

**New Hampshire Alcohol & Drug Abuse Counselors Association  
January 25, 2018 Board Meeting**

Name	Position	1/25	3/22	5/24	7/26	9/27	11/16
Jacqui Abikoff	At Large						
Linda Brewer	Lakes Region	X					
Lindsey Ducharme	Treasurer	X					
Diane Fontneau	Seacoast	X					
Angela Jones	North Country	X					
Alex Hamel	President-Elect	X					
Kelly Luedtke	President	X					
Heather McMahan	At Large	X					
Dianne Pepin	Executive Director	X					
Jane Quigley	Connecticut Valley						
Tracy Robinson Wood	At Large						
Meredith Senter	Central	X					
Suzanne Thistle	At Large	X					
Lynne Towle	Secretary	X					
Cheryl Wilkie	Southern						
Vacant	Student	VAC					
Vacant	At Large	VAC					
Vacant	At Large	VAC					
vacant	At Large	VAC					

The Meeting was called to order at 11am. (It should be noted here that the start of this meeting was moved due to a hearing on HB 487 held at 9:15am at the Legislative Office Building in Concord, NH. The Executive Board decided that it was important for NHADACA to be in attendance and for as many Board members as possible to attend the hearing, then convene at the NHADACA office for this meeting).

1. **Introductions:** Introductions were made today as we had three new Board members in the room. Kelly thanked Board members that either completed their term (Charles Bussison, Kristy Moen, Annette Escalante, Lori Magoon, Thisvi McCormick and Regent Champigny) or have resigned their position since the Annual meeting (Melony Lyons and Jessica Plante) for all the service they have provided to the board at NHADACA. She also welcomed our new Board members: Cheryl Wilkie (Southern Rep), Meredith Senter (Central Rep), Diane Fontneau (Seacoast Rep) and Heather McMahan (At-Large Rep).
2. **President's Welcome:** Kelly's welcome included introductions and acknowledgements as stated above. See Presidents report for any other details.
3. **Consent Agenda:** The consent agenda includes the September 28, 2017 minutes, Executive Director and Committee Reports.

**A motion was made by Linda Brewer to accept the Consent Agenda.  
Seconded by Lindsey Ducharme  
All in favor.**

**Abstentions – Diane Fontneau, Heather McMahan and Meredith Senter  
Motion passed.**

4. Executive Director Report and Updates: Dianne gave the Executive Director report and high-lighted the following:
- Wellcare is a new insurance company out of Florida, looking to come to NH. They are looking for providers willing to give an "intent to enroll" letter to support their proposal in the spring. Looking for help
  - IDN 5 (Lakes Region) is requesting a proposal/budget to NHADACA to do training for them in collaboration with IDN 7 (North Country)
  - Dianne is working on finding cybersecurity insurance. In order to be an affiliate member of Region 5, this is required.
  - Dianne reported that staff is having a harder time tracking invoicing for trainings for both individual and agencies. She is suggesting a change to the policy which would require paying up front with any registration for training. There was much discussion regarding this matter and how to handle refunds moving forward. There was no consensus among Board members present, and we agreed to not change the refund policy for now but to update the payment policy.

**A motion to require payment in full at the time of registration as of 2/1/18 was made by Linda Brewer.**

**Seconded by Suzann Thistle.**

**All in favor.**

**Motion passes.**

5. Treasurer's Report: Dianne presented the treasurer's report as we do not currently have anyone in that Board position. She indicated that the checking account balance is \$159,451.22 as of 1/18/18. She provided financial information for calendar year but reported that it has not yet been closed out. Profit/loss represented through October 2017.

**Lynne Towle made a motion to accept the Treasurer's report.**

**Seconded by Linda Brewer.**

**All in favor.**

**Motion passes.**

Additional discussion occurred around the following financial issues:

- 2017 Budget vs. Actual – important highlights include that we spent \$35,000 less than budgeted and brought in \$29,000 more than budgeted in contracts and registration fees. 80% of registration fees were re-invested. Kelly questioned the travel line item and Dianne explained that was related to paying for speakers' travel expenses.
- Payroll Changes – Dianne proposed payroll changes for staff. This included moving Lin Huelle from a part-time position to a full time position, and pay increases for other staff. In suggesting pay raises, Dianne had researched in the NH Center for Non-Profits Salary and Wage Report.

**Suzann Thistle made a motion that we accept all payroll changes recommended by Diane, but that we increase the requested amount for Dianne's hourly wage by \$0.56 per hour.**

**Seconded by Linda Brewer.**

**All in favor.**

**Motion passes.**

- 2018 Draft Budget(s) for approval – Dianne reviewed the budget and indicated that an approval as amended would reflect the salary change just approved in the previous motion. She reported that the JSI contract was cut by \$11,000 for the next six months and that she is hoping for level funding beyond that. She reviewed projected expenses.

**Angela Jones made a motion to approve the budget as amended.**

**Seconded by Heather McMahon.**

**All in favor.**

**Motion passes.**

6. Training Subcontracts – Authorizing the President to sign the BDAS/JSI training contract/subcontract, the IOD/UNH adolescent treatment training contract/subcontract, the FEDCAP/Granite Pathways family support training contract/subcontract and the IDN 5 contract for training.

