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**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.

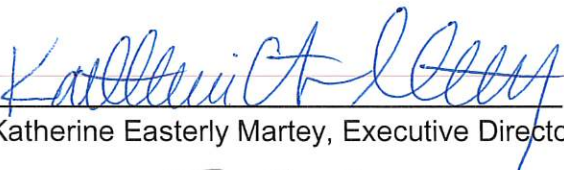
**Employee Manual – 9:51 AM**

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.



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Katherine Easterly Martey, Executive Director



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Benjamin Gaetjens-Oleson, Chairman  
CDFA Executive Committee