

 COMMUNITY POWER COALITION OF NEW HAMPSHIRE	GOVERNANCE COMMITTEE – MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	12 Court Street (County Hall Building, Commissioners Conference Room) Keene NH
	Meeting Date:	Monday, 18 September 2023
	Meeting Time:	10:15am

Members, attending in person	Members and Others, attending virtually	Members, absent
<ul style="list-style-type: none"> ● Committee Chair Andrea Hodson, Harrisville Director ● Mark Terry, Westmoreland, Member Rep ● Terry Clark, Cheshire County Director 	<ul style="list-style-type: none"> ● Member, Joseph Lamattina, Newmarket Director ● Clifton Below, CPCNH Board Chair, Lebanon 	<ul style="list-style-type: none"> ● Andrew Maneval, Member Rep, Harrisville ● April Salas, Hanover Director

Proposed Agenda

1. Welcome, Roll Call
2. Agenda, 8/21 Minutes
3. JPA Amendment (April 2022) approvals, updates
4. Charter, JPA Amendment, and Right to Know Request process recommendations
5. What next: ordering priorities
6. Other business
7. Adjournment

Attendance, Agenda, 8/21 Meeting Minutes. After Hodson called the meeting to order at 10:15am with roll call and in-person quorum established, Members unanimously consented to approve the Proposed Agenda (Terry moved/Clark seconded), and the 8/21 Meeting Minutes as prepared (Terry moved/Clark seconded).

JPA Amendment (April 2022). Members agreed to ask the Member Services Director to follow up with Members representing Lyme, Nashua, Randolph, Rollinsford, Stratham, and Sugar Hill.

Committee Charter. Members reviewed and accepted Legal Counsel’s inputs, and agreed Hodson should incorporate those changes and follow up with Counsel to know if the Charter should be returned as amended to the Board for approval (and if so to forward to the Board Chair to include in the Board meeting agenda).

Proposed JPA/By-Law Amendment Process. Members also reviewed and accepted Legal Counsel’s inputs, agreed Hodson should incorporate those changes, and noted that it will submit the *JPA/By-Law Amendment Process* to the Board at the first opportune meeting following full approval of the April 2022 JPA Amendment.

Right to Know Request Process. Members reviewed the discussion draft and considered or assumed –

- The Committee’s role overall in recommending policies and procedures for Board, Member Representatives, and Staff Members, recognizing that this document serves to guide staff members but is not definitive in the sense that the CEO’s office may adapt a process based on this (and future recommendations);
- Availability of documentation in print and digital formats and formal and informal requests; and,
- The CEO will establish a chain-of-command point of contact in his absence(s) for actions and decisions that may not be able to wait for his return to office. This is addressed by the referral “CEO or designee”.

Hodson will incorporate the edits discussed, and after review, forward to CEO for Counsel review and inputs.

What next. Reviewing the Charter, Members agreed that the team’s work plan can move forward with a survey to solicit Board Members’ feedback on the culture and effectiveness of the Board, noting the range of tenure amongst Board members. Hodson will draft and circulate a discussion document to start the development process.

Adjournment. After setting the next meeting for Monday, 16 October at 1015 am, the team adjourned at 11:16 am by unanimous consensus.