Meeting Minutes of the Finance Committee 24 January 2022

Administrative Office (first floor), County Hall; 12 Court Street, Keene NH (Posted at <u>CPCNH</u> and <u>Harrisville Community Power</u>)



Meeting Minutes Approved 7 February 2022

Andrea called the meeting to order at 9:14 am

Present: Terry Clark, Board Member, Andrea Hodson Board Member & Treasurer; Clifton Below, Vice Chair CPCNH and Finance Committee Member attending virtually. At the start of the meeting Below indicated that it was not reasonably practical for him to attend in person due to the amount of travel time involved.

Minutes of Jan. 10 meeting. Terry moved to approve the minutes, Clifton seconded. Edits deferred to next meeting due to computer problems in accessing proposed edits. No action taken.

D&O insurance - Andrea signed off on Primex agreement.

2021 Tax forms. Andrea will review tax forms for our next meeting.

Fundraising scenarios were discussed:

Update from April Salas via Andrea on meeting with NHCF 1/21 (Clifton/April attended):

- Funding: NHCF contemplating \$50-\$75,000 to cover CPCNH start up needs; payments can be made in any way that 'makes sense' (e.g. 1 lump sum, 75%/25%, or year 1, then year 2)
- Timeline: April 2022 (if Board approval is required), multi-year grants are an option
- NHCF is exploring 1) giving to 501(c)4, and 2) via a municipality if 501(c)4 is a problem.
- NHCF Guidance: 'projects' are easiest to fund, and funding must be for 'charitable' purposes (e.g not general operating support). Clifton explained that our existence is for charitable purposes and therefore all of our work is covered under that definition.
- April and Clifton outlined CPCNH needs (internal staff hires, legal services for projects such as cost sharing agreements, mileage reimbursement for director travel to meetings, and expert technical and consulting support (e.g. RFP review board, implementation phase work).
- Clifton explained that NHCF was looking for an indicative budget assuming just \$75,000 from NHCF in addition to our current budget, through the first quarter of 2023, as well as a second budget assuming substantial additional fundraising. He presented the following illustrative budget assuming just an additional \$75,000 from NHCF:

