 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	FINANCE COMMITTEE – MINUTES	
	Meeting Type:	Finance Committee
	Meeting Location:	Keene County Hall, 12 Court Street, Keene, NH & Microsoft Teams Meeting
	Meeting Date:	Monday, November 7, 2022
	Meeting Time:	Noticed for 9AM

Committee Members in Attendance:

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

Committee Members Virtual Attendance:

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

Guests:

- Andrea Hodson, Town of Harrisville
- Henry Herndon, Herndon Enterprises
- Samuel Golding, Community Choice Partners

Called to order: 9:05 am

Minutes approval


MOTION: Paul moved to approve the minutes from Oct 17, 2022. Clifton seconded. Approved by unanimous consent.

COMMITTEE DELIBERATIONS AND RECOMMENDATIONS

RFQ for Accounting Services

RFQ was posted on Oct 6 to the cpcnh.org website and sent to individuals from the list we created. Unfortunately there were no responses. The Executive Committee met last week and authorized the Treasurer and the Chair to solicit proposals from 2 or more firms via direct bilateral engagement and to negotiate and recommend a contract for the board in order to keep the process moving.

We reviewed the list of accounting firms that were issued the RFQ to identify some possible companies for direct discussion. We have a preference for New England based company or east coast.

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Andrea provided a possibility, [Litasa](#), an accounting and bookkeeping firm exclusively for non-profits, with offices all over the world, including Boston.

Clifton is going to reach out to the former CFO of NHEC (New Hampshire Electric Coop) to see if she might provide help/advice.

Clifton also agreed to reach out to Maher Accounting who does the accounting work for a couple of the Community Power Aggregators in California, both to understand what complications or questions we might ask local accounting firms and also to ask if they would be interested in these discussions with CPCNH.

Our legal council, DWG&P mentioned that they could provide some thoughts on firms we might talk to.

Kim and Clifton will review the list and prepare to do some outreach.

Andrea offered to take the current RFQ and remove the formal request and timelines so the new document can be sent out to the 2 or 3 firms that Clifton and Kim would like to follow up with.

Samuel and Paul suggested we ask anyone we talk to why they didn't respond to the RFQ – to see what we can learn from that.

Budget for 2022-23 through launch/revenue

Here is a link to the [2022 CPCNH Budget+Startup 2023 DRAFT v3.xls](#) - our draft budget to get to revenue (a few months past expected launch of April/May).

Calpine has provided some input as well as Clifton, Samuel, Search Committee and Member Ops. As the Business Plan gets revised with input from our partners, Calpine, Ascend, and CENH (Clean Energy NH), we will continue to update these numbers.

A few updates that were discussed at today's meeting include

- Now that the CEO Search RFP is underway, it is clear that the cost for the search firm is quite a bit higher than we originally thought. All the proposals are coming in at 30-33% of the first year's salary and that is generally spread over the first 4 months of working with the company.



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- We added \$2000/mo for office space after the CEO starts.
- We increased the Insurance payments starting early next year, although the actual increases may come a bit later in the year.
- We added \$5000/mo for IT services. We hope this is high and we will get a better idea of the actual costs as we begin discussions with some possible (local) firms who can provide these services.
- We discussed a \$15,000 expense for AV and Recording/production for preparation or training of new members. This one is not well documented yet, so we expect to hear more about it in future meetings and how it is justified.
- We updated the deferred costs for legal, DWG&P.

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

Adjourned at 10:03 am.