



**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: **July 13, 2022**
 Meeting Time: **Noticed for 12PM on CPCNH.org and at Dover City Hall**

Attendees:

- Committee Chair April Salas, Hanover Director (virtual)
- Secretary Doria Brown, Nashua Director (virtual)
- Vice Chair Christopher Parker, Dover Director
- Kevin Charette, Portsmouth Director

Absent:

- N/A

Guests:

- Treasurer Kimberly Quirk, Enfield Director

Notes

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

Meeting was called to order at 12:06pm.

2. Review Meeting Minutes from 5-18-2022 and 6-14-2022

Vice Chair Parker made a motion to adopt the May and June minutes. Director Charette offered an amendment to the June minutes to fix some words that were left off of the June 14th meeting minutes. A roll call vote was called to adopt both sets of minutes, all were in favor.

3. Review and Update a Timeline for Hire of a CEO

Committee Chair Salas brought up the end of a key contractor, Samuel Golding's, contract ending and voiced that there are implications to that contract ending highlighting a need for more support from a new individual.

Treasurer Quirk spoke to the 3 phases we are in and how funding is needed to create cash flow to be able to pay contractors or a full time employee.

Director Brown mentioned that the Coalition's legal team has offered to share a list of contractors that do similar work to Samuel Golding. She suggested that we take that list and start to see if any of them can do this work.

After discussing this issue the committee start a list of potential next steps including:



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- Asking Samuel to use some of his remaining hours to outline what he's doing and where any gaps may be in our critical path in his absence
- Reach out to other CCAs who have previously offered their expertise as we review vendors and negotiate contracts
- Director Charette pointed out a need for CPCNH to have a general manager and the need for a solid resource to keep things together

Potential executive committee recommendation:

- Start the process to research CPCNH's ability to get a bank loan.
- Dust off and edit the old job description offered to Henry and post the position to reflect our needs post Samuel contract expiration.

The committee tasks:

- CEO Job description review (Vice Chair Parker)
- RFQ for a Search Firm for the CEO position (Director Charette)
- Job description posting for the project manager role (Director Brown)
- Reviewing alternative contractor resources (Committee Chair Salas)

Committee Endorsement:

- Request to finance committee to explore other financing through loans, and continues to try and fundraise between \$100,000 and \$300,000
- Recommend that DWGP helps us through the contract negotiations phase
- Request that ExCom or committee chairs reach out to Henry to talk about a repurpose of his contract once the RFP hits the negotiation phase

Committee Chair Salas made a motion to endorse these three recommendations. Director Brown seconded. A roll call vote was taken: All were in favor.

4. Review Job Description for the CEO/ Executive Director Position

5. Schedule Next Meeting for the Search Committee to Meet

After some discussion the group settled that the next meeting will be on August second from 12-2



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6. Other Business

No other business.

7. Adjournment

Director Brown motioned to adjourn. Vice Chair Parker seconded. All were in favor. Meeting adjourned at 2:04pm.