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CPCNH Budget 1/24 draft for low budget	for NHCF [1]																
		Actual						Proj	ected								
	12-Mo Forecast		1 . 1											_			
CPCNH / Admin Balance	Totals 13,579	Dec 35,005	Jan 42,157	Feb 28,815	Mar 24,157	Apr 80,915	May 69,573	Jun 59,231	Jul 53,089	Aug 46,947	Sept 38,605	Oct 30,263	Nov 21,921	Dec. 13,579	Jan. 2023 8,837		
	10,015		-c, 107	20,010			00,313	50,231	30,000	40,347	50,505	50,203	21,021	10,010	0,037	0,455	2,100
Revenues	143,980	35,005	23,975	0	10,000	75,000	0	0	0	0	0	0	0	0	0	0	0
Donations	68,980	35,005	23,975	0	10,000												
Foundations, other sources	75,000					75,000											
Expenses	130,401		16,823	13,342	14,658	18,242	11,342	10,342	6,142	6,142	8,342	8,342	8,342	8,342	4,742	3,342	3,342
Staffing/Consultants: Technical and																	
Member Support [2]	88,500	_	15,000	10,500	10,500	13,500	5,500	5,500	3,000	3,000	5,000	5,000	5,000	5,000			
l .																	
Staffing/Contracted Services:																	
Administrative Support [3]	28,380			2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580	2,580
1																	
Insurance, D&O	1,300	\vdash	1,300												1,400		
I																	
Legal [4], IRS filing fees	3,150		50	?	600		2,500										
Accounting Services (est pdg)	1,500							1,500									
Meetings (annual)	1,000					1,000											
Mileage	6,000				600	1,000	600	600	400	400	600	600	600	600	600	600	600
Digital accounts	2.571		473	262	378	162	162				162	162	162		162		
	2,371		413	202	3/0	102	102	102	102	102	102	702	102	102	102	102	102
Notes 1. Straw proposal assuming only \$75,000	from NHCE	+	+											 	+		
															_		_
Consolated budget for technical and me technical support services, which also ass	mber services suppo	rt, assumes \$15,0	00 cash ouf for se	ervices through	Jan.; \$5500/r	no. for Feb	lun for Membe	er Outreach &	Support (100)	hrs./mo. @\$55	(hr); reduced t	hereafter; plus	\$18,000 for o	cash paid			
															_		
Consolidated staffting budget assumes				hour gross.	\vdash										+		
4. Assumes legal services budget of up to	\$300,000 of at-risk d	leferred compensa	tion.														
5. Staffing as a % of Expenses =	88%																
CPCNH Budget 1/24 draft for low budget	for NHCF [1]																
CPCNH Budget 1/24 draft for low budget	for NHCF [1]	Actual						Proj	ected								
	for NHCF [1]	Actual						Proj	ected								
CPCNH / Admin	12-Mo Forecast Totals	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.	Jan. 2023		
	12-Mo Forecast		Jan 42,157		Mar 24,157	Apr 80,915	May 69,573	Jun	Jul	Aug 46,947	Sept 38,605	Oct 30,263	Nov 21,921		Jan. 2023 8,837		
CPCNH / Admin	12-Mo Forecast Totals 13,579	Dec 35,005	42,157		24,157	80,915		Jun 59,231	Jul 53,089		Sept 38,605						2,153
CPCNH / Admin Balanoe Revenues	12-Mo Forecast Totals 13,579 143,980	Dec 35,005 35,005	42,157 23,975	28,815	24,157 10,000		69,573	Jun 59,231	Jul 53,089		Sept 38,605			13,579		5,495	2,153
CPCNH / Admin Balance	12-Mo Forecast Totals 13,579	Dec 35,005	42,157		24,157	80,915	69,573	Jun 59,231	Jul 53,089		Sept 38,605			13,579		5,495	2,153
CPCNH / Admin Balance Revenues Donations	12-Mo Forecast Totals 13,579 143,980 68,980	Dec 35,005 35,005	42,157 23,975	28,815	24,157 10,000	80,915 75,000	69,573	Jun 59,231	Jul 53,089		Sept 38,605			13,579		5,495	2,153
CPCNH / Admin Balance Revenues Donations	12-Mo Forecast Totals 13,579 143,980 68,980	Dec 35,005 35,005	42,157 23,975	28,815	24,157 10,000	80,915 75,000	69,573	Jun 59,231	Jul 53,089		Sept 38,605			13,579		5,495	2,153
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses	12-Mo Forecast Totals 13,579 143,980 68,960 75,000	Dec 35,005 35,005	42,157 23,975 23,975	28,815 0 0	24,157 10,000 10,000	75,000 75,000	69,573	Jun 59,231	Jul 53,089	46,947	38,605	30,263	21,921	13,579	8,837	5,495	2,153
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing/Consultants: Technical and	12-Mo Forecast Totals 13,579 143,980 68,960 75,000	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0	24,157 10,000 10,000 14,658	75,000 75,000 18,242	69,573	Jun 59,231 0	Jul 53,089 0	6,142	38,605 0 8,342	30,263	21,921	13,579 0 8,342	8,837	5,495	2,153
