



**COMMUNITY
POWER COALITION**
OF NEW HAMPSHIRE

**Meeting Minutes of the Finance Committee
15 November 2021**

Stillman Rogers Room (second floor), County Hall
12 Court Street, Keene NH

Meeting Minutes, Approved 29 November 2021

Present: Terry Clark, Board Member, Andrea Hodson Board Member & Treasurer

Also present: Clifton Below, CPCNH Vice Chair, Rod Bouchard, Non-Voting members

1. Minutes and agenda. The team approved the meeting minutes as drafted for the 1 November 2021 meeting, and the agenda as prepared for the meeting
2. Finance Committee scope. Andrea reported that the Executive Committee expanded the Finance Committee's scope to hold the HR and IT functions. This will require further scope and discussion. Rod noted his willingness to be a resource to the committee and his extensive experience in IT.
3. Banking services. Andrea reported that the Executive Committee voted to approve the Treasurer's recommendation to partner with Mascoma Bank to provide banking services. However, at the time, the Committee thought a resolution was required and so such a resolution would have to be brought to the full Board meeting on 11/18. In the interim, Andrea verified that a resolution is not required by Mascoma Bank, and will follow up with the Board Secretary's meeting to confirm that the Executive Committee approved the recommendation and did not defer approval to the full Board.
4. D&O insurance. Terry agreed to steer a solicitation from insurers for policy proposals. The team thought ~\$1,500 would be a sensible estimate for budgeting purposes and for coverage to \$1m. The team also agreed that the policy should be in place ahead of making any staffing hires.
5. Start-up Budget and Staffing. The team revisited the budget and staffing profile. Clifton noted Lebanon will add \$10,000 in February, which was added to the budget.
6. Financial transaction controls. The team will create guidelines for budget, financial transactions, COI (donors), and internal control / management responsibilities.
7. Next meeting. The team agreed to meet 11/29 in order to secure a D&O recommendation as possible for the next Executive Committee meeting scheduled for 12/6 (which in turns frees up the organization to make new hire and consultancy appointment(s)).