

NHRPA Business Meeting
November 18, 2021
Meeting conducted via Zoom at 10 am
Meeting Minutes

- 1) **Executive Board Members Present:** Craig Fraley, President; Greg Bisson, Past President; Arene Berry, Treasurer; Tara Tower, Secretary; **At Large Members Present:** John Kohlmorgen, Eric Feldbaum, Dan Sturgeon, and Tara Barker.
- 2) **Members Present:** Donna Kuethe, Andy Bohannon, Justin Chaffee, Krystal Alpers, Corinna Reishus, Mark Brislin, Matthew Mansur, Justin Chaffee, Rene Boudreau, Ashlee Crosby, Christine Collins, Larry Flint, Wayne Robinson, and Melissa Shaw.
- 3) **Staff Present:** Kerry Horne, Executive Director.
- 4) **Meeting called to order & explanation of zoom meeting format:** Craig called the meeting to order at 10:03 am and explained that the meeting is being recorded.
- 5) **Minutes: Arene made the amendment in the adjournment section from “Arene S.” to “Arene B.” Arene motioned to approve the September 9, 2021 meeting minutes as amended. Greg seconded.** The minutes were unanimously approved.
- 6) **Treasurer’s Report:** Arene reported that as of the November 17th Treasurer’s report the checking account balance is \$3,088.98, but this does not reflect the \$2064.04 due on the credit card, or two \$1,300 deposits from the state conference. ***Eric motioned to approve the Treasurer’s report. Greg seconded.*** The treasurer’s report was unanimously approved.
- 7) **Executive Director’s Report:**
 - a. Kerry reported that membership renewals are coming in, and that fall is the busiest time for renewals. She added that membership is holding steady. She added that commercial memberships are down, due to the lack of the maintenance workshop event this past year.
- 8) **Discussion on Awards Luncheon and Process–** Krystal said the awards committee has met and reviewed the award nominations, and that while they did receive nominations for each category, she would like there to be a future discussion about how to get more submissions for each of our awards. Krystal mentioned that the awards committee would like the banquet to be part of another event, maybe after a speaker in February or March. After discussion that included Eric offering the large meeting room in his building, it was decided that following the Primex presentation on summer camps would work best, as they also have the ability to have the virtual option. Krystal agreed to start the discussion with Rick.
- 9) **Committee Updates or Reports (if any):**
 - a. **State Conference:** Kerry reported that she is working on tabulating the results of the evaluations from the state conference.
 - b. **GST&F:** Donna reported that they are meeting next week.
 - c. **NNERPC:** Tara T. reported that the conference is scheduled for January 11th-13th, and registration is going well. Greg added that the Red Jacket just recently sold, but that it should only effect those who stayed in the town homes.
 - d. **Other:** Coffee Chat – Andy is working on future presentations and there was discussion on topics including diversity in the community as well as the workplace.
- 10) **Old Business:** None reported
- 11) **New Business:**
 - a. Mail: Kerry asked Eric if having NHRPA’s mail delivered to his office is starting to be a problem. Eric said not at this time, but they agreed to stay in contact if this becomes an issue.
 - b. Wage Salary Survey: Arene mentioned that during the process of hiring her new program coordinator she discovered that we haven’t done a wage salary survey since 2016. Everyone agreed that this needs to be updated. Kerry will put the link to the existing survey in her next email blast, and ask members to respond with needed updates to the survey before we send out a new version to membership.

- c. Craig mentioned that Cousineau Wood Products, one of our commercial members, has had two fires in recent years, and suggested contacting them if you need to purchase for your department.
- d. Kerry reported that Bob Lawton, Funspot founder passed away at age 90, and that as they have been such an active commercial member for years, Kerry sent a condolence card on behalf of NHRPA.

12) **Adjournment:** Eric motioned to adjourn the meeting at 10:46 am. Arene seconded. All approved.

Respectfully submitted,
Tara Tower