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**Community Development Finance Authority
Executive Committee Meeting**

**AHEAD
262 Cottage Street
Littleton, NH 03561**

**August 13, 2019
10:15 AM**

CDFA EXECUTIVE COMMITTEE PRESENT: Robert Tourigny, *Chair*; Mary Ann Kristiansen, *Vice Chair*; Mike Clafin, and John Manning.

STAFF: Katherine Easterly Martey, *Executive Director*, and Debbie Morin, *Chief Financial Officer*.

Mr. Tourigny opened the meeting at 10:15 AM and noted a quorum was present. Mr. Tourigny stated there were no announcements or members of the public in attendance. There was no public comment.

Motion – 10:20 AM

Mr. Clafin moved to accept the meeting agenda as presented. Mr. Manning seconded and the motion carried by a unanimous vote of the Committee.

A. Consent Agenda

Mr. Tourigny reviewed the items on the Consent Agenda and called for questions or comments.

Motion – 10:25 AM

Mr. Manning moved to approve the Consent Agenda items as presented. Mr. Clafin seconded and the motion carried by a unanimous vote of the Committee.

B. Executive Committee Nominations

Mr. Tourigny led a discussion regarding the upcoming annual meeting and thoughts about the makeup of the Executive Committee. He felt it prudent to have some change in leadership now that Ms. Easterly Martey has been in the Executive Director role for almost two years. Mr. Manning has expressed interest in becoming the Chair. Ms. Kristiansen stated she would like to continue as Vice Chair.

The Committee discussed the importance of keeping consistency at the Executive Committee level for at least another year while the newer Board members come up to speed. The Committee will recommend these changes to the full Board at its' annual meeting in September.

C. Personnel Update and Employee Manual

Ms. Easterly Martey discussed the results of the recent staff survey that demonstrated staff is generally happy with their jobs and the direction of the organization. She outlined thoughts on the future direction of attracting and maintaining good staff with positive leadership, attractive benefits, professional development and a compensation plan. These also need to align with the goal of a balanced budget.

Ms. Easterly Martey discussed minor changes to the employee manual that would be forthcoming at the September Executive Committee meeting. These will likely include policies on babies at work and pets at work along with minor cleanup of existing policies. Mr. Manning and Mr. Clafin both commented on how babies at work have positively affected the culture in their organizations.

Lastly, Ms. Easterly Martey outlined future staffing needs at CDFA and the timing of making some of these changes. The Committee was supportive of the direction.

D. Adjourn

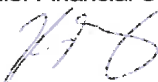
Motion – 11:00 AM

There being no further business before the Committee, Mr. Clafin moved to adjourn the meeting. Mr. Manning seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Debbie Morin
Chief Financial Officer



Robert Tourigny, Chair
CDFA Board of Directors