

2.18.2021 Officers Meeting Minutes

PRIMEX

- I. **Call to Order**
 - a. Piper calls the meeting to order at 9:10 AM finding a quorum fit to conduct business.
 - b. Horgan calls the roll of those present: Chris Coates, Sue Collins (via Toni Pappas proxy), Toni Pappas, Wendy Piper, Tom Tombarello (via Alison Kivikoski), of the Officers. Ross Cunningham of the Executive Committee. Danielle Duchesne, Kate Horgan, Jim Monahan of the Dupont Group.

- II. **Approval of past meeting minutes (1.21.22)**
 - a. Piper presents the minutes from the January 21, 2022 meeting of the Officers. Pappas makes a **MOTION** to approve the minutes. Piper **SECONDS** the **MOTION**. Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

- III. **Financial Update**
 - a. No update.

- IV. **Annual Conference**
 - a. Cunningham explains hotel contract noting the cancellation deadline is no longer July but follows the cancellation schedule as written in the contract. Cunningham notes off-contract cooperation on possibility of cancellation if COVID-19 rates are high.
 - b. Cunningham explains that there will be flexibility in the host county partnership with Rumford per the capacity of the host county each year.
 - c. Coates makes a **MOTION** to recommend the hotel contract to the Executive Committee for approval. Pappas **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objections, the **MOTION PASSES**.
 - d. The Officers decide to hold the Rumford contract edit discussion until the next meeting to allow for feedback.

- V. **Contract: NHAC Academy Audio/Visual - Jason Henry**
 - a. Pappas makes a **MOTION** to accept the donation of \$3,500 from Securus for the Academy's audio/visual updates. Piper **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
 - b. Pappas makes a **MOTION** to recommend the audio/visual contract to the Executive Committee for approval. Kivikoski **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

- VI. **Other business**
 - a. No other business.

- VII. **Next meeting**
 - a. The next meeting will be March 18 at Primex, though, there may be a meeting scheduled for March 4.

- VIII. **Adjournment**

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

Minutes prepared by Danielle Duchesne on 2.18.22.

Minutes approved on 3.18.22.