

 <p><b>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</b></p>	<b>FINANCE COMMITTEE – DRAFT MINUTES</b>	
	Meeting Type:	<b>Finance Committee</b>
	Meeting Location:	<b>Lebanon City Hall, 51 N. Park Street, Lebanon, NH &amp; Microsoft Teams Meeting</b>
	Meeting Date:	<b>Monday, October 3, 2022</b>
	Meeting Time:	<b>Noticed for 9AM</b>

**Committee Members in Attendance:**

- Treasurer Kimberley Quirk, Chair, Town of Enfield
- Clifton Below, CPCNH Chair, City of Lebanon

**Committee Members Virtual Attendance:**

- Paul Looney, Town of Walpole
- Terry Clark, Cheshire County

**Guests:**

- Lisa Sweet, Chair Member Ops Committee
- Andrea Hodson, Town of Harrisville
- Henry Herndon, Herndon Enterprise

**Called to order: 9:04 am**

**Minutes approval**

**MOTION:** Clifton moved to approve the minutes from September 19, 2022. Paul seconded. Approved by unanimous consent.

**COMMITTEE DELIBERATIONS AND RECOMMENDATIONS**

**RFQ for Accounting Services**

The review team for this RFQ is made up of this finance committee, Andrea Hodson, and we will get some help from our consultants.

We discussed the additions made by Samuel, including a small section of General Information, some of the RFQ Process information, the RFQ considerations, and the Exhibits A, B and C which have all been reviewed by legal and are generic to other RFP/RFQ, such as the CEO Search Firm RFP.

We discussed removing the word “Optional” from the Response Contents, 4 Appendices, D, Accounting Services Agreement on page 8. We would like all the respondents to provide this. The first sentence should be “Respondents should include a proposed services agreement...”.

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The schedule has been updated:

- Release RFQ: Oct 5, 2022
- RFQ responses must be received by 5pm EDT on Oct 26, 2022
- Interviews for some or all respondents will occur between Oct 31 and Nov 11 (as needed)
- Recommendation to CPCNH board at Nov board meeting, Nov 17, 2022

**MOTION:** Clifton moved to authorize the Treasurer to finalize responses to questions from RFQ respondents with help from CC Partners and CPCNH Chair. Seconded by Paul. Passed 4-0.

Clifton, Kim, and Andrea will send contacts or names of firms to Henry so he can create the list for posting this RFQ later on today so he can pull together a list and we can get this out on Wednesday.

### **Budget for 2022-23 through launch/revenue**

The [2022 CPCNH Budget.xlsx](#) is our draft of a budget to get to revenue. We discussed how this budget should probably go through June with the expectation that we will launch in April-May, but won't expect to see revenues for another month or so.

Lisa reported that the Member Ops committee has recommended the approval of an additional 225 hours for Herndon Enterprises through to the end of this year. Additionally, in order to properly budget for the first two quarters of 2023, we can use the placeholder of \$8500/month (Jan-June) to represent either a continued contract with Herndon Enterprises or a full time hire. At the last Executive Committee mtg there was a recommendation that we don't hire staff (outside of a CEO) until we have both Personnel Policies and an Accounting firm in place. This might mean we won't have a full time staff doing the work that Herndon Enterprises is doing until well into 2023.

**MOTION:** Terry moved to recommend authorization of an additional 225 hours of work by Herndon Enterprises through the end of 2022. Paul seconded. Passed 4-0

Note that the total cash expense for these additional hours comes to \$14,535 which exceeds our projected cash on hand by the end of the year. There is a new, \$5000 contribution that has been

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promised, but not in the bank yet. There is also a good possibility that we will fund this through the Calpine funds, but the contract is still in negotiations.

We discussed the need for a CRM system for CPCNH to track all our contacts from vendors to Town/City CCA leaders to media, etc. CENH uses Little Green Light, which looks like it is more suited towards fund raising and donations. For the budget, we will add \$50/month starting in December as a placeholder for this expense.

Lisa suggested we should budget for some member specific graphic/web design, event materials, portable screen, member specific table banner runners, etc.. Henry suggested \$5000, with perhaps \$2000 in Dec, \$1000, \$1000, \$1000 in Jan, Feb, March.

These will all be placeholders in the budget for further consideration.

**MOTION:** Clifton moved to adjourn. Kim seconded. Unanimous agreement for adjournment.

Adjourned at 10:03 am.