

**New Hampshire Alcohol & Drug Abuse Counselors Association
July 23, 2015 Board Meeting**

Board Members in Attendance: Jay Bernier, Rhonda Bishop, Charles Bussison, Regent Champigny, Peter DalPra, Annette Escalante, Alex Hamel, Melony Lyons, Lori Magoon, Michael O’Bryant, Jane Quigley, Kelly Reardon, Suzann Thistle and Lynne Towle.

Staff in Attendance: Dianne Pepin, Executive Director; Ginger Ross, Admin Asst.; Gloria Peters, Training Assistant and Alyssa Demers, Intern.

Unable to Attend: Margaret Smith, James O’Hearn, Kate Robertson, Ron Sayres

1. Call to Order/Welcome: Lori Magoon called board meeting to order and welcomed everyone to the meeting. Lori’s welcome included the following information:
 - She informed the Board about the NH Drug Czar, Jack Wozmac, and his 22 point plan (available on www.nh.gov) if anyone wants to review it.
 - She also announced that after much hard work, grandfathered LADC’s will be eligible for Medicaid reimbursement.
 - Lastly, she indicated to the group that one of her goals is to create more training opportunities for medical professionals.
2. Consent Agenda Items including: May 28, 2015 minutes, President Report, Treasurer Report, Executive Director Report, Board Liaison and Committee Reports.

**Motion to accept the minutes as amended and consent agenda: Annette Escalante
Second: Charles Bussison
All in favor. Motion passes.**

Discussion and Action Items:

3. Financial Report: Rhonda gave the current financial report (see attached documentation).
 - Rhonda reported that she met with the treasurer from another organization for support and guidance.
 - She answered questions from the board by reviewing the income and expense report for May-June and June-July. Brief conversation about reports and what information is most helpful to present to the Board.
 - Peter reminded the group to be sure we are not requesting duplicate information and adding extra work to prepare the financial report.

**Motion to accept the Treasurers Report: Kelly Reardon
Second: Peter DalPra
All in favor. Rhonda Bishop abstained. Motion passes.**

4. Executive Director Updates:
 - Dianne updated the Board about the plans for the Annual Meeting. Topic and speakers are all set: Sex Exploitation and Substance Abuse – Sex Trafficking in New Hampshire. Watch for details on the training flyer.

- Dispute Resolution Policy – the Board reviewed the current policy and recommended adding that any complaints that cannot be resolved by the training coordinator, must be submitted **in writing** to the Executive Director for consideration.
- Cancellation Policy – After full Board discussion, it was decided that the current cancellation and refund policy will not be changed. We will begin to reinforce its content with a plan to strongly enforce it effective January 1, 2016. Wording will be added to the website and registration forms. NHTIAD will request that supervisors at agencies sign forms authorizing that the agency will be paying the registration fee for employees.

5. Kelly Reardon led an activity on Board culture, one of the many activities that she and several other people experienced at a recent Board training. The activity was for each member to identify strengths and areas of improvement needed for our Board. Some of the suggestions made for improvement were new member orientation, direction, mentoring, diversity and retreat. After a lively conversation, the Board voted on the three areas for strategic attention: Challenge, Voice and Commitment.

Agenda items 6 (Donations Update), 7 (Committee Meetings, Minutes and Goals), 8 (Committee Goal Planning) and 9 (Report Back to the full board on Committee Goals) were tabled due to lack of time.

In light of this, the Board voted to extend the meeting scheduled for September 24. Business will be conducted from 9am to noon to allow more completion of all agenda items.

Motion to adjourn the meeting by Rhonda Bishop.

Seconded by Kelly Reardon.

All in favor. Meeting adjourned at 11:20am.

Respectfully submitted,

Lynne Towle
NHADACA Secretary

NH Alcohol & Drug Abuse Counselors Association

Financial Report

Meeting Date: July 23, 2015

Prepared by: Rhonda L. Bishop

The Executive Committee has met since the last board meeting, and had voted on postage for the mailing to the LCMHC/LICSW's in the amount of \$1073.52, this amount changed as a result of bulk mailing to an actual amount of \$402.16. The Committee also voted to accept the cost of an ad with the NH Business Review organization which will be putting out for the first time a Charitable Giving Guide, which is a special publication that highlights the mission, goals, governance and main initiatives of nonprofits across New Hampshire work on year round. The two page overview, which consist of a full page of the organization and a one full page ad cost us \$1750.00. Everyone agreed on the Executive Board that this investment would come with great return of business.

I was referred by the Executive Director, that I make contact with another individual who has long term financial experience in giving Financial Reports. I have since made that contact and reviewed her recommendations.

Attached are my reports for the months of May and June along with the Profit Loss Statement and Balance Sheet as of July 13, 2015

The NHADACA account balance as of July 18, 2015 is \$128,714.59.

Respectively submitted,

Rhonda L. Bishop

**NH Alcohol & Drug Abuse Counselors Association
May Financial Report**

**Income and Expense Report
May 4, 2015 – June 3, 2015**

July 18, 2015

Income:

Opening Balance \$125,159.84

Income:

Deposits	\$ 00
Electronic Deposits	\$ 1,722.59

Total Income: \$ 1,722.59

Balance: \$126,882.43

Expenses:

Office Supplies	\$
Travel Expenses	\$
Insurance	\$
Rent	\$
Payroll	\$
Electronic Payments	\$ 6,504.10
Checks paid	\$ 23,938.05

Total Expenses: \$ 30,442.15

Opening Balance:	\$125,159.84
Total Income:	\$ 1,722.59
Expenses:	\$ 30,442.15
Balance:	\$ 96,440.28

Ending Balance: \$ 96,440.28

**NH Alcohol & Drug Abuse Counselors Association
June Financial Report**

**Income and Expense Report
June 4, 2015 – July 3, 2015**

July 18, 2015

Income:

Opening Balance \$ 96,440.28

Income:

Deposits \$ 64,196.17

Electronic Deposits \$ 5,352.62

Total Income: \$ 69,548.79

Balance: \$165,989.07

Expenses:

Office Supplies \$

Travel Expenses \$

Insurance \$

Rent \$

Payroll \$

Electronic Payments \$ 5,312.04

Checks paid \$ 23,925.81

Total Expenses: \$ 29,237.85

Opening Balance: \$ 96,440.28

Total Income: \$ 69,548.79

Expenses: \$ 29,237.85

Balance: \$136,751.22

Ending Balance: \$136,751.22

