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Executive Committee
Jefferson Community Center/Town Offices
178 Meadows Road
Jefferson, NH 03583

MINUTES

October 14th, 2025
9:15–10:00 AM

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

STAFF: Katherine Easterly Martey, *Executive Director*; Maureen Quinn, *Tax Credit and Board Manager*.

1. Welcome

Mr. Gaetjens-Oleson opened the meeting at 9:10 AM and stated there were no announcements. He called for a motion to approve the agenda, as presented.

Motion – 9:11 AM

Ms. Fitzpatrick moved to approve the meeting agenda, Ms. Harrington 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 September 16, 2025 Executive Committee Minutes.

Motion – 9:11 AM

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

3. Discussion Items

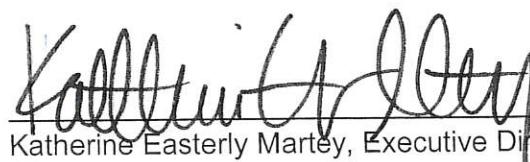
3.1 Budget and Capacity Discussion – 9:12 AM

Ms. Easterly Martey led a discussion around CDFA's capacity, revenue planning, and staff development for calendar year 2026. The Committee discussed opportunities to build

organizational capacity to meet upcoming needs across the state in community economic development. Ms. Easterly Martey identified the organizations financial systems and capacity as being the most critical and identify new strategies for improvement which the Committee provided feedback to.

Adjournment – 9:55 AM

Ms. Fitzpatrick 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