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses	12-Mo Forecast Totals 13,579 143,980 68,980 75,000	Dec 35,005 35,005	42,157 23,975 23,975	28,815 0 0 13,342	24,157 10,000 10,000	75,000 75,000	69,573	Jun 59,231 0	Jul 53,089 0	6,142	38,605 0 8,342	30,263 0 8,342	21,921	13,579 0 8,342	8,837	5,495	2,153
CPCN84 / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing Consultants: Technical and Member Support [2]	12-Mo Forecast Totals 13,579 143,980 68,980 75,000	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342	24,157 10,000 10,000 14,658	75,000 75,000 18,242	69,573	Jun 59,231 0	Jul 53,089 0	6,142	38,605 0 8,342	30,263 0 8,342	21,921	13,579 0 8,342	8,837	5,495	2,153
CPCNH / Admin Balance Revenues Constions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services:	12-Mo Forecast Totals 13,579 143,980 68,680 75,000 130,401	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342	24,157 10,000 10,000 14,658 10,500	80,915 75,000 75,000 18,242 13,500	69,573 0 11,342 5.500	Jun 59,231 0 10,342 5,500	Jul 53,089 0 6,142 3,000	6,142 3,000	8,342 5,000	30,263 0 8,342	21,921 0 8,342 5,000	8,342 5,000	8,837 0 4,742	3,342	2,153
CPCN84 / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing Consultants: Technical and Member Support [2]	12-Mo Forecast Totals 13,579 143,980 68,980 75,000	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342	24,157 10,000 10,000 14,658	75,000 75,000 18,242	69,573	Jun 59,231 0 10,342 5,500	Jul 53,089 0 6,142 3,000	6,142 3,000	38,605 0 8,342	30,263 0 8,342 5,000	21,921	8,342 5,000	8,837	5,495	2,153
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3]	12-Mo Forecast Totals 13,579 143,980 69,990 75,000 130,401 98,500	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342	24,157 10,000 10,000 14,658 10,500	80,915 75,000 75,000 18,242 13,500	69,573 0 11,342 5.500	Jun 59,231 0 10,342 5,500	Jul 53,089 0 6,142 3,000	6,142 3,000	8,342 5,000	30,263 0 8,342 5,000	21,921 0 8,342 5,000	8,342 5,000	4,742 2,580	3,342	2,153
CPCNH / Admin Balance Revenues Constions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services:	12-Mo Forecast Totals 13,579 143,980 68,680 75,000 130,401	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342	24,157 10,000 10,000 14,658 10,500	80,915 75,000 75,000 18,242 13,500	69,573 0 11,342 5.500	Jun 59,231 0 10,342 5,500	Jul 53,089 0 6,142 3,000	6,142 3,000	8,342 5,000	30,263 0 8,342 5,000	21,921 0 8,342 5,000	8,342 5,000	8,837 0 4,742	3,342	2,153
CPCN84 / Admin Balance Revenues Donations Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O	12-Mo Forecast Totals 13,579 143,590 68,800 76,000 130,401 86,500 28,380	Dec 35,005 35,005	42,157 23,975 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500	80,915 75,000 75,000 18,242 13,500	69,573 0 11,342 5,500	Jun 59,231 0 10,342 5,500 2,590	Jul 53,089 0 6,142 3,000	6,142 3,000	8,342 5,000	30,263 0 8,342 5,000	21,921 0 8,342 5,000	8,342 5,000	4,742 2,580	3,342	2,153
CPCNH / Admin Balance Revenues Constions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees	12-Mo Forecast Totals 13,579 143,980 68,960 75,000 130,401 86,500 28,380 1,300	Dec 35,005 35,005	42,157 23,975 23,975 16,823	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500	80,915 75,000 75,000 18,242 13,500	69,573 0 11,342 5.500	Jun 59,231 0 10,342 5,500 2,580	Jul 53,089 0 0 4,142 3,000 2,590	6,142 3,000	8,342 5,000	30,263 0 8,342 5,000	21,921 0 8,342 5,000	8,342 5,000	4,742 2,580	3,342	3,342
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [3] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees Accounting Services (est pdg)	12-Mo Forecast Totals 13,579 143,580 68,980 75,000 130,401 98,500 28,380 1,300 3,150	Dec 35,005 35,005	42,157 23,975 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 75,000 18,242 13,500 2,580	69,573 0 11,342 5,500	Jun 59,231 0 10,342 5,500 2,590	Jul 53,089 0 0 4,142 3,000 2,590	6,142 3,000	8,342 5,000	30,263 0 8,342 5,000	21,921 0 8,342 5,000	8,342 5,000	4,742 2,580	3,342	3,342
