

COMMUNITY POWER COALITION OF NEW HAMPSHIRE  
Member Operations and Engagement Committee Meeting  
Minutes 11/09/2021, 10:00-12:00 AM  
Dover City Hall, Dover, NH

**Committee Members in Attendance:**

- Chris Parker (In Person)
- Lisa Sweet (In Person)
- Howard Kalet (In Person)
- Nat Balch (In Person)
- Andrea Hodson (Virtual)
- Paul Looney (Virtual)

**Committee Members Absent:**

**Guests:**

- Henry Herndon (In Person)
- Dori Drachman (Virtual)
- Julia Griffin (Virtual)
- April Salas (Virtual)

**Agenda**

**1. Housekeeping**

- a. Welcome/Introductions

*Lisa calls meeting to order at 10:43am.*

- b. Check for consensus on proposed agenda

Andrea Hodson would like to add to the agenda a presentation of a draft budget and staff position, which she has been tasked to run by MOE-C and Risk Management. Lisa suggest adding after Item 1.

- c. Review committee membership, confirm quorum and RTK compliance
- d. Committee Procedures
  - i. MOE-C 2nd Tuesday of month, 10-11:30, 11/9, 12/14, etc ; Sub-groups

Chris Parker can book a different room and manage the calendar invitations when meeting in Dover. Chris and Lisa will coordinate to work this out.

*Chris motions to suspend the rules. Howard seconds. Approved by unanimous roll call vote, 6-0.*

- ii. Calendar | Virtual Access
- iii. Communication

- iv. Meeting notes
- v. Reporting to CPCNH board
- vi. Other

**1.5, Treasurer presentation on budget and staffing proposal for 11/18 Board Meeting.**

- i. Andrea prepared a document describing an Administrative Director and Community Liaison position. This person would work in close collaboration with the Executive committee. Refer to document dated 11/8/2021.
- ii. Andrea prepared a start-up budget for CPCNH for the period: 11/2021-8/2022

**Supporting Existing Members with Successful EAP adoptions**

- e. CPCNH Member status report and needs assessment
  - i. Action: Acquire all deadline for warrant article submission to enable working backwards.
- f. Timelines for Member Authorization/Implementation
  - i. Critical path through launch for member communities (1 pager)
  - ii. Determine priority communities (readiness, size of account)
  - iii. Resources for prioritized communities
  - iv. Member Process deadlines/guidelines
- g. Member Needs for EAP approval
  - i. EAP review
  - ii. Public Hearing Support (expert, slide deck to present EAP)
  - iii. Competitive Analysis
  - iv. Post Video guide to reading EAP on websites for community education
  - v. More info on what post-approval implementation looks like to town admin
  - vi. Go-to resource/expert for immediate needs/questions - Who? What? Structure?
  - vii. Tools for dialogue

**2. Standardizing Resources for new member authorizations**

- a. Cornerstone Resources: Checklist, Google Drive, Tracker
- b. Secondary Resources
  - i. nested inside checklist with links in member folder
- 3. Assign sub-groups to work on identified priorities. Refer to the Table of Action Items below.

4. Other business

Action Item	Who	Status
Develop standardized "Authorization" calendar / checklist / timeline with links to standard resources (e.g., presentation deck for EAP public hearing (delineating between required and suggested)	Lisa, Julia, Henry	
Matrix of Comparing Brokers vs. Coalition	Andrea, Julia, Henry, Dori	
Post-authorization "Implementation" Resources	Julia, Lisa, Henry	
Which municipalities will commit their municipal load to CPCNH at launch?		

**Phase 2: Implementation:** Data baseline and determination of how much load you'll commit, 3. local community marketing, notifications for opt out, and then launch

Will municipal operations be in the CPA, or will they be third-party supply.

**Move to adjourn at 12:05.**

Attachments/Links:

[CPCNH Member Status & Needs Survey \(Responses\)](#)

[Member Operations & Engagement Committee](#)

**MOE-C Membership [D = Director; A = Alternate; O = other / not a Director/Alt.]**

- Current Committee membership: Lisa Sweet (D), Nat Balch (D), Howard Kalet (A), Chris Parker (D), April Salas (D), Andrea Hodson (D), Paul Looney (D)

### **Description of Member Operations & Engagement Committee**

*The Member Operations and Engagement (MOE-C) Committee shall consist of at least two Directors or alternates, one of which shall serve as chairperson of such Committee. The charter of this committee is to support coordination and collaboration across Members to advance member readiness to launch an initial slate of Community Power Programs in 2022. This committee would be responsible for creating a framework for tracking member status towards initiating or finalizing Electric Aggregation Plans, sharing and networking resources that support member preparation for town meeting warrants, city council meetings and/or other committee meetings, to support member engagement needs in requesting and synthesizing community electricity data requested from the respective utility, and ultimately recommending - by Spring 2022 - a prioritized list of CPCNH services to the full Board.*