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**Community Development Finance Authority
Executive Committee Meeting
14 Dixon Avenue, Suite 102
Concord, NH 03301**

**May 9th, 2023
10:00 AM**

CDFA EXECUTIVE COMMITTEE PRESENT: Cynthia Harrington, *Board Chair*, John Manning; Secretary/Treasurer; Mary Ann Kristiansen.

STAFF: Katherine Easterly Martey, *Executive Director*, Ian Hart, *Chief Financial Officer*.

1. Welcome

Ms. Harrington opened the meeting at 10:01 AM and stated there were no announcements.

Ms. Harrington called for a motion to approve the agenda, as presented.

Motion – 10:02 AM

Mr. Manning moved to approve the meeting agenda, as presented, Ms. Kristiansen seconded, and the motion carried by a unanimous vote of the Committee.

There were no members of the public present.

2. Discussion Items

2.1 Operational Capacity and Sustainability

Ms. Easterly Martey discussed CDFA's Operational Capacity and Sustainability, as part of the Executive Committee's quarterly discussion topics reflecting the Living Strategic Plan. A discussion of Governance would follow in August. The Committee discussed CDFA's internal capacity to maintain and expand its proactive convener role, while balancing its responsiveness to communities. Ms. Easterly Martey next discussed a developing staff processes for regular reflection that would help identify areas for improvement and new ideas. The Committee closed discussion around implementation of an established system to nurture the living strategic plan, as well as strategies for recruiting and retaining employees of diverse backgrounds and experiences.

2.1.1 Operational Chart

Ms. Easterly Martey reviewed the Operational Chart with the Committee.

2.1.2 Hiring and Retention Plans

Mr. Easterly Martey led a discussion on plans for hiring and retention, including onboarding and training.

A. Adjourn – 10:29 AM

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Ms. Kristiansen moved to adjourn the meeting, and Mr. Manning seconded. The motion carried by a unanimous vote of the Committee.

Ian Hart

Ian Hart, CFO

Cynthia Harrington

Cynthia Harrington, Chair