**A motion was made by Lynne Towle to authorize President Kelly Luedtke or the Executive Director in the absence of the President to sign the four contract identified above.**

**Seconded by Angela Jones.**

**All in favor.**

**Motion passes.**

7. NHADACA Board Representation

- Audit Paperwork – Dianne circulated paperwork required of Board members as part of our audit. Please fill out and return to Dianne no later than January 31, 2018.
- Vacant positions – We currently have three vacancies including Treasurer, Student Representative and an At-Large Representative

**Lynne Towle made a motion to nominate Linsey Ducharme to the position of Treasurer.**

**Alex Hamel seconded the motion.**

**All in favor.**

**Motion passes.**

- This creates a change in our vacancies. We continue to have three vacancies, but it is not two (2) At-Large representatives and a Student Representative. Please submit any nominations to Lynne. NHADACA will send email out to membership. We had a brief discussion about whether to make the size of the Board smaller, with no decision or motion being made at this time.

8. Membership:

- March Membership Drive – Dianne announced that NAADACA is having its annual membership drive with discounts being offered to new Professional or Associate members.
- Membership Regional Involvement – Angela presented on a survey that was done in the Northern Region of the state. She indicated it had 11 items with open-ended questions. There was a 17% response rate and compassion fatigue was identified as a common theme by participants. The question came up – Is NHADACA a platform for addressing this issue? Discussion followed with great interest in this subject by Board members. There is a national training being held in August, and a potential request for grant monies from the Charitable Foundation to address this issue.

9. Annual Meeting Feedback – this agenda item was tabled due to time constraints and will be discussed at our next meeting in March.

Respectfully submitted,

Lynne Towle  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
March 22, 2018 Board Meeting**

Name	Position	1/25	3/22	5/24	7/26	9/27	11/16
Jacqui Abikoff	At Large						
Linda Brewer	Lakes Region	X	X				
Lindsey Ducharme	Treasurer	X	X				
Diane Fontneau	Seacoast	X	X				
Angela Jones	North Country	X					
Alex Hamel	President-Elect	X	X				
Kelly Luedtke	President	X	X				
Heather McMahon	At Large	X	X				
Dianne Pepin	Executive Director	X	X				
Jane Quigley	Connecticut Valley						
Tracy Robinson Wood	At Large		X				
Meredith Senter	Central	X	X				
Suzanne Thistle	At Large	X	phone				
Lynne Towle	Secretary	X	X				
Cheryl Wilkie	Southern		X				
Vacant	Student	VAC					
Vacant	At Large	VAC					
Vacant	At Large	VAC					
vacant	At Large	VAC					

The Meeting was called to order at 9:03 am.

1. Introductions: Introductions were down around the room today, as Cheryl Wilkie, Southern Representative, is attending her first NHADACA Board meeting today.
2. President's Welcome: Happy Spring! Kelly remarked that Spring reminds her of new beginnings, rebirth and about new projects. NHTI is creating a 100% on line program to increase accessibility and assist in workforce development. They will also be offering an eight week CRSW course to get all educational requirements, she is hoping to get that program accredited. Please see her written report as a supplement to these highlights and for more information.
3. Consent Agenda: The consent agenda includes the January 25, 2018 minutes, Executive Director and Committee Reports.

**A motion was made by Alex Hamel to accept the Consent Agenda.**

**Seconded by Lindsey Ducharme**

**All in favor.**

**Abstention: Cheryl Wilkie**

**Motion passed.**

4. Executive Director Report and Updates: Dianne gave the Executive Director report and high-lighted the following:
  - Primary care workforce bill – Bill to add NHADACA and the Nursing Board to this workforce was deemed inexpedient to legislate. The committee is still hoping that someone from NHADACA will attend. Dianne thinks that it would be more beneficial for someone providing direct care to attend. She and Lindsey Ducharme will attend together.

- Wellcare – proposing to come in to NH as a Medicaid provider. Requesting letter of support. After brief Board discussion it was decided that we would not honor their request for a letter.
- UNH Institute on Disabilities, Workforce Development plan for State Youth Treatment Implementation proposals are much less than originally proposed. See Treasurer report for details of funding amounts and time frames.
- We have a verbal commitment with IDN 5 for a training contract, will be securing written contract in the near future.
- Cribbage Night being held on 4/27/18. 5-7pm. Spread the word!
- The website plug-in for registration is broken. Should be repaired soon. Will cost between \$600 to \$700. Dianne also requested an estimate to redo the website to increase accessibility from the person doing the repairs.

5. Treasurer's Report: Given by Lindsey Ducharme. Lindsey reports that she has been meeting with Dianne on a weekly basis to learn about the roles and responsibilities of being treasurer and to get up to speed regarding our finances. Lindsey indicated that when Janet reconciled QuickBooks, she identified a mistake in the Budget v. Actual presented at our last Board meeting. During FY2017 we actually spent \$40,000 more than we brought in. This money was received in 2016 for spending in 2017.

