

New England CPE
Board of Directors
March 17, 2022

ZOOM Mtg.

10:00 am – 11:00 am

MINUTES

1. Call to Order—10:00 AM
2. Roll Call

NECPE Board of Directors P=Present/A=Absent

Ash, Ethan (A)	Farley, Cassie (A)	Robbins, Andrew (P)
Bacon, Matt (A)	Forte, Scott (P)	Roxo, Nate (P)
Boufford, Jeff (A)	Friedman, Joe (P)	Wright, Bryan (P)
Canavan, Nicole (P)	Johnson, Star (P)	
Cobb, Mike (P)	Lefebvre, Matt (P)	
Culver, Rose(A)	Perry, Gregg (P)	

1. Secretary's Report – S. Johnson

- a. **MOTION** to accept the minutes of the January 2022 meeting. **MOTION** was **SECONDED** and **APPROVED**.

2. President's Report – S. Forte

- a. NECPE Marketing Task Force Update – M. Lefebvre

Matt L. reported there was no update regarding Danielle, and the need for her services moving forward with the Task Force (Originally had hired Danielle to increase NECPE's SEO. The new Catylist system will be routed to the commercial exchange and this work to increase NECPE's SEO won't work anymore). He still needs to discuss terminating Danielle's work with Christian Stallkamp and Doug Martin.

Scott added that since NECPE website interaction will be routed through commercialexchange.com, we need to discuss with them how we can keep our SEO value, and, that they have been receptive to our requests so far.

- b. Update on Catylist/NECE Amendment to Contract – E. Ash:

Ethan was absent so Scott Forte mentioned that the renewal contract will be discussed with Catylist on April 6th at 10:00 am. Scott will send that contract to the Board to review and comment. The Data Policy Committee will be meeting on March 23, prior to the meeting with Catalyxt, and would like feedback from the Board members. The primary issue is their use and retention of our data.

3. **Treasurer's Report** – J. Boufford:

Allison presented the financials in Jeff's absence. Allison noted that the renewals for CPE are in June and that is why the income looks off. The financials were reviewed and will be placed on file.

4. **Office Administration Report** – A. Ropes

- Since the last meeting in January there have been 14 inquiries for NECPE: 3 NH, 9 ME and 2 MA.
- As always I continue to monitor request for deletions/withdrawals.
- Continue working with Task force posting articles, etc. Matt L., did you talk with Christian and Doug regarding Danielle's services? I am still doing the posting and is paid through March.
- We have been paid for the Maine Data Feed.

5. **New Business:**

Matt L. suggested marketing of our Data Feeds, such as we do with Maine, with entities such as cities, are opportunities that we might pursue more aggressively, we never really pursued that in the past. Scott agreed, if an opportunity presents itself, don't turn down free money.

6. **Adjournment:**

A **MOTION** to adjourn the meeting was **SECONDED** and **APPROVED**. Meeting adjourned at 10:20 am.

Respectfully submitted,

William Johnson
Secretary