

New England CPE

The Zoom mtg. link will be sent with BOD Mtg Pkg

Board of Directors

May 21, 2026

ZOOM Mtg
Time: 10:00 – 11:00 am

MEETING MINUTES

1. Call to Order
2. Roll Call

NECPE Board of Directors (need 7 quorum)

Alkova, Viktoria (A)	Cobb, Mike(A)	Gandia, Laura (A)
Ash, Ethan (P)	Culver, Rose (P)	James, Bob (P)
Bacon, Matt (A)	Dano, Brian (P)	Lefere, Matt (P)
Boufford, Jeff (A)	DeMello, Kathy (P)	Nesmith, Laura (A)
		O'Connor, Brice (P)

x

1. Secretary's Report – R. Culver

- a. MOTION to accept the minutes of the April 2026 meeting. Motion was Seconded and Approved.

2. President's Report – B. Dano

- a. Link in chat for roadmap NECPE.
- b. We are looking for alpha testers for Phase I-IV. Who will we target? Large firms? E Ash - We don't want to have testers who complain. Important to use individuals that have a lot of listings as well as senior members. Ethan mentioned we need two groups and should include companies who have a lot of members. How intuitive is the program? It was decided Brian, Matt L, Scott Forte will be part of alpha testers.
- c. M Lefebvre - We are at the starting line now. The contract has been executed. Begun importing data to the new alpha platform. There will be 3 to 5 alpha testers. We will give our feedback. The Beta testers will include 20 to 40 people allowing us to get more feedback and fix bugs. We will schedule trainings in hubs. Beta testers should include key players in ME. Brice and Mike will make a list. Target for Beta testers is June 1st. CPE Board should be part of Beta testing. Also need trainings, and larger brokerages can request own training. There will be a couple of days that can't add information into Moodys prior to accessing LeaseUp. Resimplify still reaching out.
- d. B O'Connor – important to be able to login and navigate site prior to actual start.
- e. B Dano – in regard to Moodys conversations, Shane understood issues and was actively pushing to get what NECPE needed but lapse was on the management side.

3. Treasurer's Report – J. Boufford – Absent. Allison presented

- a. On par for expenses; dues are still coming in. One more large Moodys in amount of \$75k. LeaseUp sent annual bill forward.

- b. M Lefebvre – when contract was finalized with LeaseUp they initially asked for up front payment. Since negotiations, LeaseUp has agreed to two payments Net 30, one sent out July 1st for 50% of contracted amount, and second 6 months later. Current dues will help offset onetime cashflow issue. Total amount for the year due is \$185k. \$10k setup fee paid to LeaseUp already. Two options that have been floated is possibility of Money Market usage or loan from CIBOR if by 7/15 there is not enough to pay the first invoice.
- c. E Ash – if half of members pay dues we should be ok? M Lefebvre – should be, but good idea to address the issue now. B O'Connor – ask Allison to send list of ME members that are not paid up. A Ropes – she sends out reminders to unpaid members as well as there is a member alert when those members login.
- d. MOTION to review the month end Financials for March and April 2026. The financials were approved and will be put on file.

4. Office Administration Report – A. Ropes

- a. Working on collecting NECPE membership dues. The hard copies have been mailed out. Electronic notices have been sent out a few weeks ago and will send another batch out latest Friday. The notice is posted on the member alert.
- b. Also working on the platform change for NECPE with Kurt. Specifically the Maine EDC link. Refund or credit has been requested on the final Moodys bill of \$ 3,750. The Maine EDC link invoice was for the year Jan. – Dec 31 2026.
- c. Working with Kurt to set up on-boarding training in June. It will be hybrid to get as many people trained as possible.
- d. Appraiser from RI is concerned that the platform is listing based.

5. New Business

- a. B Dano – who is going to work on Alpha: Brian, Matt, Scott. E Ash - Beta :20-50 members; would be ok with his brokerage participating. B Dano – Brice/Maine needs to have access to Beta. B James
- b. B O'Connor – how are we getting/giving feedback? M Lefebvre – it is built into platform and sent directly to LeaseUp. B Dano – Kurt and Moran will be our primary contacts.
- c. M Lefebvre has a running list of individuals. Will there be an ad in NE Bus Jrnl? B Dano -yes.
- d. A Ropes - Trainings – Bedford, Portsmouth, Portland, Vermont, Boston, Rhode Island.

6. Adjournment at 11:00 am.

Respectfully submitted,

Rose Culver
Secretary NECPE