

**DRAFT v1.1 AGENDA**

**Annual Meeting**

**June 19, 2019, 9:00am-11:00am**

**1 Pillsbury Street, 3rd Floor Conference Room, Concord, NH**

**Call In #: Meeting ID:**

<b>Time</b>	<b>Agenda Item</b>
<b>9:00-9:05</b>	<b>1. Welcome &amp; Roll Call (Tenney)</b>
<b>9:05-9:30</b>	<b>2. Annual Meeting of Members (Tenney)</b> a. Report on Proxy Submissions b. Count and Certify Votes for Three Assessable Entity Representatives c. Adjourn Annual Meeting of Members
<b>9:30-9:50</b>	<b>3. Annual Board Meeting Items (Tenney)</b> a. Election of Officers and Committee Member Appointments – <b>Vote</b> b. Oath of Office c. Governor and Council Appointment Update
<b>9:50-9:55</b>	<b>4. Review and Acceptance of Minutes (Tenney)</b> a. March 6, 2019 Board Meeting Minutes – <b>Vote</b> b. March 6, 2019 Executive Session Meeting Minutes – <b>Vote</b>
<b>9:55-10:25</b>	<b>5. Executive Director Report (Miller)</b> a. Authorization of the June 20, 2019 NH DHHS Payment in the Amount of \$9,234,656 – <b>Vote</b> b. Acceptance of Audit Committee Recommendation for FY2020 Administrative Budget Approval – <b>Vote</b> c. Change in Administrative Procedure – <b>Vote</b> <sup>1</sup>
<b>10:25-10:35</b>	<b>6. DHHS Updates (Daly)</b>
<b>10:35-10:45</b>	<b>7. New Matters (Tenney)</b>
<b>10:45-10:50</b>	<b>8. Public Comment (Tenney)</b>
<b>10:50-11:00</b>	<b>9. Executive Session (Tenney)</b>
<b>11:00</b>	<b>10. Adjournment</b>

**Future Meetings:**

- September 13, 2019, Audit Committee, 8:30am
- September 25, 2019, Board Meeting, 8:30am

**Directions:** <https://nhvaccine.org/wp-content/uploads/2018/09/DIRECTIONS-TO-HELMS.pdf>

<sup>1</sup> Draft motion: “The Audit Committee recommended on April 11, 2019, that the Board adopt a procedural change that would require the Administrator to notify the Board of Directors if expenses on any administrative budget line item approached the budgeted amount so that the Board of Directors could determine the need for any additional appropriation of funds.”