

- *Executive Board Minutes*
 - September 16, 2025
 - **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
 - Lisa Bechok – absent
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Madison Bailey, -- absent
 - Heidi Peek-Kukulka – present
 - Brian Santiago, Concord, NH Health Officer – present
 - Angela Liberty, -- absent
 - Kendall Hughes, --present
- Approval of August 19, 2025 minutes
 - A motion to approve the minutes from the previous Board meeting. Liam stated two minor edits had been made to the draft, and apologized for not distributing the final version. The edited minutes were approved.
- Treasurer's Report – Nancy Kilbride, Brian Sanitago
 - Brian asked Nancy to assist with presenting the report to the Board, and she reported \$18,733.21 available funds.
- Membership – Nancy Kilbride.
 - Current membership stands at 204 total, including one new member this morning.
- Fall Conference – October 1, 2025 @ The Puritan, Manchester
 - Nancy noted that Courtney will serve as IT support for the conference. Nancy has presenters' slides to send to Courtney from everyone but Sophia and Wayne at this time. Liam appreciated the RSA 91-A Right to Know topic on the agenda, and Nancy said we have Heidi to thank for that.
 - Nancy reports six vendors have committed so far, and another two are pending. NH Housing is one committed vendor, and Nancy is pleased because she has been attempting to recruit them for some time. She also reports 64 registrants at this time, and is confident to get at least 80 total. Wayne thinks it will be a great conference, and feels positive about preparations for the event.

- Heidi will assist with registrations. Kendall volunteered to assist with the NHHOA booth, both set up and presence at the table. Nancy asked for suggestions about materials to have at the booth to spruce up the presentation, and Brian L. suggested a candy jar, which Liam seconded.
- Sophia was asked by Wayne about the content of her presentation with Colleen Monks. She responded that Colleen will provide a broader context of Regional Public Health Networks, and then both will discuss crossover between RPHN and Local Health Officers.
- Sophia requested a booth to provide confidentiality agreements and the new Health Officer identification cards. Brian L. asked if those could be provided at the NHHOA booth, but Sophia and Wayne deferred stating they thought best to distinguish NHHOA from DHHS due to past concern from membership about the association's independence.
- Health Officer Liaison Updates – Sophia Johnson
 - Sophia thanked everyone for the input on the draft version of the Readiness Report, and mentioned she received a lot of feedback. She expects she will have a final draft version to send to the Board for review by end of next week or early the following week.
 - Sophia reported 25 health officers attended the lead-based paint training that was provided in-person at DHHS by Kate Kirkwood. Also, Adult Protective Services will provide in-person training next week in Portsmouth that will encompass sanitary living and hoarding. Kendall asked if APS is planning to provide the training in additional locations, and Sophia responded APS wants to see what the turnout is first, but the expectation is to host another location later.
 - The updated Confidentiality Agreement has been finalized by attorney.
- New Business
 - Wayne asked if anyone had new business to introduce, but none was presented.
- Action Items
 - Nancy requested assistance with obtaining new vendors, and hopes to broaden reach beyond the current vendor list. Brian L. said he had reached out to a pest control company but had not received a response. Sophia suggested soliciting a clean-out service. Kendall volunteered to check on that and help if possible.
- Next meeting
 - Next meeting will occur in November, as the Board does not meet during the same month as conferences. Brian L. stated he had difficulty logging into the present meeting, and asked if anyone else did. No one reported difficulty, but Wayne noted we were not allowed into the meeting until the last minute. Brian L. said his IT department has established a recurring meeting, so it will start automatically even if he is not present.

- Adjournment – Wayne Whitford, President—9:55 am.