CPCNH / Admin Balance Revenues Donations Floundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, DAG Insurance, DAG Meetings (annual Services (est pdg) Meetings (annual Services (est pdg) Meetings (annual Services (est pdg)	12-Mo Forecast Totals 13,579 143,980 68,660 75,000 130,401 86,500 28,380 1,300 1,300 1,500	Dec 35,005 35,005	42,157 23,975 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 76,000 18,242 13,500 2,580	69,573 0 11,342 5,500 2,560	Jun 59,231 0 10,342 5,500 2,580 1,500	Jul 53,089 0 0 6,142 3,000 2,580	6,142 3,000 2,580	8,342 5,000 2,500	90,263 0 8,342 5,000 2,590	8,342 5,000 2,580	13,579 0 8,342 5,000 2,590	6,837 0 4,742 2,590	3,342	3,342
CPCNH / Admin Balance Revenues Donations Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [3] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees Accounting Services (est pdg)	12-Mo Forecast Totals 13,579 143,380 63,660 75,000 130,401 86,500 28,380 1,300 3,150 1,500 1,000 6,000	Dec 35,005 35,005	42,157 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 75,000 18,242 13,500 2,580	69,573 0 11,342 5,500 2,500	Jun 59,231 0 0 10,342 6,500 2,580 1,500 eco	53,089 53,089 0 6,142 3,000 2,580	6,142 3,000 2,590	38,605 0 8,342 5,000 2,560	30,263 0 8,342 5,000	21,921 0 8,342 5,000	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Donations Floundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, DAG Insurance, DAG Meetings (annual Services (est pdg) Meetings (annual Services (est pdg) Meetings (annual Services (est pdg)	12-Mo Forecast Totals 13,579 143,980 68,660 75,000 130,401 86,500 28,380 1,300 1,300 1,500	Dec 35,005 35,005	42,157 23,975 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 76,000 18,242 13,500 2,580	69,573 0 11,342 5,500 2,560	Jun 59,231 0 0 10,342 6,500 2,580 1,500 eco	53,089 6,142 3,000 2,590	6,142 3,000 2,590	8,342 5,000 2,500	8,342 5,000 2,590	8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	6,837 0 4,742 2,590	3,342	2,153 0 3,342 2,580
CPC/NH / Admin Balance Revenues Constions Revenues Constions Foundations, other sources Expenses Staffing/Consultants: Technical and Namiter Support [3] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS fling fees Accounting Services (est pdg) Meetings (annual) Meetings (annual)	12-Mo Forecast Totals 13,579 143,380 63,660 75,000 130,401 86,500 28,380 1,300 3,150 1,500 1,000 6,000	Dec 35,005 35,005	42,157 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500 2,580	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 75,000 18,242 13,500 2,580	69,573 0 11,342 5,500 2,500	Jun 59,231 0 0 10,342 6,500 2,580 1,500 eco	53,089 53,089 0 6,142 3,000 2,580	6,142 3,000 2,590	38,605 0 8,342 5,000 2,560	39,263 0 8,342 5,000 2,590	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Conditions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees Accounting Services (est pdg) Meletings (annual) Mileage	12-Mo Forecast Totals 13,579 143,980 68,660 75,000 130,401 89,500 1,300 1,300 1,500 1,500 1,000 1,000 2,571	Dec 35,005 35,005	42,157 23,975 23,975 16,823 15,000	28,815 0 0 13,342 10,500 2,580	24,157 10,000 10,000 14,658 10,500 2,580	90,915 75,000 75,000 18,242 13,500 2,580	69,573 0 11,342 5,500 2,500	Jun 59,231 0 0 10,342 6,500 2,580 1,500 eco	53,089 53,089 0 6,142 3,000 2,580	6,142 3,000 2,590	38,605 0 8,342 5,000 2,560	39,263 0 8,342 5,000 2,590	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Conutions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees Accounting Services (est pdg) Meetings (annual) Milesge Digital accounts Notes 1, Stare proposal assuming only \$75,000	12-Mo Forecast Totals 13,579 13,579 143,380 69,960 75,000 130,401 99,500 29,380 1,300 1,500 1,500 6,000 2,571 from NHCF	Dec 38,006 35,006 95,005 95,005 95,005	12,197 23,976 23,976 16,823 15,000 1,300 50	28,815 0 0 13,342 10,500 2,580	24,157 10,000 10,000 14,658 10,500 2,580 600 600	1,000 1,000 1,000 18,242 13,500 2,580 1,000 1,000	69,573 0 11,342 5,500 2,580 2,500	Jun 99,231 0 10,342 5.500 2.580 1.500 600 162	3,000 6,142 3,000 2,580 400	6,142 3,000 2,580 400	38,605 0 8,342 5,000 2,580	39,263 0 8,342 5,000 2,580	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Donations Floundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, DLO