 <p><b>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</b></p>	<b>FINANCE COMMITTEE – MINUTES</b>	
	Meeting Type:	<b>Finance Committee</b>
	Meeting Location:	<b>Lebanon City Hall, S. Park St, Lebanon, NH &amp; Microsoft Teams Meeting</b>
	Meeting Date:	<b>Monday, March 20, 2023</b>
	Meeting Time:	<b>Noticed for 9AM</b>

**Committee Members in Attendance:**

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

**Committee Members in Virtual Attendance:**

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

**Guests:**

- Lisa Sweet, Chair CPCNH Member Ops
- Henry Herndon, Consultant
- Kathleen Kelley, Member
- Clyde Carson, Member

**Called to order: 9:01 am**


**Minutes approval**

**MOTION:** Directory Looney moved to approve the minutes from the joint Risk Management / Finance Committee meeting of March 20, 2023. Seconded by Director Clark. Approved by unanimous consent.

**COMMITTEE DELIBERATIONS AND RECOMMENDATIONS**

**Accounting Services**

We have a rate sheet and information from KPMG. Chair Below, Samuel Golding and Treasurer Quirk have had two virtual discussions with them to understand what they will do and to get a revision of their rates to provide budget numbers and more details on the division of labor.

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We would like to get another response before proceeding. Director Sweet suggested Next Level Now, which is a contract CFO type organization out of Portsmouth. Samuel will get in touch with them as well as another CFO consulting services group ECO CFO.

Treasurer Quirk has shared the link to their response with Directors Kelley and Carson who have shown an interest in being part of the Finance Committee.

### **Budget for 2023**

We went through some of the budgeted expenses. In regards to employee benefits, it might be good to list those on a separate line from salary so we recognize about 33% of salary should be budgeted for benefits.


Chair Below pointed us to the detailed technical assessment document that is published at the CPCNH.ORG website. There are projections of expenses and revenues associated with energy that we can incorporate in to our budget before the annual meeting.

For the annual meeting this group discussed being able to review the last approved budget (from Dec 2022) against the latest 2023 budget and highlight the differences.

The annual meeting is scheduled for April 21. The Finance Committee will have another meeting on April 3<sup>rd</sup> where we can review the annual meeting financial information before submitting it to the board.

### **Finance Committee and Treasurer Duties discussion**

We briefly discussed the Treasurer duties as described in both the Bylaws and in the JPA to think about two avenues for reducing the volunteer hours needed for this job. One idea is to remove the requirement that the Treasurer be a member of the Risk Management committee (JPA change). That would eliminate a good number of meetings for the Treasurer. Another idea is to be able to assign a back up for the Treasurer if that person was not able to make Finance Committee or Executive Committee meetings (Bylaw change).

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Any change to the JPA would have to occur at the Annual Board Meeting. Changes to the Bylaws could occur at any monthly Board meeting.

We will take this up again at our next meeting.

**MOTION:** Chair Below moved to adjourn. Director Looney seconded.  
Unanimous agreement for adjournment.

Adjourned at 10:03 am