

## Steering Committee Meeting Minutes 2.15.19

### **In Attendance:**

Chris Coates, Ross Cunningham, Derek Ferland, Jennifer Fish, Jason Henry, George Maglaras, Chad Monier, Deb Shackett, Tom Tombarello, Steve Woods for Association Officers; Danielle Duchesne, Kate Horgan, and Jim Monahan for the Dupont Group

**Call to Order:** Jim Monahan called the meeting to order. Monahan emphasized that the Dupont Group is here to support, while the Association should run the meeting and make decisions.

**Nomination and Election of Chair:** Nominations were presented to serve as the chair of the Steering Committee as well as Vice Chair for the Steering Committee

- Nomination made for Cunningham for Chair
- **MOTION** to accept Cunningham for Chair, **MOTION PASSES** 9 – 0 (Coates arrived after this vote)
- Nomination made for Henry for Vice Chair
- **MOTION** to accept Henry for Vice Chair, **MOTION PASSES** 10 – 0

**Long-term and short-term goals for the Association:** Cunningham led a discussion focusing on the direction and priorities of the Association

- Short-term goals discussed:
  - o Dates and locations for the 2019 County Conference were discussed, those being: Sept. 23 – 25, Oct. 14 – 16, Nov. 3 – 5 for dates and; Mill Falls and The Margate for locations. The Dupont Group will run the meeting and will request reference information from NHAC Steering Committee members as needed.
  - o A new office location was discussed. Ross Cunningham will need a formal letter from the Association inquiring about office space. Horgan will draft the letter, Tombarello will sign and submit to Cunningham. It was reported that furniture from Primex can be borrowed indefinitely. Dupont Group will check with HR Affiliate on records retention policy, Dupont Group has permission to shred unneeded files. Merrimack County has offered corrections inmates to move.
- Long-term goals discussed:
  - o After much discussion, it was determined that the Steering Committee must identify the most important priorities and ultimate goals of the association to plan next steps. The Dupont Group to administer a survey to the Executive Committee to be analyzed, presented, and discussed at the March 8 meeting of the Steering Committee.
  - o Discussion on the need to review the by-laws.

### **Assignments to be completed before next meeting:**

- Analysis of Goals & Priorities survey by Dupont Group.
- Horgan to draft letter for Tombarello's review and signature, submit letter to Cunningham.

**Next Meeting:**

- Will be held on March 8 at Primex.

**Adjournment:**

- **MOTION** to adjourn. **MOTION PASSES** 10-0

*Meeting minutes prepared by: Kate Horgan*

*Meeting minutes unanimously adopted on: March 22, 2019.*