**A motion was made by Lynne Towle to accept the Treasurer's report.**

**Seconded by Cheryl Wilkie.**

**All in favor.**

**Motion passed.**

6. Annual Meeting Feedback: The Board was provided with the Evaluation form on the Annual Meeting Presentation: Drug Courts in New Hampshire by Alex Casale and Jacqui Abikoff. Overall score was 4.6/5. No other feedback provided at this time.
7. Review Public Policy Senate and House Bills that NHADACA is following: Kelly indicated that she and Dianne have been meeting monthly to review Advocate to determine which bills are relevant to NHADACA and our mission. Kelly wants to be sure that Public Policy committee members are more active in using Advocate to track bills.

A discussion followed, when Tracy Robinson-Wood asked how we (NHADACA) come to a decision about what position to take with various bills. Lynne Towle commented that it is important that we have a mechanism to poll members, as that is who we represent. Tracey indicated that it is important for use to have a sense of consistency and clarity.

8. Review strategic plan: We reviewed the strategic plan which led to a robust conversation amongst Board members about the make-up of the NHADACA Board, workforce development and some of the obstacles that exist as well as a conversation about Medicaid expansion and the concern over proposed rate of reimbursements if it passes. Highlights include:
- a. Board make-up: our challenges include that we require membership to be on the Board which makes bringing on people with other specialties difficult; could we establish identified seats for non-members (Dianne); should we have family member representation (Cheryl); how do we unify (Meredith)
  - b. Workforce Development – why is it so difficult to keep people and cultivate new professionals (Tracy); some of it is due to the fact that the field is majority women (Cheryl); increasing medical rates would increase sustainability of the profession and help people consider it as a career (Sue).
  - c. Medicaid Expansion - need to mobilize to and talk about the rates (Cheryl); rates are expected to drop effective 1/1/19 (Cheryl); what role can NHADACA play in these issues, how do we activate? (Tracy)

9. Select committee involvement: (name in **bold** listed is committee chair/co-chair)
  - a. Executive committee - **Kelly**, Alex, Lynne and Lindsey
  - b. Ethics – **Angela**, Alex and Heather
  - c. Public Policy – **Kelly/Sue**, Alex, Tracey, Cheryl and Lindsey
  - d. By-Laws – **Peter**, Dianne F.
  - e. Nominations/Annual Meeting – **Lynne**, Linda
  - f. Finance (Executive Board plus one regional director nominated by Board, Treasurer is chair) - Cheryl
  - g. LADC liaison - Linda
  - h. Ad Hoc Committees
    - i. Fundraising – **Meredith**, Tracey, Cheryl, Lindsey
    - ii. Succession planning – **Linda**, Diane F., Meredith, Dianne P
  
10. Committee Discussions:
  - a. Who will keep minutes of meetings for committee reports –each committee chose a member to be responsible to take minutes and complete reports as needed for meeting. They are underlined in the list above.
  - b. Choose 2018 activities/priorities - see below
  
11. Report back on Overall Themes and Committee Plans: The following committee identified 2018 activities and priorities. The committees not listed have specific duties within the organization.
  - a. Fundraising – write reports based on notes, develop corporate donors, research companies to approach. With corporate sponsors consider having a sponsor of the moth, provide a speaker’s bureau to recovery support companies and develop a fee schedule for sponsorship.
  - b. Annual Meeting (awards and nominations) – secure nominations for Board vacancies, secure nominations for awards and transition leadership of this committee to another member.
  - c. Ethics – to advance training and awareness around compassion fatigue for people in the profession, develop an educational platform (possibly on the website) and set up a blog for questions (perhaps a question of the month?)
  - d. Public Policy – get everyone set up on Advokit, assign bills to specific members, set up and maintain regular meeting times so that the committee maintains its momentum.

**A motion to adjourn was made by Alex Hamel at noon.  
Seconded by Lynne Towle.  
All in favor  
Motion passed.**

Respectfully submitted,

Lynne Towle  
NHADACA Secretary





**New Hampshire Alcohol & Drug Abuse Counselors Association  
May 24, 2018  
Board Meeting**

Name	Position	1/25	3/22	5/24	7/26	9/27	11/16
Jacqui Abikoff	At Large			X			
Linda Brewer	Lakes Region	X	X	X			
Lindsey Ducharme	Treasurer	X	X	X			
Diane Fontneau	Seacoast	X	X				
Angela Jones	North Country	X					
Alex Hamel	President-Elect	X	X	X			
Kelly Luedtke	President	X	X	X			
Heather McMahon	At Large	X	X	X			
Dianne Pepin	Executive Director	X	X	X			
Jane Quigley	Connecticut Valley			X			
Tracy Robinson Wood	At Large		X	X			
Meredith Senter	Central	X	X	X			
Suzanne Thistle	At Large	X	phone	X			
Lynne Towle	Secretary	X	X	X			
Cheryl Wilkie	Southern		X	X			
Vacant	Student	VAC					
Vacant	At Large	VAC					
Vacant	At Large	VAC					
vacant	At Large	VAC					

The Meeting was called to order at 9:05 am.

