

**NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING via  
Conference Call  
May 13, 2014**

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**PRESENT:**

**Board Members & Officers:** Jim Terrell – Walpole, Bill Herman - Auburn, and Kurt Blomquist—Keene, and Alan Cote – Derry

**Ex-Officio Board Members & Guests:** Beth Hamilton— UNH T2, Johnna McKenna—DES, Dave Danielson – Forecee Advocacy, Caleb Dobbins – NHDOT

Meeting called to order at 1:05 pm.

**Secretary Report**

- Quorum achieved with 4 voting members in attendance
- Cote moved to approve minutes from April's conference call meeting, Blomquist seconded and all were in favor.

**NHPWA Annual Meeting**

- Jim Terrell and Kurt Blomquist to make small announcement about NHPWMA at the NHPWA Annual Business Meeting on May 15, 2014.

**Emergency Preparedness Conference**

- June 11, 2014
- Alan, Jim, Kurt, Kurt, and Beth all plan to be in attendance.
- Give-aways are at the NHLTAP with Beth.

**Potential changes in Bi-Laws**

- Kurt Blomquist to send out to Board Members
- Table actual changes and votes on the changes until the Board can meet in person

**Right to Know Law**

- Bill Herman brought to the Board's attention that the NHPWMA Program falls under the Right to Know Law
- Need to amend agreement to include a second set of bi-laws for the board
- Organization was created by a statute, meaning it falls under a government entity, which falls under the Right to Know Law.
- Need to advertise meeting to the public in two places (online and in the building in which we hold the meeting)
- According to the Right to Know Law, quorum of voting members must be in person, not via conference call

- Next meeting to be held in person to change the make-up of the board and agreement
- Membership must be notified by postcard to vote on the changes to the agreement
- Next meeting to be held before Emergency Preparedness Conference at a room in the hotel

#### **Other Business**

- Johnna to send out proposed changes to the Board again before the next meeting
- Hamilton mentioned ICS Training would need to be 2 days long, space out the days in 2 weeks, push the date out to be available in the fall

#### **Adjourn**

BOD adjourned at 1:32pm as motioned by Bill Herman, seconded by Alan Cote, all in favor.

Respectfully submitted,  
Beth Hamilton, UNH T<sup>2</sup>  
June 2, 2014