

Awards Committee Meeting Minutes 5.10.19

In Attendance: Howie Chandler, John Esty, Sara Lewko, Toni Pappas, Kevin St. James, Chuck Weed of the Awards Committee. Danielle Duchesne and Kate Horgan of the Dupont Group

Point of Information:

During the May 10, 2019 meeting of the Executive Committee, Tom Tombarello formed the Awards Committee with the following slate and definition:

- Appointed and approved slate: Debra Shackett of Belknap County, Howie Chandler of Carroll County, Chuck Weed as Chair from Cheshire County, Julie Brunault of Coos County, Julie Libby of Grafton County, Toni Pappas of Hillsborough County, Sara Lewko of Merrimack County, Kevin St. James of Rockingham County, Ray Bower of Strafford County, Hillary Snide of Sullivan County, Josh Esty as Sullivan County alternate.
- Purpose: The duties of the Awards shall be to:
 - Review nominations for all award categories for the 2019 awards recognition ceremony to take place during the 2019 Annual Conference.
 - Select winners, based on their submitted records of merit and recommendations, for each award category.
- Number of Members: Ten (10), one from each county
- Qualifications: Elected or appointed county officials in good standing with the Association.
- Term of Membership: through the last day of the 2019 Annual Conference, Oct. 16, 2019.

- I. Call to Order
 - a. Weed calls the meeting to order finding a quorum fit to conduct business.
- II. Introductions
 - a. Weed facilitates self-introductions of the Committee members.
- III. Review of timeline
 - a. Duchesne reviews the timeline with the Committee.
 - b. Minor changes are made, otherwise the timeline is accepted as a guide for the awards process.
- IV. Review of awards submission portal
 - a. Duchesne presents the awards submission portal, created with Survey Monkey.
 - b. Many changes are made to further define the process. Duchesne will update the portal and provide the portal link to the Committee once updates are complete.
 - c. Duchesne will email the NHAC directory to announce the opening of the awards nominations.
 - d. The logistics of the awards ceremony were discussed:
 - i. It was discussed that NHAC officers be on stage for at least the presentation of the employee of the year awards.

- ii. The Employee of The Year Awards are to be presented by award category.
 - iii. It was suggested that Jim Monahan serve as emcee for the event to ensure efficient flow.
 - iv. It was explained that Administration Awards, Elected Official Awards, Public Service Awards, and the County Team Award have one recipient each while Employee of The Year Awards are given to a recipient of each county.
 - e. Duchesne is to send an update of nominees every week to Committee members once the nominations have opened.
- V. Next meeting
 - a. It was determined that the Committee will correspond by email and will call meeting as needed.
- VI. Adjournment
 - a. Pappas makes a **MOTION** to adjourn the meeting. The **MOTION** is **SECONDED**. The **MOTION PASSES**.

Minutes prepared on 5.16.19 by Danielle Duchesne

Approved on: 9.4.2019