1. Introductions: Kelly introduced Peter DalPra, Chair of the By-Laws committee for anyone in the room that did not know who he is. He is with us this morning in anticipation of any potential By-Laws that need to be changed as we approach our Annual meeting this November.
2. President's Welcome: Kelly has prepared a written report and highlighted a few things during the meeting today. First, she and Sue Thistle are co-chairs for the Public Policy committee. They have been closely watch SB 487 and SB 589. SB 487 passed, and the portion of SB 589 that would have created a separate oversight Board for CRSW's was nixed from the bill. The NAADAC Annual conference is being held in Houston, Texas in October 2018 and she will attend with Alex Hamel and the scholarship winner this year (to be determined). The NHADACA Executive Board met 5/8/18 and agreed to complete a performance evaluation on Dianne, which will include both a professional development plan as well as a self-care plan. Finally, Kelly attended the Compassion Fatigue training with Tana Bridges and reports that it was "wow", "wonderful", "helpful" and rejuvenating.
3. Consent Agenda: The consent agenda includes the March 22, 2018 minutes, Executive Director and Committee Reports.

**A motion was made by Lynne Towle to accept the Consent Agenda.  
Seconded by Alex Hamel  
All in favor.  
Motion passed.**

4. By-laws: Peter DalPra is joining us this morning to discuss potential changes to our By-laws. Peter has a check-list from NAADAC and looked through our by-laws for any inconsistencies between NAADAC and NHADACA. He reports that there are a few issues to be considered:
  - a) Our affiliation with NAADAC is not specified in the by-laws. (we need to decide whether or not to add this statement).
  - b) Classes of membership: NAADAC has a Peer Recovery Support Specialist membership that we do not have. Also, we have an organizational membership that does not appear on the NAADAC check list of memberships. (we need to decide whether to add the Peer Recovery Support Specialist and decide if we should keep our organizational membership).
    - i. Jacqui asked Peter to get NAADAC's definition of a Peer Recovery Support Specialist
    - ii. Peter will verify if NAADACA still has an organizational membership, or just left it off the check-list.
  - c) By-laws is not a standing committee in our by-laws (do we need to add?)

Lynne Towle had asked some clarifying questions regarding our term limits. Peter reports that there are two different sets of criteria, one that applies to Officers, and one that applies to Board members. There did not appear to be any concern about the way this is written once Peter reviewed the criteria.

Peter needs to have any recommended changes to the By-laws by the July Board meeting. There is a specific process of Board recommendation and approval, followed by notification to the membership and leading to a vote on the changes by the whole membership.

5. Executive Director Report Updates: Dianne prepared a written report and high-lighted the following:
  - a) Update Primary Workforce Commission liaison – Laurie Harding requesting representation from NHADACA for this commission. This is an appointment to be made by NHADACA to have a member on the commission. Dianne feels that due to the level and kind of work this commission is doing, it should be a Board member, and someone who has the pulse of the treatment community and its issues. Sue Thistle is possibly interested but concerned about time commitment. The Board directed Dianne to send out to the membership for other people that might be interested.
  - b) BDAD RFP for Training update: The RFP for training grant money has been issued and is due on June 5, 2018. There is no set amount provided in the grant, as they are seeking competitive bids. WE are partnering with JSI again. It is likely that there will be a lapse between the current contract and new contract (if awarded to us), but Dianne has assured the Board that other contracts will support us through that time.
  - c) Should we include terrorism coverage in our liability insurance coverage? – Most of the Board was not familiar with this concept and had questions about who takes out this kind of insurance and why? Wondering the risks for NHADACA? Quick poll of the Board represented that the majority of members did not see this as needed as part of our coverage.
6. Treasurer Report – provided by Lindsey Ducharme. Lindsey reports that she continues to meet weekly with Dianne to review finances, and learn the job of treasurer. She thinks this was meant to be a short term weekly commitment but she finds it very valuable and wants it to continue. She also met with our QuickBooks person, Janet. This helped her to understand more about the reports. Our bank account balance as of 5/23 is \$108,906.41. We will be transferring \$15,000 to a reserve account on 7/1/18, a recommendation that came out of our strategic plan. She also reported that we signed an \$82,000 contract with IDN-5 on 4/12/18 and are waiting to hear from IDN-3 with regards to a contract. Finally, Lindsey spoke briefly on fundraising with regard to the upcoming NH Gives Days on June 6<sup>th</sup> and 7<sup>th</sup>, encouraging Board members to contribute, and about Cribbage (brought in net of \$187, excluding \$50 prize).

