



14 Dixon Avenue Suite 102
Concord, NH 03301
www.nhcdfa.org
603-226-2170

**Executive Committee
NH Community Development Finance Authority
Squam Lakes Association
534 Route 3, Holderness NH
Claremont, NH 03245**

MINUTES

August 6, 2024
9:15 AM – 10:00 AM

CDFA EXECUTIVE COMMITTEE PRESENT: Cynthia Harrington, *Board Chair*; Benjamin Gaetjens-Oleson, *Vice Chair*; John Manning, *Secretary Treasurer*; Mary Ann Kristiansen.

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

1. Welcome

Mr. Gaetjens-Oleson opened the meeting at 9:22 AM and stated there were no announcements.

Ms. Gaetjens-Oleson called for a motion to approve the agenda, as presented.

Motion – 9:22 AM

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

There were no members of the public present.

2. Consent Agenda

Mr. Gaetjens-Oleson called for a motion to approve the consent agenda.

Motion – 9:23

Mr. Gaetjens-Oleson suggested edits to the minutes of the May, 14 2024 Executive Committee. Mr. Manning moved to approve the consent agenda as amended, Ms. Kristiansen seconded, and the motion carried by a unanimous vote of the Committee.

3. Discussion Items

Board Leadership – 9:24 AM

Ms. Easterly Martey briefed the Committee on transitioning leadership, vacancies, and new officers for the new fiscal year. The Committee discussed the timing and terms and whether to

grow the Executive Committee. Officer roles for 2025 will be voted on at the September Board meeting.

Ms. Harrington joined the meeting at 9:28 AM and assumed the Chair role.

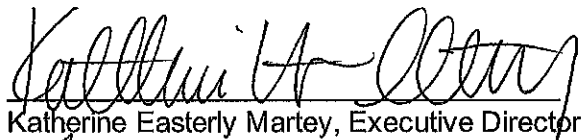
Employee Manual – 9:51 AM

The Committee briefly discussed the Employee Manual. Ms. Easterly Martey noted that new benefit programs added in 2024 were working well and serving their purpose.

Ms. Harrington called for a motion to adjourn.

Adjournment – 10:00 AM

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



Katherine Easterly Martey, Executive Director



Cynthia Harrington, Chairwoman
CDFA Executive Committee