

- *Executive Board Minutes*
 - March 17, 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 – present
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Madison Bailey - present
 - Heidi Peek-Kukulka – present
 - Brian Santiago, Concord, NH Health Officer – absent
 - Angela Liberty, - present
 - Kendall Hughes, - absent
- Approval of February 17, 2026 minutes
 - A motion to approve the minutes from the previous Board meeting was made. The minutes were approved.
- Treasurer’s Report –
 - Nancy reviewed the February budget, which shows \$21,004.12 in NHHOA account. February costs were for mailings and event planner contract. \$750 was received for membership dues and another \$400 received for conference registration. Nancy reported there has been a ton of registrations for the conference so far in March, and a \$7,500 contribution from DHHS by Beverly Drouin, neither of which is reflected in the February accounting.
 - Nancy reminded that the Board had previously approved \$5,000 to invest in a money market account. That investment was complicated by bank and state administrative procedures, which have been completed and the money now able to be invested. Nancy regretted the time lapse due to loss of investment opportunity and a lower rate of return available at this time in comparison to when the investment was initially approved. She noted the conference expenses were our only risk to lose money, but stated those costs have balanced since registration fees were increased. She informed the Puritan has raised food costs, but that was anticipated and a normal business adjustment that occurs in spring. Nancy asked if the allotted \$5,000 should be invested now, or if the Board wanted to vote to increase that investment amount. Wayne thought it prudent to invest the \$5,000 now and wait until after the spring conference to consider additional amount. A

vote occurred and the \$5,000 amount was re-confirmed. Nancy will be able to inform about the rate of return after she makes the investment. Wayne asked about length of term, and Nancy informed 12 month term.

- Spring Conference

- A draft letter of appreciation to Beverly Drouin and DHHS for sponsorship of the conference was approved as written. Brian L. and Heidi commented they liked the letter. Nancy informed we have marketing materials including a banner for acknowledgement of the sponsorship at the conference. She suggested Wayne hand sign and hand address the envelope to mail the letter to Beverly. Brian L. thanked Liam for his initiative writing the draft.
- Sophia informed scholarship funds were approved to be distributed for conference attendance by a health officer and a deputy health officer.
- Nancy informed the Puritan will not serve breakfast until 8:00, which means the registration mailing will be incorrect stating 7:30 start for that. But we will still be able to enter building at the 7:30 time. She asked if the delayed breakfast should remain hot buffet style or change to continental style? Heidi preferred the hot meal. Wayne noted the noise level of that activity wouldn't change either way. Nancy had asked if the buffet could be set up outside the conference room to minimize noise level at presentation start time, but that was not allowed. Liam asked if coffee and tea could be made available at 7:30, but Nancy thought that would be unlikely. Brian L. stated we should inform attendees of the change prior to their arrival.
- Nancy informed 90 digital thermometers have been purchased for distribution to attendees. The cost was less than \$10 each. She asked two questions: should the gifts be given during the registration process or made available at the NHHOA vendor table in the conference room, and should they be given to attendees and also vendors. Wayne thought the attendees only should receive. Brian L. thought if they were available at the table some might take more than one per person. Liam asked if giving them at the end of conference in exchange for returning name tags might be beneficial. Brian L. thought it would be complicated to keep track of those leaving early. Angela noted she circulates at conference end to collect name tags. It was decided to hand out thermometers at the beginning, and Brian L. will remind during introduction to return name tags before leaving.
- Nancy said two \$25 gift cards will be purchased for raffle prizes, and asked for other ideas for raffle prizes. Wayne asked if the Puritan would contribute perhaps a gift certificate. It was decided to get \$25 Dunkin Donut cards.

- Membership Update

- Nancy informed 135 members to date. She provides reminders with conference registrations.

- Fall Conference –
 - Nancy reports September 30 is booked with the Puritan for the Fall Conference. There will not be a time limit set prior to 3:00pm for that date. Nancy informed a Save-the-date for the Fall Conference has been posted to the NHHOA website. Heidi thanked her for doing that already.
 - Courtney asked Nancy about a pointer being available for presenters. Sophia suggested asking presenters what they prefer for equipment. Nancy mentioned the possibility of NHHOA purchasing one, and she will look into details.

- Health Officer Liaison Updates –
 - Sophia reports she and Joanne are very busy, including:
 - Scholarships are able to be provided.
 - Septic evaluator training is being offered again.
 - They are working with Christine at NHMA to develop training on RSA 147 that is planned for this summer. Attendees would need to travel to Concord, and she is unsure if it can be recorded.
 - Three regional meetings are planned. Brian L. asked if space is still available, and Sophia affirmed there are still openings. Courtney asked about the Kingston location.
 - In-person training to satisfy the 3-hour requirement is planned for June. The expectation is that two of those 3-hour trainings will be provided each year going forward.
 - A new data base is being incorporated to replace the current one which is antiquated.
 - Technical work is ongoing to update forms to comply with federal ADA requirements.

- New Business
 - Wayne asked Brian L. about NHMA tracking of legislation. Brian thinks HB1616 has been tabled. That bill would reduce ability of municipalities to use state funds to promote vaccines. Brian noted this bill might prohibit notice or availability of flu vaccines if passed.
 - Heidi stated the legislation to allow homestead food sales without restriction has passed in the Senate, and went back to House, and not sure where it stands now.
 - Brian L. thinks the bill to prohibit lobbying has been rejected.
 - Heidi said the bill regarding mold has been deemed inexpedient to legislate.
 - Courtney said there will be an executive session for HB 1469 which proposes to create state licensing requirements for massage parlors.

- Action Items
 - Wayne will mail the letter of appreciation to Beverly.
 - Wayne asked if assignments for the morning of the conference were all set. Nancy will remind as the date gets closer. Courtney asked about the availability of printed materials for the NHHOA table. Sophia offered to bring that.

- Next meeting
 - Next meeting– April 21 , 2026 at 9:30am.

- Adjournment – Wayne Whitford, President —10:07 am.