

NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES
Wednesday, June 20th, 2018
North Country Council Conference Room
161 Main Street, Littleton, NH
9:30 a.m. to 11:30 a.m.

BOARD MEMBERS PRESENT: Jo Lacaillade, Chair; Vicki DeLalla, Treasurer; Robin Frost, Secretary; Doug Grant, Carl Martland

BOARD MEMBERS ABSENT: Dennis Lund; Jennifer Fish

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

11:00 Welcome

Chairperson Lacaillade opened the meeting at 11:00 a.m.

Vickie announced that Robin is retiring and resigned from the counsel and this is her last meeting. She would stay with NCCDC if it became active again.

Michelle opened the conversation about the need for having a strategic plan meeting which would be needed to take place before NCC would meet with possible funders. For the last strategic plan NCC received approximately \$15-\$20,000. Mary Lou Krambeer did it last time as the facilitator. All the NCC Board and staff met in Conway and it was a one day meeting.

The results from this is on Vicki's computer, the meeting never went anywhere.

Michelle recommended starting from scratch would be best and have a facilitator write it up and go from start to finish to complete the plan.

Carl suggested that possibly Geoff from UNHCE facilitate. Michelle suggested that other possibilities would be beneficial for them, that NCC needs someone that will do the heavy lifting. If there is no funding then NCC may need to change the vision plan.

Vickie suggested taking it up at the July Board meeting to bring it before the board and make plans on beginning the process.

Michelle said that NCC needs to find funding first and go through RFQ and RFP to facilitate. Possible funding sources may be available in August or October. The possible funding sources can be discussed in July meeting.

Suggesting a review of history and structure of group, the planning role the council is to play, the nature of supports from various state agencies and the background on why we exist Carl thought would be helpful.

The Commissioner meeting is on the 24th and Jo said we will need to get someone in Robins' place prior to the meeting or no quorum for the commissioner meeting. The Board can appoint a vice-chair until the election in October.

MOTION: Board Member DeLalla nominated Carl Martland as Vice Chair. Robin made the motion to accept Carl as the new Vice Chair. It was seconded by Jo Lacaille. The motion carried.

MOTION: Board Member DeLalla moved to approve seeking possible funders for the strategic plan funding. It was seconded by Doug Grant. The motion carried.

Michelle stated that we cannot talk to the funders until NCC starts a plan. All towns and regions are facing a pull back on funding so it is tight.

Jo stated that the history of the State of NH gives a minimal amount of funding to support planning, NCC received \$11,111 from the state for 51 communities, DOT-some contracted work, special projects, and has federal ties.

Annual Board Meeting with the date, place, and cost to be discussed at the next meeting. Work on the cost for food catering needs to be completed. Discussion ensued regarding the cost per person to attend would stay at \$50.00 per person. Any additional costs will be further discussed.

Vicki inquired about tax credits, how would they work and would it benefit NCC. Michelle said that would have to be further investigated to see how that looks for NCC.

Discussion was had about the RSA books and the Board decided to take over the project to help keep admin costs and staff time down on that. The cost of the books on Lexus/Nexus-\$80.00, Amazon-\$64.00, and only a \$6.50 cost for a regular book through the Office of Energy & Planning (OEP). They can offer books, book/DVD combo, or E-book. The Board is hopeful that the book sale will be able to make a profit through their assistance. Last year ordered approximately \$2,500 in books were ordered and sold for \$6.50 a book and it ate up the revenue. Carl suggests \$11.00 a book if picked up in office or \$25.00 if requesting to receive by mail.

Kathy shared that she has group email addresses and could also set up a cost for member and non-member and the type of book. Could order online and pay online, to help recoup the cost.

Michelle said that Constant contact has been used before. Vicky offered to volunteer but has never used constant contact. Michelle offered to get Constant Contact set up to start the process once we have the go ahead from OEP to take RSA book orders. Vicki stated that last year Board

Members took specific towns and delivered the books to help out as well.

Kathy also mentioned that some towns are habitual at not responding, if they don't respond, we do not order for them, possibly do a last chance email. Time spent---4-5 hours on constant contact with getting information then the profits are gone.

Vicki said that OEP will have the prices in August and the orders will need to be in by October.

Jo suggests to keep it central for tracking and invoicing because the financial aspect is important to Kathy and keeping it all straight in Quick Books.

Carl mentioned that the Byways booklet the Northern Journey last published in 2004, that it may be possible to revamp and print to have something to sell to hotels. To sell it electronically, we would need someone who knows how to do this job.

Jo said that it isn't possible to interface the invoice system on Constant contact. An invoice needs to be sent to the person or town for payments and it can be matched up with constant contact and then the people that registered and the people that did not pay. Everything still needs to be processed and an invoice made and then when paid recorded that it's been paid.

Board Member DeLalla made a motion to adjourn the meeting at 11:46 a.m. It was seconded by Doug Grant.

Respectfully Submitted,

Anne Klein

Klein Transcribing