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**MINUTES**  
**Audit Committee Meeting**  
**April 15, 2026**  
**9:00 a.m.**  
**Via Zoom Webinar**  
**Presiding Officer: Morgan Harris, Chair, Audit Committee**

A meeting of the Audit Committee of the Board of Directors of the New Hampshire Vaccine Association (NHVA) with a quorum present was held via Zoom Webinar.

Ms. Harris, Chair, called the meeting to order at 9:00 a.m.

**1. Welcome and Introductions**

**Attendance** – The following individuals attended the meeting:

<b>Committee Members:</b>	<b>Administrative Staff</b>
Morgan Harris, NHID, Chair	Patrick Miller, Helms & Company
Adriane Burke, NH DHHS	Erin Meagher, Helms & Company
Marie Doyle, HPHC	Victoria Bram, Helms & Company
	<b>Members of the Public</b>
	Megan Heddy, Concord, NH

Ms. Harris opened the meeting by taking a roll call for attendance purposes.

<u>Committee Member</u>	<u>Present</u>	<u>Excused</u>
Adriane Burke	X	
Morgan Harris	X	
Marie Doyle	X	

Ms. Harris recited NHVA’s *Notice of Recording* statement and asked if any members of the public were recording the meeting to please indicate so by raising their virtual hand. No member of the public indicated they were recording.

**2. Review and Acceptance of August 20, 2025, Meeting Minutes**

Ms. Harris asked the Committee if any members had any questions or comments about the August 20, 2025, meeting minutes. Hearing no questions, she asked for a motion.

**VOTE RECORDED:** *On a motion by Ms. Burke, seconded by Ms. Doyle, by roll call vote, it was unanimously VOTED: To accept the August 20, 2025, Audit Committee meeting minutes as presented.*

<u>Committee Member</u>	<u>Yes</u>	<u>Abstain</u>
Morgan Harris, NHID, Chair	X	
Adriane Burke, NH DHHS	X	
Marie Doyle, HPHC	X	

**3. Executive Director Report**

**a. FY2026 Auditor Proposal Review and Recommendation.**

Mr. Miller presented the proposal from Leone, McDonnell, and Roberts, PA for audit services for FY2026. He explained that this would be the second year of the firm’s services, and that the audit went very

46 smoothly last year. The firm proposed a 3.2% adjustment over last year’s fees. There were no questions  
47 from the Committee.  
48

49 **VOTE RECORDED:** *On a motion by Ms. Burke, seconded by Ms. Doyle, by roll call, it was unanimously*  
50 **VOTED:** *To recommend to the full Board of Directors at the June 17, 2026 Board meeting*  
51 *to approve the FY2026 Auditor proposal from Leone, McDonnell and Roberts, PA.*  
52

<u>Committee Member</u>	<u>Yes</u>	<u>Abstain</u>
Morgan Harris, NHID, Chair	X	
Adriane Burke, NH DHHS	X	
Marie Doyle, HPHC	X	

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58 **b. FY2027 Administrative Budget Review & Recommendation.**

59 Mr. Miller reviewed the line items in the proposed FY2027 budget. All budget items remain level except for  
60 a proposed reduction in director and officer insurance fees and a proposed increase in the auditor fees.  
61 There were no questions from the Committee.  
62

63 **VOTE RECORDED:** *On a motion by Ms. Doyle, seconded by Ms. Burke, by roll call, it was unanimously*  
64 **VOTED:** *To recommend to the full Board of Directors at the June 17, 2026 Board meeting*  
65 *to adopt the FY2027 Administrative Budget as presented.*  
66

<u>Committee Member</u>	<u>Yes</u>	<u>Abstain</u>
Morgan Harris, NHID, Chair	X	
Adriane Burke, NH DHHS	X	
Marie Doyle, HPHC	X	

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72 **c. Unaudited Financial Statements as of March 31, 2026.**

73 Mr. Miller reviewed the unaudited financial statements. Revenues for the first three quarters are tracking  
74 well, and administrative expenses remain under budget for another month, primarily due to lack of need  
75 for legal services. Ms. Harris stated that she was pleased with the administrative budget performance. There  
76 were no questions from the Committee. Mr. Miller indicated that a vote was not necessary.  
77

78 **4. Other Business**

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80 The Committee identified no further business to discuss.  
81

82 **5. Public Comment**

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84 Ms. Harris asked if any member of the public would like to speak. No members asked to speak.  
85

86 **6. Executive Session**

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88 Ms. Harris asked the Committee if there was any need for an Executive Session. The Committee members indicated  
89 an Executive Session was not necessary.  
90

91 **7. Adjournment**

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93 Having no other business, Ms. Harris asked for a motion to adjourn.  
94

95 **VOTE RECORDED:** *On a motion by Ms. Burke seconded by Ms. Doyle by roll call, it was unanimously*  
96 **VOTED:** *To adjourn the Audit Committee meeting at 9:18 a.m.*

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98	<u>Committee Member</u>	<u>Yes</u>	<u>Abstain</u>
99	<i>Morgan Harris, NHID, Chair</i>	X	
100	<i>Adriane Burke, NH DHHS</i>	X	
101	<i>Marie Doyle, HPHC</i>	X	
102			
103	Respectfully submitted by		
104	Patrick Miller, Helms & Company, Inc.		
105	April 15, 2026		
106		#	#

DRAFT