

Meeting Minutes of the Finance Committee
May 16, 2022

City of Lebanon, mtg room 1, 51 N. Park St, Lebanon, NH

Meeting Minutes APPROVED 5/16/22

The meeting was called to order at 9:10am

Present: Kim Quirk (Fincom Chair), Clifton Below
Absent: Paul Looney, Terry Clark

Minutes: Will approve minutes from 5/2 at the next meeting.

Budget:

Discussion on final budget items for recommended board approval. We agree that we will need at least \$30,000 more in salary or consultant fees for the second half of the year. Some of that will likely be consulting and we are hopeful we will have some hires as well. \$10,000 was put into the consultants row and \$20,000 into salaries.

QB Online is \$50/month (not \$40), and we removed the annual meeting fees. Kim also adjusted the actuals for other expenses through April.

MOTION:

Clif made a motion to recommend this budget marked with today's date for presentation to the board. Seconded

Agreed unanimously.

Tax Filing

There is a good chance that CPCNH can fall under a tax status that doesn't require us to file, but since we don't have that information, we decided to file the 990-EZ this year.

Filed 5/16/22. A copy was attached to the FinCom Report to the board.

Mileage Reimbursement Policy:

We discussed a simplified reimbursement policy supplied by CCPartners as a basis for our mileage reimbursement. We made sure it addressed only Directors and Alternates,

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only people who aren't being reimbursed already based on their job, how to get a reimbursement and what form(s) to file.

MOTION:

Kim made a motion to recommend this Mileage Reimbursement Policy be included in the board package for discussion and/or approval. Seconded

Agreed unanimously.

Unanimous agreement for adjournment.

Adjourned at 10:03am.