

- *Executive Board Minutes*
 - June 16, 2026
 - **9:30 am –11:00 am**
 - Zoom Meeting Format
- Call to Order – Brian Lockard, Vice-President
- Attendance
 - Wayne Whitford, President –absent
 - Brian Lockard, VP – present
 - Liam Ehrenzweig, Secretary – present
 - Courtney Bogaert – absent
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Madison Bailey –absent
 - Heidi Peek-Kukulka – absent
 - Brian Santiago, Concord, NH Health Officer – absent
 - Angela Liberty, - absent
 - Kendall Hughes, - present
 - April Phelps, - present
- Approval of April 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 \$5,009.29 expense for the Spring Conference including raffle items.
 - The money market account at Live Oak Bank has been established with \$5,000 deposit. The bank is not allowing Nancy access at this time, she will work on establishing that.
 - Revenue of \$884.41 includes 2026 membership and payment for conference fees.
- Spring Conference
 - Nancy reports there were 99 attendees and 8 vendors.
 - Survey results were distributed to the Board prior to June meeting. Nancy said they indicate the schedule was too tight. Sophia commented we try to provide topics requested by members, but speakers can go long. Nancy said we try to get timeframes established with presenters to build the schedule accurately. Brian L. suggested reducing the list of topics for the next conference. Nancy noted the venue had another event scheduled that was in conflict with the extended duration of our conference. Brian asked if there were similar time limits for the Fall conference but Nancy replied our contract with Puritan was for a full event then.

Brian L. noted a common theme from survey comments was that there was not enough time, and one comment that stood out was an objection to a presenter smiling during their presentation.

- Nancy noted it is a challenge to schedule a main speaker for the end of day because approximately 15 attendees left after lunch.
- Brian L. made mention of comments desiring a broader selection of drinks. Nancy informed Puritan will charge \$2.50 per soda.
- Sophia requested April's impression of the conference. April noted the timing in May can be an obstacle for some, since college graduation is occurring same month. April noted the green burial and the case study from Seabrook as highlights. Brian L. concurred with benefit of presenting case studies. Nancy responded to the May timing, she noted we had tried a June conference in the past but had a sharp reduction in number of attendees, and also challenges with scheduling a venue and competition with other conferences.
- Kendall stated it was one of the best conferences he had been to. Liam asked what sponsor Beverly's impression was, and Nancy said she had spoken with her and her response was positive.

▪ Fall Conference

- Sophia said she has been in contact with Marshall Gayle from Antrim who has been handling a health officer duty involving a house with a severe rodent infestation, and thought it might make a good case study because RSA 147 and APS are overlapping in this situation.
- Brian L. asked about a presentation on hoarding. Liam noted Dartmouth Health had offered a web training on that topic within the last 2-3 years. Sophia still has a contact from that training and will reach out. Nancy thought this topic could be a good panel discussion. Liam noted the sharing of a microphone by multiple presenters could present a problem based on past conference survey comments.
- Brian L. suggested Christine from NHMA might return and provide presentation on minimum housing standards. Sophia reminded Joanne had previously reached out to 603 Legal Aid for their potential presentation, but although they were too busy then, maybe they would be able to help at this time. She noted there's a chance there could be a cost involved. Brian L. noted NHMA did not charge for their presentation at the Spring conference.
- April suggested Dr. Chan the state epidemiologist might present on the Health Alert Network. Brian and Sophia complimented Dr. Chan and thought it would be a good topic from a adept speaker. April noted this topic involves the information she wants to share with her community. Sophia suggested a request to Dr. Chan be made directly by NHHOA, and Brian L. will reach out.
- Sophia also suggested food safety as a topic. Not a lot of health officers are from self-inspecting towns but it will still be good information to have for them. April commented on inspections she performs for temporary food events. Brian L. noted the current legislative bill to alter homestead law. Sophia said she will receive a legislative briefing next week, and will know more about the status of

the Homestead law. Sophia suggested April could participate in the Fall conference by presenting her experience with temporary food event safety, including events with over 20 food vendors. April noted the state does not always do inspection of temporary food events due to volume of these events throughout the state. Kendall informed his town has had a July 4 event with 19 food trucks but the state did inspection for that. Sophia suggested April's municipality might have an ordinance requiring local inspection. Brian L. commented he was unaware non-self inspecting municipalities did these food safety inspections.

- Nancy suggested we set a time table for topics due to timing concerns for notice of those when conference registration is opened for Fall. She reminded we have considered: Food safety with April and Joanne as possible presenters; Hoarding as a panel discussion; NHMA for minimum housing; Indoor air quality especially as regards smoking although Sophia thought that might be bad timing for the state tobacco program.
 - Kendall informed Christina Clapp is very interested in being a vendor for elderly fraud concerns. Sophia will provide her contact info to Nancy to reach out.
- Health Officer Liaison Updates –
 - Sophia informed the Department of Education School Facilities Administrator is leaving that post, and at this time there is no school inspector for that department. Sophia encourages local health inspectors to reach out to schools because otherwise there might be no inspections performed.
 - In July a new portal on the DHHS website will be active for municipal health officer nominations to be recorded. More info will be forthcoming but each town will be included.
 - Scholarship funds have been utilized to hire NHMA to present training on RSA 147
 - Sophia has begun presenting the topic of bed bugs to community action programs. She did the first one this week and next is Londonderry in two days. The response was very positive.
 - Sophia announced she will be on vacation for two weeks starting next week.
 - New Business
 - No new business was presented.
 - Action Items
 - Liam to document in minutes.
 - Next meeting
 - Next meeting– July 21, 2026 at 9:30am.
 - Adjournment – – Brian Lockard, Vice-President —10:17 am.

