

Steering Committee Meeting Minutes 4.5.2019

In Attendance: Chris Coates, Ross Cunningham, Jason Henry, Carolyn Kirby, George Maglaras, Wendy Piper, Deb Shackett, Tom Tombarello, and Steve Woods of the NHAC Steering Committee; Danielle Duchesne and Kate Horgan of the Dupont Group

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

- II. Approval of Past Meeting Minutes
 - a. Henry makes a **MOTION** to approve the meeting minutes from the March 22, 2019 meeting. The **MOTION** is **SECONDED**. Maglaras, Piper, Shackett, and Woods abstain. Kirby absent. **MOTION PASSES** otherwise.

- III. Discussion of Essential Functions
 - a. Cunningham discusses officer roles, presents work he has done identifying role descriptions as they are written in other states' associations' by-laws.
 - b. Coates brings up again (mentioned in March 22, 2019 meeting) the addition of the role of by-laws enforcer.
 - c. The Steering Committee would like clarification from Derek Ferland regarding his list of essential functions and what his goal is regarding the project to identify the essential functions.

- IV. Discussion of By-laws
 - a. Shackett suggests to not add the affiliate (including Commissioners) by-laws into the NHAC by-laws as they are separate bodies.
 - b. Cunningham suggests that the Steering Committee rework the by-laws and present their work as a recommendation to the next By-laws Committee.
 - c. Henry suggests that the Steering Committee take a day and strictly go over the by-laws as a group with the last By-laws Committee.
 - i. Steering Committee to meet on Friday, April 19, 10:00 – 1:00 PM at the Dupont Group. Dupont Group will provide lunch.
 - d. Discussion to table the creation of a By-laws Committee for now as the Steering Committee works on the by-laws.
 - e. Duchesne to research and confirm the creation of the most recent By-laws Committee to determine if the members' terms have expired or not.

- V. Review of Draft Recommendations
 - a. Draft recommendations were not reviewed.

- VI. Next Steps
 - a. Representatives from the Dupont Group left the room as the Steering Committee deliberated on whether to extend the Dupont Group's contract. It was determined that Tombarello, as NHAC President, will negotiate with the Dupont Group on the extended contract. At the end of the year, the Steering Committee may recommend that NHAC

look at creating an RFP. It is noted that the Dupont Group has worked hard to get NHAC on track and have shown progress and success so far.

- b. Tombarello suggests that the steering committee recommend to the Officers and then the Executive Committee at the next meeting to extend the contract with the Dupont Group through the end of 2019.
- VII. Next meeting: April 19, 2019 at the Dupont Group
- VIII. Adjournment:
- a. Cunningham makes a **MOTION** to adjourn. Henry **SECONDED** the **MOTION**. The **MOTION PASSES** unanimously.

Minutes prepared by: Danielle Duchesne

Minutes approved on: 4/19/2019