



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday December 10, 2019

I. Call to order

President Arthur Capello called the meeting to order at 11:35AM at the Red Blazer, Concord, NH.

II. Attendance

Arthur Capello, President
Wayne Whitford, Vice President
Brian Lockard, Treasurer
Dennise Horrocks, Secretary
Rene Beaudoin
James Murray
Ron Eisenhart
Dennis Roseberry
Denise DeBlois
Heidi Peek
Matt Cahillane, HOL
Nancy Kilbride, Events Your Way
Absent:
Ron Beard

III. Approval of minutes from last meeting

The minutes from November 26, 2019 meeting were approved.

IV. Treasurer's Report- Brian Lockard and Nancy Kilbride

- a) Checking and Money Market totals through December 2019 is \$8651.45. The board reviewed the expense/ revenue worksheet distributed by Nancy.
- b) Nancy contacted Drummond & Wilson regarding the \$3200 legal bill. They will forward her past invoices and use her email in the future for billing. There is currently no retainer, currently just being billed. Christine said the additional time/ expense was for the research/ prep for the lead presentation. She would be willing to work with us on the cost, as she likes working with our Association and the HO's.
- c) There are currently 201 members.

V. Health Officer Liaison Update/ Health Officer Manual- Matt Cahillane

- a) Matt will be sending the board the role of the HO section for final review. Ren has done editing on the moisture/ mold chapter and will send that out also. The bed bugs chapter will be worked on next.
- b) There were 6 new appointments.

VI. Action Items (this section was deferred)

VII. Committee Reports (this section was deferred)

VIII. New business

- a) Some suggestions were made for additions to the HO card

IX. Next Meeting

- a) The next meeting will be Thursday January 23, 2020 at NHMA.

X. Adjournment

Meeting was adjourned at 11:55AM.

XI. 1:00 Tour

- a) The board toured the NH National Guard Edward Cross Training Complex, 722 Riverwood Drive, Pembroke, NH. The Board unanimously voted to hold the Spring Workshop at this location. The date will be Thursday May 28, 2020. Nancy Kilbride will work with them for certificate of insurance, and meeting logistics, and will update the website with a “save the date” with the new location and date.

Respectfully submitted: Dennise Horrocks, Secretary