



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## CEO AND STAFF SEARCH COMMITTEE – MINUTES

Meeting Type:	<b>CEO and Staff Search Committee</b>
Meeting Location:	<b>First Floor Conference Room, Dover City Hall, 288 Central Ave, Dover, NH 03820</b>
Meeting Date:	<b>May 18, 2022</b>
Meeting Time:	<b>Noticed for 1:30PM</b>

### 1. Call to Order/Member Introductions, Roll call of Member Representatives and Alternates & Verification of Meeting Quorum

- Meeting was called to order at 1:35 pm
  - Present In Person: Chris Parker, Kevin Charette
  - Virtual: April Salas, Doria Brown, Clifton Below (visitor)

### 2. Identify roles/responsibilities

*Chris Parker nominated April Salas as the Chair of the Search Committee, and Doria Brown as the Secretary. Kevin Charette Seconded. All were in favor via roll call vote. Motion passed.*

- The group had a discussion on the importance of structure, transparency, and document control as we start to search for the lead of the organization.
- Chris Parker suggested that we change up the agenda and work on agenda items 4 and 6 first and then work on agenda items 3, and 5.
  - There was a consensus that the group was fine with moving forward with this suggestion.

### 3. Establish a 'charter' / 'charge' for the committee

- The committee reviewed the charter created in the board annual meeting.

### 4. Identify 1 additional team member

- The committee had a discussion on who would be a viable member
- The logistics of bringing in an individual outside of the member directors roster was deliberated.
  - The group came to a consensus that we would move forward with just the four members of the committee and then identify another if there needs to be an additional member.
  - In the meantime the group will build a list of experts that they will seek consultation with as they move through the process.

### 5. Draft a timeline / process for our committee's work

- The committee had a discussion on a timeline for the search committee's work.
- The committee reviewed the logistics between the financial status of the organization and the timeline of RFP completion and what hiring a CEO might actually look like before and after



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program launch.

- The committee chair agreed to start a list of risks around hiring each position.
- Chris Parker agreed to make a draft timeline for hiring a CEO.
- The committee had a discussion around the market rate for positions.
  - Each member agreed to do some homework on estimated salaries for hiring staff.
  - The group decided to do some homework on hiring a firm to help the organization to find the right partner, and report their findings during the next search committee meeting.

### 6. Determine meeting frequency and location

- The team had a discussion on the frequency of meeting
  - They found that the second and fourth Tuesday of the month works for the group as a whole.

### 7. Adjournment

*The chair adjourned the meeting at 2:57pm all were in favor via roll call vote.*