

NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

**Lancaster Town Hall
25 Main Street
Lancaster, NH
Thursday, December 19, 2019
2:00 p.m. to 4:00 p.m.**

BOARD MEMBERS PRESENT: Robin Irving, Vice Chair; Paul Robitaille, Secretary; and Jennifer Fish, Treasurer.

BOARD MEMBERS ABSENT: Doug Grant, Chair, Carl Martland

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director; and James Steele, Finance Manager and Special Projects Planner

OTHERS PRESENT: None

2:00 to 2:05 - Call to Order

Board Member Irving called the meeting to order at 2:00 p.m.

- **Minutes November 21, 2019 BOD Meeting**

Board Member Fish requested a change on page 4, when moving into non-public session, that after Board Member Robitaille's response should reflect yes, rather than his name.

MOTION: Board Member Fish moved to accept the Minutes of November 21, 2019, as amended. It was seconded by Board Member Robitaille. The motion carried. (3-0-0).

2:05 to 3:15 - Financial Report

- **Treasurer's Report - October**

James Steele discussed the report that was distributed prior to the meeting to the Board Members. Questions were asked regarding certain line items, as well as to when it's anticipated that past-due bills will be caught up.

- **Funding Updates**

Michelle Moren-Grey indicated that a contract was just signed for NBRC funding, which is the same as last year (\$35,000) to match EDA, and that they are awaiting the final executed contract. She added that they are working with DRTC to receive additional match funding for EDA and economic development programming, someplace between \$10,000 and \$25,000. She went on to describe the determinants on how much funding would actually be available.

She noted that there is still funding in Philadelphia waiting for NCC to secure match. She pointed out that they just received notification that the charitable foundation funding for the 3-year operating fund (\$30,000 total) had met the commitment of the first year, so therefore they will be able to proceed with the subsequent year's funding (\$10,000), starting in January 2020. She concluded that the \$21,000 of recaptured indirect rate is set to be received.

3:15 to 3:30 - New Business

- **Adoption of Comprehensive Economic Development Strategy - 2019 Update as Recommended by CEDS Committee**

Ms. Moren-Grey gave a quick background on the CEDS, including its update history, as well as its anticipated update schedule. She discussed the document that had been distributed prior to the meeting to the Board Members, noting that it did not contain the grammatical edits. She handed out the most current version of the strategy to the Board Members, as recommended by the CEDS Committee. She pointed out that the data was not updated, as it is set to come out on December 20th, 2019, which would then be integrated into the strategy in January 2020.

Board Member Robitaille pointed out, on page 41, the section entitled Threats. Discussion was had regarding the Board Members' thoughts/concerns regarding this section, and Ms. Moren-Grey concluded that this section will be amended to address those concerns.

MOTION: Board Member Irving moved to adopt the Comprehensive Economic Development Strategy, as amended. It was seconded by Board Member Robitaille. The motion carried. (3-0-0).

- **Other**

Ms. Moren-Grey informed the Board Members that Alex would be reducing his hours to 20 hours per week. She added that they do have an ad out to recruit an Associate Planner. Discussion was had regarding factors that are causing this change, as well as potential outcomes of this reduction. Board Members inquired as to the status of the hiring ads, and what may be affecting recruitment.

3:30 to 3:50 - Old Business

- **Meeting Schedule**

Ms. Moren-Grey suggested that throughout the winter months that the Board would only meet every other month. She acknowledged that while group discussion could not be held on those months without a meeting, that the Board Members would still receive the Financial Statements. Discussion was had regarding the pros and cons of adjusting the schedule. The Board Members concurred that it would behoove everyone to keep the meetings on the calendars in the event that something should come up that would need immediate attention from the Board.

Meetings will be held on the 3rd Thursday of every month. Next meeting will be on January 16th, 2020, from 12:00 p.m. to 2:00 p.m. at the Lancaster Town Hall.

- **Upcoming IT / Computer Needs**

Ms. Moren-Grey reminded the Board Members of the IT/Computer issues that NCC is facing that she had discussed at the last meeting. She also went into the recommendations that SNS had made regarding going cloud-based. She detailed what hardware and software had to be replaced and updated, including the cost and where the funds would come from. Discussion was held regarding pros and cons to going to the cloud versus updating the on-site servers. The Board Members approved the recommendations of Ms. Moren-Grey, as presented.

- **Public Comment**

Ms. Moren-Grey reminded that there is a Christmas party tomorrow, December 20, 2019.

4:00 - Adjourn

MOTION: Board Member Fish moved to adjourn the meeting. It was seconded by Board Member Robitaille. The motion carried. (3-0-0).

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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Approved 20/20/2020