

4.26.19 Steering Committee Meeting Minutes

In Attendance: Chris Coates, Derek Ferland, Jennifer Fish, Jason Henry, Julie Libby, and Deb Shackett of the NHAC Steering Committee; Danielle Duchesne and Kate Horgan of the Dupont Group.

- I. Call to order
 - a. Henry calls the meeting to order finding a quorum fit to conduct business.

- II. Approval of past meeting minutes
 - a. Henry present the meeting minutes of April 19, 2019. Shackett makes a **MOTION** to approve the minutes. Libby **SECONDS** the **MOTION**. The **MOTION PASSES** unanimously.

- III. Discussion of Essential Functions
 - a. Ferland presents genesis of the project – the relationship of form and function.
 - b. Shackett discusses possible value of partnership New Hampshire Municipal Association (NHMA). Ferland adds that he would like to retain the Association’s own identity and legislative advocacy but to leverage the partnership for legal, HR, and financial services.
 - c. Shackett discusses the need for clearing house of information.
 - d. Coates describes preparation, leadership, and communication as essential components of management support
 - e. Discussion that an outside entity would be best to manage and support the NHAC, rather than hired staff.
 - f. Discussion to invite NHMA to a Steering Committee meeting discuss to possible partnership.
 - g. Discussion to recommend to further contract with Dupont through 2020 as management support options are considered.
 - h. Libby discusses assigning more authority to the Executive Committee while working on by-laws for streamlined authority and processes.
 - i. Discussion of having appointed officials in Officer position for continuation.
 - j. Discussion to investigate tele- options for meetings – will need to determine compliance with Right to Know requirements.

- IV. Discussion of the by-laws
 - a. Work of the by-laws continued in the working document.

- V. Next meeting
 - a. Monday, May 6 at 9:00 AM at the new Dupont Group office – pending attendance.

- VI. Adjournment
 - a. Coates makes a **MOTION** to adjourn. Deb **SECONDED** the **MOTION**. The **MOTION PASSES** unanimously.

Minutes prepared by: Danielle Duchesne

Minutes approved on: June 14, 2019