Legal [4], IRS fling fees Accounting Services (est pdg) Meetings (annual) Mileage Digital accounts Notes Notes 1. Straw proposal assuming only \$75,000	12-Mo Forecast Totals 13,679 143,980 68,960 75,000 130,401 80,500 28,380 1,300 1,000 1,000 0,000 2,571 from NHCF	Dec 35,005 35,005 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	22,157 23,976 23,976 16,823 15,000 1,300 50	28,815 0 0 13,342 10,500 2,560 2	24,157 10,000 10,000 14,658 10,500 2,580 600 600	1,000 1,000 1,000 18,242 13,500 2,580 1,000 1,000	69,573 0 11,342 5,500 2,580 2,500	Jun 99,231 0 10,342 5.500 2.580 1.500 600 162	3,000 6,142 3,000 2,580 400	6,142 3,000 2,580 400	38,605 0 8,342 5,000 2,580	39,263 0 8,342 5,000 2,580	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Conutions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Légal [4], IRS filing flees Accounting Services (ect pdg) Meleage Digital accounts Meletings (annual) Mileage 1, Strain proposal assuming only \$75,000 2, Consolated budget for behincial and methodical support services, which also asserted	12-Mo Forecast Totals 13,579 13,579 143,380 68,660 75,000 130,401 88,500 28,380 1,300 3,150 1,500 6,000 2,571 from NHCF from NHCF	Dec 35,005 35,005 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	12,197 23,976 23,976 16,823 15,000 1,300 60 473 473 00 cash out for se compensation the	28,815 0 0 13,342 10,500 2,560 ?	24,157 10,000 10,000 14,658 10,500 2,580 600 600	1,000 1,000 1,000 18,242 13,500 2,580 1,000 1,000	69,573 0 11,342 5,500 2,580 2,500	Jun 99,231 0 10,342 5.500 2.580 1.500 600 162	3,000 6,142 3,000 2,580 400	6,142 3,000 2,580 400	38,605 0 8,342 5,000 2,580	39,263 0 8,342 5,000 2,580	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPC/NH / Admin Balance Revenues Constions Foundations, other sources Expenses Staffing/Consultants: Technical and Member Support [2] Staffing/Consultants: Technical and Member Support [3] Issuinance, D&O Legal [4], IRS filing fees Accounting Services (est pdg) Meetings (annual) Mileage Digital accounts Notes 1, Straw proposal assuming only \$75,000 2, Consolidated budget for schrolical and meterinical support services, which all one meterinical support services, which are services are controlled to the controlled support services.	12-Mo Forecast Totals 13,579 143,980 69,680 75,000 130,401 89,500 29,380 1,300 1,000 0,000 2,571 from NHCF	Dec 35,006 35,006 35,006 96.005 96.00	12,197 23,975 23,975 16,623 15,000 1,300 50 00 cash out for se 00 cash out for se 00 cash out for se 00 compensation to 200 200 compensation to 200 20	28,815 0 0 13,342 10,500 2,560 ?	24,157 10,000 10,000 14,658 10,500 2,580 600 600	1,000 1,000 1,000 18,242 13,500 2,580 1,000 1,000	69,573 0 11,342 5,500 2,580 2,500	Jun 99,231 0 10,342 5.500 2.580 1.500 600 162	3,000 6,142 3,000 2,580 400	6,142 3,000 2,580 400	38,605 0 8,342 5,000 2,580	39,263 0 8,342 5,000 2,580	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580
CPCNH / Admin Balance Revenues Conditions Foundations, other sources Expenses Support [2] Staffing/Consultants: Technical and Member Support [2] Staffing/Contracted Services: Administrative Support [3] Insurance, D&O Legal [4], IRS filing fees Accounting Services (eet pdg) Meleage Digital accounts Meleage Digital accounts Notes 1, Straw proposal assuming only \$75,000 2, Consolated budget for behindal and methodical Support services, which also assertions.	12-Mo Forecast Totals 13,579 143,980 69,680 75,000 130,401 89,500 29,380 1,300 1,000 0,000 2,571 from NHCF	Dec 35,006 35,006 35,006 96.005 96.00	12,197 23,975 23,975 16,623 15,000 1,300 50 00 cash out for se 00 cash out for se 00 cash out for se 00 compensation to 200 200 compensation to 200 20	28,815 0 0 13,342 10,500 2,560 ?	24,157 10,000 10,000 14,658 10,500 2,580 600 600	1,000 1,000 1,000 18,242 13,500 2,580 1,000 1,000	69,573 0 11,342 5,500 2,580 2,500	Jun 99,231 0 10,342 5.500 2.580 1.500 600 162	3,000 6,142 3,000 2,580 400	6,142 3,000 2,580 400	38,605 0 8,342 5,000 2,580	39,263 0 8,342 5,000 2,580	21,921 0 8,342 5,000 2,580	13,579 0 0 8,342 5,000 2,580	8,837 0 0 4,742 2,580 1,400	3,342	2,153 0 3,342 2,580

