

**Community Development Finance Authority
Executive Committee Meeting
Claremont Makerspace
46 Main Street
Claremont, NH 03743
MINUTES**

**August 8th, 2023
9:00 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 9:08 AM and stated there were no announcements.

Ms. Harrington called for a motion to approve the agenda, as presented. The agenda was amended to include approval of the minutes from the Executive Committee meetings from February 14, 2023 and May 9, 2023.

Motion – 9:08 AM

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

There were no members of the public present.

2. Action Items

2.1 and 2.2. Approval of Minutes for February 14, 2023 and May 9, 2023

Ms. Kristiansen noted that the documents were labeled as “Agenda,” and should instead be labeled as “Minutes.”

Motion – 9:10 AM

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

3. Discussion Items

3.1 Board Governance for Fiscal Year 2024

The Committee discussed having Ms. Harrington remain as Board Chair for Fiscal Year 2024, and Mr. Gaetjens-Oleson remain as Community Development Advisory Committee (CDAC)

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Chair for Fiscal Year 2024. The Committee then discussed current and forthcoming Board vacancies, leadership roles, and committee memberships. Leadership roles and committee membership will be discussed and voted on by the full Board at the September Annual Meeting.

3.2 Employee Handbook Updates

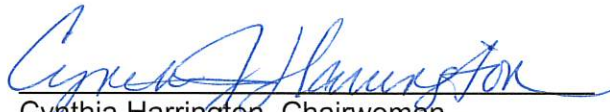
Ms. Easterly Martey discussed potential updates to the Employee Handbook, including a more robust workforce development section, updates to the telework section, and administrative changes that reflect the updates to the CDFA Living Strategic Plan. Staff will bring amendments to the Employee Handbook to the full Board at the September Annual Meeting.

4. Move into Non-Public Session – 9:45 AM

Mr. Manning moved to move the meeting into Non-Public Session, and Ms. Kristiansen seconded. The motion carried by a roll-call vote of the Committee: Ms. Kristiansen, Mr. Manning, and Ms. Harrington were in favor; Mr. Gaetjens-Oleson was absent.



Ian Hart, Chief Financial Officer



Cynthia Harrington, Chairwoman
CDFA Executive Committee