

- *Executive Board Minutes*
 - August 18, 2026
 - **9:30 am –11:00 am**
 - Zoom Meeting Format
- Call to Order – Wayne Whitford, President
- Attendance
 - Wayne Whitford, President –present
 - Brian Lockard, VP – present
 - Liam Ehrenzweig, Secretary – present
 - Courtney Bogaert – absent
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – absent
 - Madison Bailey –absent
 - Heidi Peek-Kukulka – present
 - Brian Santiago, Concord, NH Health Officer – absent
 - Angela Liberty, - absent
 - Kendall Hughes, - present
 - April Phelps, - present
- Approval of July 21, 2026 minutes
 - A motion to approve the minutes from the previous Board meeting was made. The minutes were approved.
- Treasurer’s Report –
 - Nancy reported expenses of \$5,250 for event planner services and \$312.50 for legislative tracking services. Revenues include \$50 for membership and \$180 for Fall conference registration. Balance of funds stands at \$24,990.85
 - Wayne asked if Nancy was still encountering difficulty accessing the money market account. Nancy had called the bank the day prior about that continuing challenge, and Live Oak Bank is working to straighten it out.
- Membership –
 - Nancy reports 160 members. She also provided reminders to ten Fall conference registrants that they had not renewed their membership yet.
 - Wayne remarked that 160 was low compared to past years. Nancy agreed, stating perhaps due to turnover in the position, as shown by the high volume of requests to be removed from the health officer liaison listserve. Wayne asked Nancy to request from Sophia a current Health Officer roster. Liam noted that DHHS software for Health Officer nominations by municipalities has recently gone live and Sophia had previously mentioned that the new software would enable easier updates to Health Officer roster.

- Social Media
 - Wayne has not discussed this with Brian S. but is planning to do so. Wayne is concerned with maintenance of a social media page once activated. Nancy replied its use could be limited to announce conferences and reminders for membership renewal. Liam said it could also be used to welcome new members.

- Fall Conference
 - Nancy reports 45 registrants so far.
 - Nancy informs there are no handouts procured for this conference, but proposed providing thermometers to those who will attend but did not attend the Spring conference. Wayne said it would be best to provide a gift to all attendees. Discussion was made about suitable gifts, Brian L. mentioned hats and larger notebooks, and Kendall mentioned lead test kits, and Liam mentioned stickers. Ultimately it was decided to limit gift handouts to the Spring conference.
 - Brian L. informed he has spoken with Dr. Chan who requested specific information of interest to Health Officers. Kendall replied H.I.D.C committee for pandemic response. April asked for HAN overview, and Brian L. responded that was planned as the main topic. April then stated it would be most helpful for him to inform where Health Officers could go to get info to share with their community if there is an incident. Brian to pass these suggestions along to Dr. Chan.
 - Brian L. reported a vendor had requests a small amount of time to speak at the conference about their services. Nancy stated we have ten vendors potentially, if each gets ten minutes that adds up to a lot of time with a tight schedule. Liam asked if a fee structure could be developed for those vendors wishing to speak. Ultimately this topic was tabled until the Spring conference planning.

- Health Officer Liaison Updates –
 - Sophia was unable to attend and no update is available.

- New Business
 - Nancy is planning to speak with the Puritan about May 2027 dates soon, so that Save the date notices can be included with the 2027 membership renewal reminder.

- Action Items
 - Brian L. to continue arrangements with Dr. Chan.
 - Nancy will procure raffle prizes.
 - Wayne will speak with Brian S. about social media presence.

- Next meeting
 - Next meeting– October 20, 2026 at 9:30am.

- Adjournment – Wayne Whitford, President -- 9:58 am.