



New Hampshire Emergency Dispatcher Association  
**Minutes of NHEDA Governing Body Meeting**  
 May 1, 2023 @ 10:00am  
 Held virtually via Zoom

The board meeting was called to order by President Jon Goldman at 10:03am.

**Those Present:**

**Roll Call of NHEDA Officers**

President, Jon Goldman	X	Director, Thayer Paronto	X
Vice President, Darren Lescarbeau	X	Director, Cassidy Walker	X
Treasurer, Cassie Leavitt	X	Director, Erin Hannafin	X
Secretary, Jennifer Cloutier	X	Director, Doug Hackett	
		Director, Rebecca Desrochers	X

**Other Attendees:** None

**Adoption of Minutes:** Discussion regarding when the Annual Meeting Minutes should be approved (this meeting or at the next annual meeting in 2024.) Concern was that minutes for whole membership meetings should only be approved by the membership and not just the board – and vice versa. Decision was that annual meeting minutes will be approved during those meetings and the Board minutes will be approved at those meetings.

The minutes for the March Board Meeting will be on the agenda to be approved at the June meeting.

**Treasurer's Report:** Cassie reported that the current balance of the primary account is \$1,511.02 and the balance of the scholarship account is \$1921.16. She will be making the deposit into the scholarship account from the raffle revenue from the conference. There are still outstanding balances that need to be paid from the five sponsors for \$2,500 each. Cassie will also be submitting for the APCO reimbursement grant. After all these monies are received, the bank account will be at the level that we are comfortable with. The full treasurer's report is below:

**Main Acct:**

	4/13/2023	Deposit	3550.00	41021.72	2023 Conference
814	4/27/2023	Berlin Police	175.00	0846.72	2023 Conference Reimbursement
815	4/27/2023	Bedford Police	175.00	40671.72	2023 Conference Reimbursement
813	4/13/2023	Hotel at Attitash	39060.00	1611.72	2023 Conference
	4/19/2023	Crowdcast	10.00	1601.72	Training Expense
	4/4/2023	Stripe	120.77	1722.49	
	4/7/2023	Cash	300.00	1422.49	2023 Conference (Tips)
	4/7/2023	Michael's	49.48	1373.01	Life awards
	4/7/2023	Amazon	16.98	1356.03	2023 Conference
810	4/11/2023	Johnny Miller	50.00	1306.03	2023 Conference Reimbursement
	4/19/2023	Amazon	16.98	1323.01	2023 Conference (refund)

**Scholarship Acct:**

	4/7/23	Deposit	\$1.00	1,921.08
	4/28/23	Interest Earned	\$0.08	1,921.16

Cassie gave an update as to the IRS Tax Status. Her update reiterated the following email that she had sent last week to the board:

*I wanted to provide an update to the board regarding our IRS application for a 501c4 tax exempt status. The paperwork was submitted back in early March, we received a letter from the IRS with an automatic penalty assigned of \$5,000 for non-compliance with the required filings based on our organization's incorporation date (of the 1990's). I spent some time on the phone with the IRS Customer Service people and advised them of our situation, they said that the penalty was automatically applied and we'd have to file an appeal. I have provided a written statement requesting an appeal of the penalty (which can only be mailed in there is no electronic filing). So - we are making forward progress, just have to overcome a hurdle or two. Jenn, you may find the IRS's response in the PO Box, as that is the mailing address I put on the letter, but the filing paperwork had Hampton Fire's street address, which is why the first notice went to me.*

Cassie also advised that she sent the following report that she received from Nick Bridle, to the board by email in regards to a cost breakdown for NHEDA's online presence. NHEDA will continue with these services.

Easy CGI	Cost	Renew Date	Term	Monthly Cost	Annual Cost
EasyCGI Advanced X2008 Hosting Plan	\$ 161.99	4/29/2023	Annual	\$ 13.50	\$ 161.99
.org renew - 1 year	\$ 19.99	6/3/2023	Annual	\$ 1.67	\$ 19.99
Domain Privacy + Protection	\$ 25.98	5/31/2024	Annual	\$ 2.17	\$ 25.98

  

Squarespace.com	Cost	Renew Date	Term	Monthly Cost	Annual Cost
Website Hosting Fees	\$ 36.00	5/18/2023	Monthly	\$ 36.00	\$ 432.00
Email Campaigns	\$ 34.00	5/23/2023	Monthly	\$ 34.00	\$ 408.00

  

Total Cost for Online Presence (Website, Newsletter, All Email Addresses)				\$ 87.33	\$ 1,047.96
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A motion was made by Darren and seconded by Erin to prove the report. Approved.

**Membership Committee Report:** Jenn reported that she is working with Adam Sattler to update the membership application process, forms, and membership list. Cassie reported that she will start working on a plan to provide more outreach this year.

**Training and Curriculum Committee Report:** Erin reported that the next quarterly training will be in September at Marine Patrol in Gilford. The trainings will focus on school safety and response. The committee will be starting to work on plans for the Leadership Summit in December.

**Certification and Standards Report:** Thayer has heard from back Fire Academy regarding their review of the modules and plans to produce them in a digital format. He continues to monitor HB 376 due it having to do with Training for Communications personnel in NH.

**911 Commission Report:** No formal report due to Doug's absence. Jon did advise that the work continues to select an architect and engineer for the new home of NH911 in Laconia.

**SIEC Report:** Jon reported that there was a meeting scheduled for this week which has been cancelled. Derry Police Chief George Feole has been named Chairman, Thayer Paronto has been named as chair of the Operations Workgroup, Jon Goldman has been named as chair of the Radio Frequency Communications Workgroup, and Tom Andross has been named as the Data Communications Workgroup.

**Unfinished Business**

**2023 NHEDA Conference:** Conference Committee Chair Erin Hannafin reported that 12 satisfaction surveys were received from attendees and 2 from vendors. The attendee surveys were primarily positive. One vendor survey was extremely positive, and one was negative. Erin, Jon and Cassie met with Hotel personnel the day after the conference. The hotel coordinator, Lisa said that she had some minor issues with her staff that will be addressed. Jon spoke about the low attendance on the last day, due much to the nice weather. We will look at schedule upgrades for next year in order to address this. Jon advised that he would have no reservations in having next year's conference again at the same venue. Cassie made a motion to hold the 2024 conference at the Attitash Grand Summit Resort and to allow the President to sign a contract with them. Thayer seconded the motion. Motion carried.

**Training Adequacy Legislative Committee:** President Goldman spoke about HB 376 and gave the history of how it came to be introduced. He advised that the bill is going before the Senate on May 2, 2023 at 1:30pm. Pres Goldman is unable to attend, however his testimony will be read.

**NHEDA Legislative Advocate (Michelle Provencher, Goffstown PD):** Michelle was unable to attend this meeting.

**New Business:**

**Committee Chair and Member Appointments:** President Goldman advised that he has appointed the following people as committee chairs:

Membership Committee – Jennifer Cloutier

Training and Curriculum Committee – Erin Hannafin  
Certifications and Standards Committee – Thayer Paronto  
Awards Committee – Tiffany Pearce

President Goldman asked that the Chairs finalize their list of committee members and get it to Jenn for update on the website.

**Presidential Intentions:** Jon advised that he didn't intend to have to be President, but he is committed to remaining in office through the rest of the term which ends April 30, 2024. He also plans to mentor Darren so that Darren could run for President if he wishes to in 2024. Jon made it clear that he will not run for re-election in 2024.

**Other:**

Motion by Cassie and seconded by Thayer to adjourn. Meeting adjourned at 1035.

*Submitted by: Jennifer Cloutier, NHEDA Secretary  
May 3, 2023*