7. Fundraising Initiatives – presented by Meredith Senter. Meredith reported that the committee had its first meeting last month and spent time brainstorming ideas to enhance fundraising for the organization. Specific current initiatives are as follows:
  - a) NH Gives: being held on June 6<sup>th</sup> and 7<sup>th</sup> across the state of NH. This provides people the opportunity to contribute to causes of their choice on those days. Meredith reminded all Board members that it is helpful for people to see that Board members are supporting NHADACA as we ask for their support. Dianne reinforced this with the fact that most grant funders look for “100% Board participation in contributing to the organization. She was clear that there is no stipulation as to the amount to be donated, just that there is a donation from each Board member.
  - b) Cribbage: Cribbage was successful.
8. Annual Meeting Topic: Lynne presented the two topics that Carrie suggested for our Annual meeting training this year (Vaping or Acupuncture). One of the considerations in conjunction with the selection of topic is the length of training available. The Vaping presentation would be about two hours, and would not necessarily require providing lunch while the Acupuncture is about three hours, and would carry over to the afternoon, requiring lunch. There was a great deal of Board discussion that ensued:
  - ✓ What’s the purpose of our Annual Meeting, what are we trying to accomplish? If it’s our big meeting how do we want to represent ourselves? There has been a decline in attendance over time. (Cheryl)
  - ✓ Concerned that we have over 300 members and generally only about 65 attend the business portion of the meeting. (Tracy)
  - ✓ Location – do we always have to have it in Manchester – is there somewhere more centrally located? (Sue)
  - ✓ Can we do a training that would act as a “teaser topic”, then follow up with a full day training? (Heather)
  - ✓ Attendance has been fairly consistent (Lynne/Dianne) for the business portion of the meeting, room set-up contributes to the illusion that there are less people (Lynne)
  - ✓ Having time to network around meals is important and an added benefit for attendees (Jane)

Lynne requested that we consider all of these ideas and concerns, but that there is a tight timeframe in place for Year, and changing venue is not an option for this November. At the recommendation of the Annual Meeting Committee the following motion was suggested:

**Lynne Towle motioned that the topic for the 2018 Annual meeting be Vaping and that Carrie McFadden will coordinate getting the trainer.**  
**Seconded by Tracy Robinson-Wood.**  
**All in favor.**  
**Motion passed.**

9. Other Business – Lynne quickly reviewed upcoming 2018 Board Election considerations. We have a vacancy for President-Elect which is required to be a nomination of an active Board member and many other anticipated vacancies including: Secretary, Student Representative, and (2) At Large Representatives. We also have several positions that are up for election and those include: Connecticut Valley Representative, and (2) At-Large Representatives. During the meeting this morning both Jane Quigley and Sue Thistle expressed interest in running again for their positions. I will contact Tracy Robinson-Wood by email to find out if she is interested in continuing to serve on the Board.

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All Board members were asked to think about vacancies and people they think might be interested in serving the NHADACA Board. They were asked to submit names to Lynne Towle. As always, it is nice to present a robust ballot to our membership when it comes time for the election.

**Lynne Towle made a motion to adjourn at 10:45am.  
Seconded by Jane Quigley.  
All in favor.  
Motion passed.  
Meeting adjourned.**

Respectfully submitted,

Lynne Towle LCMHC, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
July 26, 2018  
Board Meeting**

Name	Position	1/25	3/22	5/24	7/26	9/27	11/16
Jacqui Abikoff	At Large			X			
Linda Brewer	Lakes Region	X	X	X	Phone		
Lindsey Ducharme	Treasurer	X	X	X	X		
Diane Fontneau	Seacoast	X	X				
Angela Jones	North Country	X			X		
Alex Hamel	President-Elect	X	X	X	X		
Kelly Luedtke	President	X	X	X	X		
Heather McMahon	At Large	X	X	X	X		
Dianne Pepin	Executive Director	X	X	X	X		
Jane Quigley	Connecticut Valley			X	X		
Tracy Robinson Wood	At Large		X	X	Phone		
Meredith Senter	Central	X	X	X			
Suzanne Thistle	At Large	X	phone	X	X		
Lynne Towle	Secretary	X	X	X	X		
Cheryl Wilkie	Southern		X	X	X		
Vacant	Student	VAC					
Vacant	Past -President	VAC					
Vacant	At Large	VAC					
vacant	At Large	VAC					

The Meeting was called to order at 9:05 am. No introductions were needed today.

1. President's Welcome: Kelly reflected that she is aware that she only has two more meetings as President before Alex Hamel moves in to that position. She indicated she has many feelings about the pending transition and looks forward to her continued involvement with the organization in her next role as Immediate Past President. She asked Alex to talk about the meeting she attended on Monday July 23rd with DHHS around the additional money coming in to the state. Alex reports two takeaways from the meeting: existing organizations are in line for the money first, and anyone that applies for the money needs to be supportive of MAT treatment. Public comments are welcome until Friday July 27<sup>th</sup>. Cheryl Wilkie contributed to the discussion and talked about the importance of knowing the suggested changes and how they will impact treatment and availability. She referred specifically to the He-P 826 "Substance Use Disorder Residential Treatment Facility Licensing" and will send Dianne information that she can forward to the full Board.
2. Consent Agenda: The consent agenda includes the May, 2018 minutes, Executive Director and Committee Reports.

**A motion was made by Cheryl Wilkie to accept the Consent Agenda.  
Seconded by Angela Jones  
All in favor.  
Motion passed.**

3. **By-laws:** Kelly led a discussion about a number of issues for the Board to consider regarding our by-laws so that there is time to coordinate any changes being recommended in a timely manner for the Annual Meeting.
  - a) Our by-laws need to indicate our affiliation with NAADAC.
  - b) Reduce the size of our Board – Kelly is proposing that we reduce the size of the Board by three, which would drop it to a 15- person Board.

