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Wendy Piper
Grafton County Commissioner

At-Large
Chris Coates
Cheshire County Administrator

At-Large
Ross Cunningham
Merrimack County Administrator

Officers Meeting Minutes
September 5, 2025 at 9:30 AM
Primex

I. Call to order

- a. Commissioner Pappas calls the meeting to order at 9:30 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Administrator Chris Coates, Administrator Ross Cunningham, Director Chuck Nickerson, Commissioner Toni Pappas, Commissioner Wendy Piper, Superintendent Travis Cushman (via Administrator Cunningham proxy) of the NHAC Executive Committee. Director Snide of the 50th Anniversary Planning Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group/Rumford Management.

II. Approval of past meeting minutes (June 6, 2025)

- a. Commissioner Pappas presents the minutes from the June 6, 2025, meeting of the Officers. Administrator Coates makes a **MOTION** to approve the minutes. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

III. Financial Update – Chuck Nickerson

- a. Director Nickerson presents the financial report. Director Nickerson highlights the success of the sponsorship revenues from the Conference. Everything is trending as it should as far as expenses across the budget, but for a number of small items such as the QuickBooks subscription and National Conference of Association extra meal expenses. Commissioner Piper makes a **MOTION** to accept the financial report. Administrator Coates **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. 2025 Annual Conference report – Director Snide

- a. Director Snide reports explains that 140 people are registered so far for the Conference. Early-bird registration closes in two weeks, at the end of the day on Friday, September 19. The 50th Anniversary Planning Committee has raised \$124,900 with 47 sponsors. All sponsorship items are sold out except for the \$600 Supporter level. Sponsorship revenues have exceeded the Conference budget. Ms. Duchesne will work with the hotel on a total event estimate to ensure planned expenses still fit within the budget.
- b. Ms. Duchesne presents the Still Kickin' band contract. Administrator Cunningham makes a **MOTION** to recommend the contract to the Executive Committee for approval. Administrator Coates **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

- c. Ms. Duchesne presents the TD Bank sponsorship contract. Administrator Cunningham makes a **MOTION** to recommend the contract to the Executive Committee for approval. Director Nickerson **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- V. **NACo Leadership Academy contract**
 - a. Ms. Horgan presents the NACo Leadership Academy contract. Commissioner Piper makes a **MOTION** to recommend the contract to the Executive Committee for approval. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- VI. **Renew Endorsement of the NACo Live Healthy Prescription Discount Program**
 - a. Ms. Horgan presents the NACo Leadership Academy contract. Director Nickerson makes a **MOTION** to recommend the contract to the Executive Committee for approval. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- VII. **NCCAE Annual Conference – Kate Horgan**
 - a. Ms. Horgan reminds the Officers that the National Conference of County Association Executives (NCCAE) will meet in Portsmouth October 20 – 25, 2025. The event will feature programming, social events, and events that highlight the State.
 - b. Ms. Horgan asks if she can procure a gift for NCCAE Conference attendees with Association funds, as New Hampshire is the host state for this year's event. Administrator Cunningham makes a **MOTION** to allow use of Association funds for a host gift for this event. Administrator Coates **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- VIII. **Other business**
 - a. No other business.
- IX. **Next meeting**
 - a. The next meetings of the Officers will be at Primex on:
 - i. October 3, 2025
 - ii. November 10, 2025 (at the Omni Mt. Washington)
 - iii. December 5, 2025
 - iv. Friday, January 9, 2026
 - v. Friday, February 6, 2026
 - vi. Friday, March 6, 2026
 - vii. Friday, April 3, 2026
 - viii. Friday, May 1, 2026
 - ix. Friday, June 12, 2026
 - x. Friday, September 11, 2026
 - xi. Friday, October 2, 2026
 - xii. Friday, December 4, 2026
- X. **Adjournment**
 - a. Administrator Coates makes a **MOTION** to adjourn the meeting. Commissioner Pappas **SECONDS** the **MOTION**. Commissioner Pappas invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on September 5, 2025.

Minutes approved on October 3, 2025.