The Committee discussed the need for a 2nd illustrative budget assuming substantial additional fundraising that did not go cash negative at the end of projection and the idea of rolling all of the staffing/consultants/contracted services line items into one line, recognizing that decisions about the particulars of staffing and consulting/contracted services are still to be determined.

- Action and follow up:
- Andrea and Clifton will attend Friday's 1/28 Risk Management Committee meeting to review indicative low and high budgets for fundraising and implications for that committee.
- DUE Monday 1/24/22: Clifton is preparing a memo outlining 501c4 guidelines and will send to NHCF Monday.
- NH Charitable Trust funding. How can we dial back a \$300,000 grant to \$75,000? Contemplating \$50-75k grant to cover our startup staffing needs through March of 2023 recognizing that we may not launch operations until April 2023. One possibility was to apply \$50k for this year and \$25k the 1st of next year. Will present budget based on \$75,000 grant.

What does based funding and best case look like?

Andrea suggested revising budget reflecting \$65k to Clean Energy NH, so line will total \$300k not \$235k. Clifton questioned whether that is too ambitious.

Goal for 1/31/22: Finance would be producing and sharing two versions of budget projects: 1) a high end budget assuming total new fundraising including NHCF of \$200K to \$300k budget that gives the 'full picture', and 2) the \$75k budget of illustrating where NHCF funding would be applied if no other funding was raised. Clifton discussed IRS elements and forms to comply with 502(c)4 status. He uploaded them to Google Drive folder. He indicated that we won't be eligible for Federal grants or loans because we will need to lobby on legislative matters.

Discussed options for dealing with staffing in the budget.

Andrea suggested collapsing direct and indirect staffing into one line for purposes of tracking.

Referred to Risk Management Committee and revisit it next meeting before presenting to the executive committee. We need to determine the sequence of hiring.

Staffing:

Andrea said we're getting closer to the consultancy contracts - expecting confirmation that legal will be ready for executive committee on Wednesday.

- One for Henry to be affiliated with CPCNH as a liaison to towns.
- · Doria will assume responsibility for digital accounts administration, including the website.
- One evaluation expert for RFP review has requested \$8000.
- Outside source for minutia the executive team is handling now.
- Andrea suggested Admin director profile be morphed into an inside-thinking chief of staff position this is not the CEO position.
- Andrea suggested one option to fill such a position would be to tap the SBA retired executive person.
- Clifton stated that he thought "Chief of Staff" is not an appropriate title for a position that is the only staff position and that normally a chief of staff would be hired by a CEO and wondering if we might instead prioritize hiring a CEO as our first major hire, as contemplated by the draft business plan. This would be an item to further discuss with Risk Management and the Board.

Clifton discussed legislation dealing with remote meetings.

Action items next meeting

- Risk Management Committee input on tech support and fundraising budget scenarios
- Read tax exempt status
- Look for legislative update on in-person guorum requirements
- Continue discussion of \$75k budget version
- Discuss chief of staff or administrative support position

Andrea moved to adjourn, seconded by Terry, roll call vote with all in favor. The meeting was adjourned at 10:22 am