



**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: **September 13, 2022**
 Meeting Time: **Noticed for 08:30 AM 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:

- Chair of Member Operations and Engagement Committee Lisa Sweet, Rye Director
- Board Chair Clifton Below, Lebanon Director
- Henry Herndon, Consultant
- Samuel Golding, Consultant

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

Committee Chair April Salas called the meeting to order at 8:34am.

2. Adoption of Meeting Minutes from July 13, 2022

Secretary Doria Brown noted that the July 13 meeting minutes were not available for review and approval due to file corruption.

3. CEO Search Job Description and TimeLine:
 - a. Review Draft CEO/Executive Director job description

Committee Chair April Salas noted the Committee’s intention to seek Board action at the upcoming meeting to keep with the timeline for CEO solicitation and hiring.

- b. Draft search firm RFQ

Director Kevin Charette provided an overview of the draft RFQ.

The Committee discussed using RFI-RFP@cpcnh.org as the email address for the solicitation.



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- c. Outline a timeline for executing a contract with the search firm
 - i. legal review, finance, full board review, etc.

The Committee updated the timeline in the RFQ, which would conclude with contracting for a search firm between December 15-19, 2022. The Committee discussed including the RFQ in the Board packet for review and approval for issuance, contingent upon legal review and finalization of the language.

Secretary Brown moved to share the draft Request for Qualifications for Executive Search Services with the Board and recommend the Board approve of issuance of the RFQ, contingent upon legal review and finalization of language. Vice Chair Parker seconded. The motion passed on a rollcall vote 4-0.

- d. Work on justification for Calpine for CPCNH to hire for this role

4. Schedule Next Meeting for the Search Committee to Meet

Committee Chair Salas referenced the 11-18-21 job description for an Administrative Director and Community Liaison as a topic of interest.

- 5. Other Business
- 6. Next Steps
- 7. Adjournment

Vice Chair Parker moved to adjourn. Secretary Brown seconded. The Committee adjourned at 9:32am by rollcall vote 4-0.