**Angela Jones made a motion to reduce the number of NHADACA Board members by 3 people to be accomplished by having 3 At-Large positions instead of 6.  
Seconded by Kelly Luedtke**

Discussion followed: Tracy Robinson Wood wanted to know the rationale for the change. Dianne expressed that it is difficult to get 51% attendance at meetings, and 100% Board donations from the larger group. Lynne Towle indicated that best practices for Board make-up show that fewer members increase efficiency of the Board. Dianne further indicated that there was a recommendation in our Strategic plan that the “average Board is 8-11 people”. Tracy questioned if we understood the problem enough to create a resolution that would “fix the problem”.

**The vote was called. All in favor, with Tracy Robinson Wood opposed. Motion passed.**

- c) Add membership category of recovery support provider? The purpose of this consideration is so that we align with membership categories offered by NAADAC. We looked at the definition of this category by NAADAC, as well as the rate charged (same as Associate member).

**Angela Jones made a motion that we add Peer Recovery Support Specialist as defined by NAADAC to our offerings at a rate consistent with NAADAC’s rate.**

**Alex Hamel seconded.  
All in favor.  
Motion passed.**

- d) Add By-law Committee as a standing committee? A brief discussion ensued and the group was in agreement that this decision could go either way. This ad-hoc committee can enacted at any time that we need it throughout the year.

**Suzann Thistle made a motion that we leave the By-laws committee as an ad hoc committee.**

**Jane Qigley seconded.  
All in favor.  
Motion passed.**

- e) Add financial expertise to the board? Could NHADACA sponsor an associate membership to NAADAC for this purpose? The Board has been talking about ways to diversify our Board members, especially to have someone on the board that has a strong financial background. This would help with our checks and balances, and perhaps help us work towards greater financial sustainability. We looked at whether or not to change the By-laws to allow someone with this experience to serve as Treasurer, or to consider using them in a consultant role with no Board voting privileges.

After a brief discussion, the Board was not inclined to make a By-laws change at this time, but to pursue involvement by inviting consultation. The Board would consider a change to the By-laws in the future, but did not feel ready to tackle this decision right now. Dianne will ask Peter DalPra to look and see what we would need to change in the future regarding this issue.

4. Treasurer Report: Lindsey Ducharme presented the Treasurer's report. She continues to meet with Dianne on a weekly basis and has been working on being able to read and interpret reports for the Board. The checking account balance as of July 24, 2018 is \$128,456.44. The Board was provided a revised report today, as Dianne was not able to set up the reserve account as planned. See Executive Director report for details. Dianne went over the Budget vs Actuals with us, and Lindsey reviewed the Profit and Loss Report.
5. Executive Director Updates:
  - a) Official request for wedding time off: Diane is requesting time off from October 22, 2018 to November 7, 2018. Request approved for wedding, honeymoon and moving.
  - b) Succession planning update: Dianne Pepin, Diane Fontneau and Linda Brewer make up this committee. Dianne and Diane met with Safebook Accounting in Pembroke to see what services they offer that would be of benefit to use. We are waiting for a proposal from them.
  - c) Reserve Account: Dianne went to TD Bank yesterday and was not able to transfer funds and open a reserve account. The bank requires a letter from the Board president as well as a copy of minutes showing a Board vote to accomplish this task. Discussion followed about if it should be in an interest bearing account, and rates being offered.

**Lynne Towle made a motion to authorize Dianne Pepin to establish a reserve account in the amount of \$15,000 in an interest bearing account on behalf of NHADACA, with signers on the account being Dianne Pepin, Alex Hamel and Lindsey Ducharme.**

**Cheryl Wilkie seconded.**

**All in favor.**

**Motion passed.**

6. Scholarship Applications:

- a) NEIAS Best Practices: Three applicants met all criteria to be considered for this scholarship which is selected by simple majority vote of the Board after reviewing their written application. Those 3 people are: Peter DalPra (5), Heather Crowell (4) and Maury Elsasser (1). The number of votes received by each individual is indicated in parentheses. Tracy Robinson Wood abstained from the vote. Peter DalPra was selected with Heather Crowell as a back-up.
- b) NAADAC Conference in Texas: There were 14 applicants that met all criteria to be considered for this scholarship which is selected by simple majority vote of the Board after reviewing their written application. Those 14 people are: Sandra Netto (5), Kathleen Tufts (2), Nancy Nemcovich (1), Heather Smith (1), Thomas Donovan, Mary Ewell, Patricia Hiscoe, Wanda Laine, Patricia Lilly, Kristin MaKara, Shawna Otis, Patricia Parks-Taylor, Melissa Potter and Lisa Rollins. The number of votes received by each individual is indicated in parentheses, no number means no votes. Sandra Netto was selected with Kathleen Tufts as a back-up.

7. Annual Meeting Topic and Schedule: Further discussion around the format for our Annual Meeting this year. Included in packets were 3 options for the day. At the meeting today, it was also suggested that we might consider an Annual Meeting day without a training component to focus on guest speakers that can provide current, relevant information to members in light of all the changes going on statewide. This idea received much support from the Board. Cheryl Wilkie thought it might be a timely thing to do and allow up to market NHADACA to the state. Lynne Towle commented that it is unclear how not offering CEU's will impact attendance for the day. Heather McMahon indicated that as a sole practitioner getting this kind of information can be even more valuable than CEU's.

