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**Executive Committee
NH Community Development Finance Authority
14 Dixon Avenue, Suite 102
Concord, NH 03101**

MINUTES

May 21, 2025
2:00 PM – 3:30 PM

CDFA EXECUTIVE COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Board Chair*; Peter Rayno *Vice Chair*; Dianne Fitzpatrick, *Secretary Treasure*, Cynthia Harrington, *Immediate Past Board Chair*.

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

1. Welcome

Mr. Gaetjens-Oleson opened the meeting at 2:02 PM and stated there were no announcements. He called for a motion to approve the agenda, as presented.

Motion – 2:03 PM

Ms. Harrington moved to approve the meeting agenda, Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

There were no members of the public present.

2. Action Items

Mr. Gaetjens-Oleson called for a motion to approve the May 13, 2025 Committee Minutes.

Motion – 2:07

Ms. Fitzpatrick moved to approve the minutes, as presented, Mr. Rayno seconded, and the motion carried by a unanimous vote of the Committee.

3. Discussion Items

3.1 Operational Capacity and Sustainability – 2:10 PM

Living Strategic Plan

Ms. Easterly Martey distributed a working draft of the Living Strategic Plan Update. She presented on planning on the organizational strategy. The revisions reflect a concern among staff that the plan was too dense; the draft update simplifies the presentation of the strategic plan and separates the goals for FY 2026. The update is planned to be public-facing, visually appealing, and featuring case studies. The Committee suggested additional case studies. Mr. Gaetjens-Oleson suggested that the Plan highlight the extra work it takes on. Mr. Rayno emphasized the desire for the draft to be accessible. With no further questions or comments, Ms. Easterly Martey thanked the Committee for their input.

Budget Update

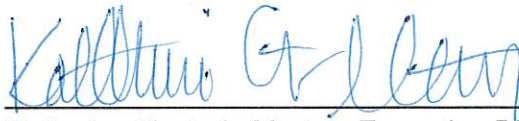
Mr. Hart presented the latest draft budget, which was updated following the May 13, 2025 Committee meeting. The updated draft budget continues to advance the themes for FY26, and maintains 100% staffing for the fiscal year. The revision does significantly reduce reliance on consultants, resulting in a reduced budget compared to FY25, while maintaining a small surplus given the economic uncertainty. The Committee discussed restoring some reductions and suggested others in order to ensure productivity and morale.

Mr. Rayno departed the meeting at 3:30 PM.

With no further questions, Mr. Hart told the Committee that he would incorporate their feedback in further revisions, which would be reviewed by the Finance Committee.

Adjournment – 3:40 PM

Ms. Fitzgerald moved to adjourn the meeting, and Ms. Harrington seconded. The motion carried by a unanimous vote of the Committee.



Katherine Easterly Martey, Executive Director



Benjamin Gaetjens-Oleson, Chair
CDFA Executive Committee