



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

CEO AND STAFF SEARCH COMMITTEE – MINUTES

Meeting Type: **CEO and Staff Search Committee**
Meeting Location: **First Floor Conference Room, Dover City Hall, 288
Central Ave, Dover, NH 03820**
Meeting Date: **June 14, 2022**
Meeting Time: **Noticed for 2:30PM**

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

- Meeting was called to order at 2:38 pm
 - Present In Person: Chris Parker, Kevin Charette
 - Virtual: April Salas, Doria Brown, Clifton Below (visitor), Samuel Golding (virtual)

2. Review Meeting Minutes from 5-18-2022

- Chris moved to table the meeting minutes to vote for the next meeting.
 - Doria Seconded.
 - There was no discussion.
 - All were in favor via roll call vote.

3. Review Draft Timeline and Associated Risks

- The committee had a discussion around the timeline for finding a CEO or Executive Director for the Organization.
- Chris Parker shared a 160 day sample timeline for the search for the CEO or Executive Director
 - The committee reviewed this timeline and had a discussion on if this timeline is obtainable for the organization.
- Kevin Charette shared that the New Hampshire Electric COOP
 - The committee had a brief discussion on this topic
- Doria shared that there is a need for a real job description for this employee

4. Review Draft Job Description [VOTE] consideration to propose draft to CPCNH Board of Directors for review and approval

- The committee
- Action plan:
 - Generate a new draft description
 - update a feasible timeline to hire

5. Review Salary Information Benchmarks, Comp Structures and consider (a) recommended budgeting for CEO position, staff positions, and (b) Fundraising Strategy and how we might advise CPCNH Board of Directors on allocation of limited CPCNH funding?

- The committee briefly discussed salary rates for a strong candidate.



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6. Discuss Candidate Sourcing Strategy for review and approval by CPCNH Board of Directors Fundraising Strategy and how we might advise CPCNH Board of Directors on allocation of limited CPCNH funding?

- The group had a brief discussion on financing a position but realized the Treasurer should be involved in the conversation.

7. Adjournment

MEETING ADJOURNED AT 4:01PM