The Board supported the idea of no training component. Potential speakers identified included: Annette Escalante (BDAS), Tym Rourke, Governor Sununu, Commission Myers (DHHS), Patrick Tufts (Chair of Governor's Commission), Amy Pepin and/or someone from our Federal delegation. Decision to offer breakfast from 8 or 8:30 to 9ish. Meeting starts at 9. Ends at 12 noon. Noon to 1pm as networking time. No charge.

Lynne Towle suggested we consider offering some kind of raffle that day as a potential fundraiser.

8. Change to Annual Report format – Dianne presented an example of a two sided Annual report. Initially, the Executive Board has encouraged her not to make changes to the report for this year due to the time it would take her to accomplish this task. Bridget has the technology and ability to put this together so the Board supported this change in format. A few things to consider: include mission statement, include link to where member can find full reports for all committees and we decided to use the date range January 2018 to November 2018.
9. Santa for Seniors – Dianne came across an organization that provides Christmas gifts for people that are in Nursing homes. She is going to research to see if this is something NHADACA can participate in as a means of giving back to the community. Idea came up that perhaps we could ask people to bring donation the day of the Annual meeting.

Meeting adjourned at 11:10am.

Respectfully submitted,

Lynne Towle LCMHC, MLADC  
NHADACA Secretary



**New Hampshire Alcohol & Drug Abuse Counselors Association  
September 27, 2018  
Board Meeting**

Name	Position	1/25	3/22	5/24	7/26	9/27	11/16
Jacqui Abikoff	At Large			X			
Linda Brewer	Lakes Region	X	X	X	Phone	X	
Lindsey Ducharme	Treasurer	X	X	X	X	X	
Diane Fontneau	Seacoast	X	X				
Angela Jones	North Country	X			X	X	
Alex Hamel	President-Elect	X	X	X	X	X	
Kelly Luedtke	President	X	X	X	X	X	
Heather McMahon	At Large	X	X	X	X	X	
Dianne Pepin	Executive Director	X	X	X	X	X	
Jane Quigley	Connecticut Valley			X	X	X	
Tracy Robinson Wood	At Large		X	X	Phone	x	
Meredith Senter	Central	X	X	X		X	
Suzanne Thistle	At Large	X	phone	X	X	X	
Lynne Towle	Secretary	X	X	X	X	x	
Cheryl Wilkie	Southern		X	X	X		
Vacant	Student	VAC	VAC	VAC	VAC	VAC	
Vacant	At Large	VAC	VAC	VAC	VAC	VAC	
Vacant	At Large	VAC	VAC	VAC	VAC	VAC	
Vacant	Past President	VAC	VAC	VAC	VAC	VAC	

The Meeting was called to order at 9:08am.

1. **President's Welcome:** Kelly opened the meeting by introducing our guest this morning, Bob Stowell, whom the Board voted to be a financial advisor to the NHADACA Board. She also acknowledged that Bridget is in attendance as today is the NHADACA Annual Day of Giving. Alex Hamel gave the President's Welcome to the Board as she prepares to step in to the role of President, effective January 1, 2019. She spoke briefly about NAADACA Hill Day, the increase in opioid funding coming in to the state and finally what she has been doing this year to prepare for her new position (see written report for full detail).
2. **Consent Agenda:** The consent agenda includes the July 2018 minutes, Executive Director and Committee Reports.

**A motion was made by Angela Jones to accept the Consent Agenda.**

**Seconded by Jane Quigley.**

**All in favor.**

**Motion passed.**

3. **Treasurer Report:** Lindsey Ducharme presented the Treasurer's report. Lindsey reports that she continues to meet with Dianne to learn more and understand the financial aspect of the organization. The balance in the bank account as of September 25, 2018 is 100,998.14 and we have established a reserve account that has a current balance of 15,005.65. Please see written reports for full details, profit and loss as well as balance sheet. Lindsey spoke of the importance of the Annual Day of Giving, and the unique opportunity it gives us to connect with our members. Tracy Robinson Wood questioned how much money is typically raised and is the end result worth the time spent making all the calls.

**A motion to accept the Treasurers report was made Heather McMahon.**

**Seconded by Angela Jones.**

**All in favor**

**Motion passed.**

4. Executive Director Updates: Dianne presented her Executive Director updates as follows.

- a) Directors and Officers Liability – Dianne recently got quotes to purchase this insurance as she recently came to realize that we are not covered through our insurance with NAADAC. She received quotes of \$800 for Director/Officers Insurance and \$156 for Employees Insurance. Dianne will move forward with contracting for these services.
- b) RFP for SOR contract – Dianne presented that there is additional money available educating and training other professionals around the opioid epidemic. She indicated there is \$349,000 the first year and \$249,000 the second year. It is a reimbursement grant and Dianne is concerned that we do not have the operating funds to be the lead. JSI would like to partner on this. What would the scope of practice be for us?

