

## 5.6.2021 Officers Meeting Minutes

### PRIMEX

#### I. Call to Order

- a. Piper calls the meeting to order at 9:37 AM finding a quorum fit to conduct business.
- b. Horgan calls the roll of those present: Chris Coates (attending virtually), Wendy Piper, Sue Collins, Toni Pappas (via Piper proxy), Tom Tombarello (via Piper proxy) of the Officers. Danielle Duchesne, Kate Horgan, Jim Monahan of the Dupont Group.

#### II. Approval of past meeting minutes (3.18.22)

- a. Piper presents the minutes from the March 18, 2022, meeting of the Officers. Collins makes a **MOTION** to approve the minutes. Tombarello **SECONDS** the **MOTION**. Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

#### III. Financial Update

- a. Collins presents the April financials. Collins explains that nine out of the ten counties have paid their dues. Academy technology checks have come through. Expenses look good. Two outstanding receivables \$1,000 from Omnicare and \$200 from Strafford. Coates makes a **MOTION** to approve the financial report. Stacey **SECONDS** the **MOTION**. Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.
- b. Horgan explains that Academy Coordinator Henry Raymond asked about frames to hang four county seals. It is recommended to either budget for the frames for next year or use any leftover funds at the end of the 2022.

#### IV. Conference A/V Contract

- a. Cunningham presents the A/V contract for the 2022 Annual Conference. Collins makes a **MOTION** to recommend the contract to the Executive Committee for approval. Coates **SECONDS** the **MOTION**.

#### V. Other business

- a. Piper asks about adding coffee back to the Executive Committee. Collins explains that the supplies line item can cover coffee.

#### VI. Next meeting

- a. The next meeting will be June 10 at Primex at 9:30 AM.

#### VII. Adjournment

- a. Collins makes a **MOTION** to adjourn the meeting. Coates **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

*Minutes prepared by Danielle Duchesne on May 6, 2022.*

*Minutes approved on June 10, 2022.*