



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

Minutes of the Finance Committee Meeting 28 March 2022

County Hall; 12 Court Street, Keene NH (+Zoom channel)
(Posted at CPCNH and Harrisville Community Power websites)

Meeting Minutes Approved April 4, 2022

Hodson called the meeting to order at 9:05

Present in person: Treasurer and Finance Chair Andrea Hodson, Finance Committee member Terry Clark, Walpole Board Director Paul Looney
Attending virtually and indicating that it was not reasonably practical for him to attend in person due to the amount of travel time involved, Cliff Below

Minutes. Clifton moved to approve, seconded by Andrea, the following discussion and approvals ensued:

- 2/7/22 Meeting Minutes. Andrea explained the inclusion of the drafted budget scenarios drafted by the FinCom for the NH Charitable Foundation grant application queried by Clif in the last meeting actually do appear in the 1/28 minutes and were presented to the Risk Committee. Subsequent iterations of the budget scenarios incorporate recommendation by the Risk Chair and input from the Member Ops Chair.
- Clifton added “and Clifton shared his budget scenarios at the 1/28 Risk Management meeting”
- 2/7/2022 Minutes were then approved by unanimous roll call vote.
- 2/28/22 - Acceptance of minutes. Andrea moved to approved, seconded by Terry. These minutes were approved by unanimous roll call vote.
- 3/14/22 - Acceptance of minutes. Terry moved to approve, seconded by Andrea. Clifton suggested minor copy edits to clarify discussion. These Minutes were then approved by unanimous roll call vote.
- **At-risk, deferred payment account, Legal Counsel.** Andrea presented the January and February statements, and plan to meet with accounts payable to cluster billing areas in future statements, and to confirm the billing for the Golding/Herndon contracts as distinct from the billings for the Golding compensation claim and the consultant contract template. Andrea will circulate to the Executive Committee for their review and approval.
- **Volunteer Handbook.** Formal wordage of definition, appointment and clarification of relationship came from legal. Clifton questioned the need for city or county employees doing ministerial duties for the CPCNH committee to fill out a volunteer form. The committee discussed when information is confidential. Clifton will draft changes.

- **Staffing Strategy.** Developed by the Risk Chair. Andrea explained that she reconfigured the 3 project manager roles into roles with plausible skills and experience that might better map to hire profiles. Reconfigured 14 tasks into three jobs. Discussion centered around getting the tasks in the correct job area. Andrea suggested sending our observations to the executive committee and a review against the work plan for the full committee.
- Next meeting was set for April 4, 2022
- Motion accepted to adjourn by unanimous roll call vote at 1005am.