A discussion ensued about the responsibilities of being a lead (full liability of subcontract, responsible for state reporting requirements, heavy lift to manage, need extra employees, staff focused on state conference) vs not being the lead (report on our piece only, don't have to monitor other subcontracts, we are in the revenue producing portion only). Dianne asked the Board for direction as to lead or no lead. Tracey Robinson Wood did not think we have the capacity to take this on today, Meredith Senter expressed that there is good income for us even if we subcontract, Jane Quigley expressed concern that we might be able to do it today but at what long term sacrifice. At the end of the discussion, the Board supported Dianne in pursuing this as a subcontractor with JSI.

- c) Decision needed: By-laws vote at annual meeting by individual proposal or as a group? Sue Thistle suggested that this would be easier to accomplish as a group. Angela Jones asked what that would mean for discussion regarding the changes. Tracy Robinson Wood stressed the importance of members having the opportunity to discuss changes. Decision to present them individually.
- d) Revote on the reduce size of Board as President cannot provide a second to any motion. Based on this information the following motion was re-introduced.

**Angela Jones made a motion to reduce the number of NHADACA Board members by 3 people to be accomplished by having 3 At-Large positions instead of 6.  
Seconded by Sue Thistle**

Discussion followed. Tracy Robinson Wood asked if the size of the Board is problematic, will the change bring about our desired results, what impact does it have on quorums and donations and are we targeting individuals? Lynne Towle expressed that research shows that Boards function most efficiently with 9-12 members and with the change we will still have 14 members. The vote was called.

**All in favor with Tracy Robinson Wood in opposition.  
Motion passed.**

- e) Commission to Evaluate the Effectiveness and Future of NH Granite Advantage Health Care Program: We emailed membership for people that might be interested in serving on this committee. We heard from Kieran Cunningham and Emily Robbins. We will ask Kieran as Emily works for Beacon and the Board is concerned that this will be a conflict.

5. By-laws Ethics Description – does it need to change?

Current Language: The Chair of the Ethics Committee shall be appointed by the President, with the approval of the Board of Directors. This committee shall be responsible for fostering compliance with the letter and spirit of the Ethical Standards of the Alcoholism and Drug Abuse Counselors of NAADAC *and for the reviewing and resolving of any charges or violations thereof according to established procedures.*

The Proposed Language from the Ethics Committee: The Chair of the Ethics Committee shall be appointed by the President, with the approval of the Board of Directors. This committee shall be responsible for fostering compliance with the letter and spirit of the Ethical Standards of the Alcoholism and Drug Abuse Counselors of NAADAC *and offer consultation, as requested, to address ethics questions and/or analyze common ethical conflicts and recommend guidelines consistent with the definition and scope of this volunteer committee.*

**A motion was made by Angela Jones to accept the proposed changes as defined above.  
Seconded by Tracy Robinson Wood.**

Discussion followed the motion. Tracy Robinson Wood asked what would consultation look like and Angela offered an example about offering advice and helping people work through issues. Dianne expressed that Peter DalPra (By-Laws Chair) was initially opposed to the change as he wanted a more generalized description for the By-laws but after reading it, he is supportive of the change. Jane Quigley expressed concern about “resolving” in the current description. Tracy Robinson Wood expressed that this change eliminates a level of liability. After discussion ended, the vote was called.

**All in favor. No opposition. No abstentions.  
Motion passed.**

6. Annual Day of Giving: Today is the Annual Day of Giving. All Board members present were given a list of NHADACA members to call today. A script was passed for people to use. This is an important way for us to reach out to our members, and to assist the organization with its fundraising goals.
7. Annual Meeting: The Annual meeting is set for Friday November 16, 2018 at the Manchester Country Club in Bedford, NH. The agenda is set, and there are is no CEU training scheduled for the day.
- a) Board nominations – Lynne is working on and accepting nominations for the open Board positions. This includes Secretary, Student Rep, Connecticut Valley Rep and President-elect. We have two Board members, Tracy Robinson Wood and Jane Quigley not seeking re-election this year. Slate of nominations will be put together and sent out to the full membership to vote on. Results will be announced at the Annual meeting.
  - b) Award nominations - The Board decided that we will give out 4 awards this year, two Presidents awards, Counselor of the Year and Thomas McTague Lifetime Achievement Award.

The only nomination received prior to this Board meeting came from Kelly Luedtke, despite the fact that the request for nominations went out to the full membership. Kelly nominate Nick Pfeifer for this award and the Board was in full agreement with this choice.

Counselor of the Year nominations generated today were for Chelsea Lemke (nominated by Dianne Pepin) and Joni O'Brien (nominated by Kelly Luedtke). The Board voted and Chelsea received 3 votes, Joni 2 votes and 6 Board members abstained.

Kelly will present the Presidents Awards, one of which will be to simply honor the membership of NHADACA for all their hard work in providing substance abuse services in the state of New Hampshire. The other award will be chosen by Kelly and announced at the annual meeting.

Meeting adjourned at 11:30am. Due to the length of the meeting several Board members had to leave before the meeting ended. Jane Quigley left at 11:05am and both Lindsey Ducharme and Tracy Robinson Wood had to leave at 11:20am.

Respectfully submitted,

Lynne Towle LCMHC, MLADC  
NHADACA Secretary