 <p><b>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</b></p>	<b>FINANCE COMMITTEE – MINUTES</b>	
	Meeting Type:	<b>Finance Committee</b>
	Meeting Location:	<b>Cheshire County Hall, Keene, NH</b>
	Meeting Date:	<b>Monday, October 16, 2023</b>
	Meeting Time:	<b>Noticed for 9am</b>

**Finance Committee Members in Attendance:**

- Andrea Hodson, Chair of Governance
- Paul Looney, Town of Walpole
- Terry Clark, Cheshire County

**Finance Committee Members in Virtual Attendance:**

- Clyde Carson, Finance Committee Chair
- Kimberley Quirk, Treasurer
- Clifton Below, CPCNH Chair

**Missing:**

- April Salas, Town of Hanover
- Henry Noel, City of Berlin
- Kathleen Kelley, Town of Randolph

**Other Attendees:**


- Henry Herndon, Dir of Member Ops
- Lisa Sweet, Chair of member Ops
- Doria Brown, City of Nashua

**Called to order: 9:03am**

Review/Approval of Minutes from 9/18/23 – Director Hodson moved to approve, seconded by Treasurer Quirk; approved by unanimous consent.

**Variance Report**

We took a brief look at the Variance report between this month and last month and there are some small differences. Treasurer Quirk will send out the variance report narrative once she has reviewed it with CEO Callnan.

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### **Budget 2024**

We discussed some of the details of the 2024 budget as it was presented today (see attached budget sheet). Here are some follow up questions:

- Director Hodson recommended that new hires be identified in quantity and estimated salary range, and not job function in order to have as much flexibility in the future.
- In the 2024 budget we need to define the “Fund Balance” and how it relates to “Reserves”.
- Does the Accounting line item include Audit services? Treasurer Quirk to work with Directory Kelley on the estimate for auditing services.
- Does the IT Services line item include just the contracted services, or is there any software, licenses, or hardware included there. If not, where are these other line items (office supplies?)
- Treasurer Quirk to check with CEO Callnan on the projected legal budget for 2024 (seems high)
- Treasurer Quirk to better incorporate the Member Ops budget items into the full budget using the same terminology whenever possible. For example, there are two items labeled “Public Engagement”, one says “services” and on says “strategy”. (See attached Member Ops budget)
- Treasurer Quirk will provide Mr. Herndon with the total printing costs for 2023, the number in this budget looks high.
- Director Brown asked if we could budget for a full CPCNH mailing once per year for general information to everyone.
- Director Hodson has recommended that we create a policy for dollars to be spent by community for outreach and how those funds would be accessed. (See attached draft, “Local Project Funds v1.1”)

We ran out of time to get to the Reserves by Community Report, which we’d like to be able to present at the next board meeting. We agreed on an extra meeting to get that discussion in. This Thursday, 9am in Warner for a physical quorum.

There were no votes taken at this meeting.

Next meeting Thursday Oct 19, 2023 in Warner. Location to be announced with Teams link for those attending virtually. Chair Below will post for the Finance Committee.

The meeting was adjourned by unanimous consent at 10:05 am.

Submitted by

Treasurer Quirk