chair Parker seconded. Motion passed 3-0.

Treasurer Quirk moved to adjourn. Vice Chair Parker seconded. Motion passed 3-0.

The meeting adjourned at 10:10 am.