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Rockingham County Finance Director

**Bylaws Chair**  
Chris Coates  
Cheshire County Administrator



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**At-Large**  
Ross Cunningham  
Merrimack County Administrator

## 2.10.2023 Officers Meeting Minutes Primex

- I. Call to order
  - a. Register Stacey calls the meeting to order at 9:33 AM finding a quorum fit to conduct business.
  - b. Ms. Horgan takes the roll: Administrator Chris Coates (via Commissioner Pappas proxy; listening in virtually), Director Chuck Nickerson, Commissioner Toni Pappas, Commissioner Wendy Piper (via Register Stacey proxy), and Register Cathy Stacey of the Officers. Danielle Duchesne, Kate Horgan, and Jim Monahan of Rumford Management/Dupont Group.
- II. Approval of past meeting minutes
  - a. Register Stacey presents the minutes from the January 20, 2023, meeting of the Officers. Commissioner Pappas makes a **MOTION** to approve the minutes. Administrator Coates **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.
- III. Annual Conference
  - a. Administrator Coates presents the Rumford Management contract addendum. Commissioner Pappas makes a **MOTION** to recommend the contract addendum to the Executive Committee. Administrator Coates **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.
- IV. Other business
  - a. Mr. Monahan suggests that the Officers ask the Association staff to review the Usource contract regarding revenue sharing. The Officers agree to move forward.
  - b. Director Nickerson asks if he can bring to the Executive Committee a proposal to invest about \$50,000 in a certificate of deposit account. The Officers agree to entertain the idea. Director Nickerson will bring a formal proposal to the next meeting. Director Nickerson explains he does not have a financial report for January, though not many items have been processed.
  - c. Ms. Horgan explains that there is an opportunity to move the Association's QuickBooks program to QuickBooks online. This change would allow Director Nickerson to also have access to the Association's records in QuickBooks.

V. Next meeting

- a. The next meeting will be on Friday, March 10 at 9:30 AM at Primex.

VI. Adjournment

- a. Commissioner Pappas makes a **MOTION** to adjourn the meeting. Director Nickerson **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.

*Danielle Duchesne prepared minutes on February 10, 2023.*

*Minutes approved on March 10, 2023.*