

NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES
Tuesday April 16, 2019
North Country Council Conference Room
161 Main Street, Littleton, NH
3:03 pm – 4:05 pm

BOARD MEMBERS PRESENT: Doug Grant, Chair; Paul Robitaille, Secretary; Jennifer Fish, Treasurer; Carl Martland, Board Member.

BOARD MEMBERS ABSENT: Robin Irving, Vice Chair.

STAFF MEMBERS PRESENT: Kathleen Frenette, Co-Executive Director & COO; Michelle Moren-Grey, Co-Executive Director & CEO

Welcome

Board Chair Grant opened the meeting at 3:03 pm.

Minutes from the February Meeting were reviewed, and a change was requested by Board Member Martland regarding the Byways, it should say that “NH used to receive about \$500k a year for the Scenic Byways” not “NH receives \$500k a year for the Scenic Byways.”

MOTION: Motion to approve the February Minutes with that change made by Board Member Martland. The motion was seconded by Secretary Fish. The motion carried

March Financials

The financials were reviewed and discussion held.

MOTION: Motion made by Secretary Fish to accept March financials. The motion was seconded by Board Member Martland. The motion carried

Old Business:

EHS Publishing discussed by Ms. Frenette regarding a conversation she had with Melissa Emery at State of NH Treasury Office about Alan Borner & EHS Publishing. Ms. Emery said that their office could not accept the payment as we have “found” the entity to whom the money belongs. She informed Ms. Frenette that NCC could write a check to Mr. Alan Borner for the amount owed and if there are any questions that may arise in the future due to the change in status of the company, NCC will have proof of payment. Ms. Emery stated that will suffice that NCC met its

obligation. Ms. Frenette states that certified mail can be used to confirm delivery of this replacement check once signed and ready to mail.

New Business

Discussion regarding Board Officer changes and additions and the following motions confirm those.

MOTION: Motion made by Board Member Robitaille to nominate Secretary Fish as Treasurer. The motion seconded by Board Member Martland. The motion carried.

MOTION: Motion made by Board Member Martland to nominate Board Member Robitaille as Secretary. The motion was seconded by Treasurer Fish. The motion carried.

The process for payables payments was discussed and the new process for checks. Once the Treasurer has reviewed the payment request, supporting documentation and signed off to authorize payment to the vendor Ms. Frenette can then use the signature stamp with the Treasurer's signature for that check payment.

MOTION: Motion made by Secretary Robitaille for the use of electronic signing to approve check payments and the use of the signature stamp on the check payment to pay the vendor. The motion was seconded by Board Member Martland. The motion carried

Discussion of the upcoming Commissioner Meeting scheduled on Thursday, April 18, 2019.

Committee Reports:

TAC- Discussed by Ms. Moren-Grey and discussion by Board Member Martland as well.

Scenic Byways-update by Board Member Martland the committee met 4 times in 2018. Plans for 2019 discussed. Outreach discussed with different areas as well as marketing. Per Board Member Martland he will be sending to Byway council members. Copy given to Ms. Frenette to tack with BOD meeting information.

CEDS-Update by Ms. Moren-Grey, the new EDA grant is accepted and everything is back on track. CEDS report per Board Chair Grant, is on the NCC website.

RCC's-Meeting coming up, the last meeting was postponed, Danica is the NCC coordinator per Board Chair Grant.

NHARPC-No new update per Ms. Moren-Grey.

Discussion of new bike trails in the North County held.

Other Business:

Next Board Meeting scheduled for Tuesday, May 21, 2019 3:00 to 5:00.

Ms. Moren-Grey gave an update on Eric Waters. There is one board member left to connect with and she is waiting on a draft to come back in May maybe early June. Funding discussed for the organizational review and strategic plan. A spreadsheet questionnaire will be sent out by Ms. Moren-Grey to BOD to complete and to send back to Ms. Moren-Grey so she can forward all the responses on to the funder.

MOTION: Move to adjourn at 4:05 pm by Treasurer Fish. Seconded by Secretary Robitaille. The motion carried.

Respectfully Submitted,

Anne Klein, Recording Secretary

Klein Transcribing

Approved May 21, 2019