

### 3.22.19 Steering Committee Meeting Minutes

In attendance: Chris Coates, Ross Cunningham, Derek Ferland, Jason Henry, Julie Libby, and Tom Tombarello of the NHAC Steering Committee; Danielle Duchesne, and Kate Horgan from the Dupont Group.

- I. Call to Order: Cunningham called the meeting to order finding a quorum fit to conduct business.
- II. Approval of Past Meeting Minutes
  - a. A **MOTION** is made to approve the minutes from the March 8, 2019 and February 15, 2019 meetings. The **MOTION** is **SECONDED**. The **MOTION PASSES** unanimously.
- III. Discussion of Survey Results
  - a. The response rate is found to be acceptable to move forward with discussion.
  - b. Short-term priorities question was discussed.
    1. Legislative advocacy is determined as the top priority, amend the bylaws is determined as the second top priority.
      - i. Efforts in advocacy are already being effectively executed.
    2. Discussion about a leader/enforcer/expert on the bylaws to advise all work of the NHAC to address transparency and structure concerns.
      - i. Discussion of having non-elected county government workers as part of NHAC leadership.
      - ii. Discussion to have the former Bylaws Committee present to the Steering Committee to understand their past work and inform future work.
  - c. Long-term priorities question was discussed.
    1. Affiliate membership and training opportunities identified as top priorities.
    2. Trainings should be offered more often, sponsored by vendors, as a revenue opportunity in addition to increased training desires.
    3. Discussion of the annual awards.
    4. Discussion that the dues should be restored in the next year's budget.
    5. Discussion to develop fund balancing policy, and other financial policies, should they not already exist.
- IV. Next Steps
  - a. Horgan to contact former Bylaws Committee to invite them to present their proposed bylaws changes at the next meeting of the Steering Committee.
  - b. Cunningham to obtain copy of affiliate definitions of roles to base future work of the Steering Committee regarding officer positions.
  - c. Duchesne to release the results of the "Association Priorities & Goals" survey to the Executive Committee, Commissioners Council, and Officers as part of pre-meeting materials for April 5.
  - d. Ferland is to send out a list of critical functions to the Steering Committee. The members of the Steering Committee are to send their own list of essential functions to Horgan/Duchesne by April 3 to add to meeting materials for April 5.
  - e. During the meeting, a draft of recommendations was created for use as a living document throughout future meetings, to be finalized for the Oct. 15 presentation.

V. Next Meeting: April 5<sup>th</sup> 11:30 at Merrimack

VI. Adjournment

- a. Ross makes a **MOTION** to adjourn, **MOTION** is **SECONDED**. **MOTION PASSES** unanimously.

*Meeting minutes prepared by: Danielle Duchesne*

*Meeting minutes approved on: April 5, 2019*