

**New England CPE  
Board of Directors  
July 20, 2023**

**ZOOM Mtg.  
10:00 am – 11:00 am**

## **MINUTES**

1. Call to Order—10:04 AM
2. Roll Call

NECPE Board of Directors P=Present/A=Absent

Ash, Ethan (P)	Culver, Rose (P)	Nesmith, Laura (P)
Bacon, Matt (P)	Dano, Brian (A)	Robbins, Andrew (P)
Bonawitz, Cheri (A)	Farley, Cassie (A)	Wright, Bryan (A)
Boufford, Jeff (P)	Forte, Scott (P)	
Canavan, Nicole (A)	Johnson, Star (P)	
Cobb, Mike (P)	Lefebvre, Matt (A)	

Guest: Adam Lord, Penchansky Financial Reveiw NECPE (approx.. 10:04 am)

Adam Lord went over page by page of NECPEs taxes/financials for 2022, the document which was made part of the record. Report was a “compilation” which gives no opinion expressed by CPA (and no assurances). Cash (or equivalent), assets, liabilities and revenues all up from prior year; expenses down. Cash flow stronger.

### **1. Secretary's Report – R. Culver**

- a. **MOTION** to accept the minutes of the May 2023 meeting. **MOTION** was **SECONDED** and **APPROVED**.

### **2. President's Report – M. Bacon**

- a. Updates on Catylist/NECPE Contract
  - There was a Catalyst billing error that needs to be checked into, contract says annual billing.
  - An Addendum was drafted to change billing to quarterly as it has been.
  - Executed copy needs to be forwarded by Matt Bacon to CPE office.

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

- a. A MOTION to review the financials for May and June 2023. The financials will be placed on file.
- b. Income and expenses look solid for both months, although income low but will catch up next month.

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

- a. Since the last meeting in April, there have been 29 inquiries for NECPE....11 NH, 17 in ME and 1 in MA.
- b. As always working on withdrawals/deletions.
- c. I have been busy collecting NECPE dues. They are coming in both online and by check. For Renewals, ME has 176 renewals with 34 non renewals; NH has 330 renewals with 40 non renewals; VT 2 renewed, MA 13 renewed and one non renewals; Other 8 renewed and 4 non renewals. Of all the non renewals I expect about ½ of them to renew since many have listings. They will just pay late. FYI, approx.. \$ 98,747 is not reflected in Income for dues in June...it will show up in July.

5. **New Business:**

- a. Scott Forte - Timeline of Catalyst rollout
    - a. Change in negotiations - did not want to jump on new Catalyst until the bugs were out.
    - b. Need date to start testing by individuals (no access yet) in order to plan rollout to membership and want to be sure all is in good working order.
    - c. Some issues have been experienced and cleared by other boards
  - b. Scott Forte - suggested letter of support for Suzanne Brunelle appointment on the Real Estate Commission Board. Matt Bacon: not sure.
6. A **MOTION** to adjourn the meeting was **SECONDED** and **APPROVED**. Meeting adjourned at 10:34 am

Respectfully submitted,

Rose Culver  
Secretary