

**Conflict of Interest Committee (COI)**  
**Meeting Minutes**  
**March 23, 2021**

**Members Present:**

Leon Artus – Chair  
Christine Duerr – Vice Chair  
David Pancoast – Secretary  
Laura Flieder – Member

**Others Present:**

None

**1. The meeting was called to order at 3:02 PM**

**2. The secretary called the roll**

**3. Review of agenda**

Leon distributed and reviewed the agenda for today's meeting. Missing from the agenda was the election of officers from the upcoming year.

**4. Re-organization / election of officers**

Prior to the nomination of officers there was a general discussion of summer travel plans and how those would impact future meetings particularly given the uncertainty surrounding the ongoing and evolving pandemic. It was agreed that if necessary, individual members could participate remotely via Zoom.

Laura nominated Chris for Chair; David seconded. Chris was elected Chair 4/0.

David nominated Leon for Vice Chair; Leon declined. David then nominated Laura for Vice Chair; Leon seconded.

Laura was elected Vice Chair 4/0.

Chris nominated David for Secretary; Leon seconded. David was elected Secretary 4/0.

**5. New officers**

Christine Duerr – Chair, Laura Flieder – Vice Chair, David Pancoast – Secretary.

**6. Resignation of Carl Anderson**

Leon indicated that Carl wants to resign. Pending an official letter of resignation, no further action was taken.

**7. Review and approval of minutes from previous meeting**

The minutes from the March 8, 2021 meeting were reviewed and David pointed out some necessary corrections. Leon moved to approved them as corrected; Chris seconded and the minutes were approved 4/0.

**8. Review and approval of minutes from previous nonpublic session**

The minutes from the nonpublic March 8, 2021 session were reviewed. David moved to approved them; Leon seconded and the minutes were approved 4/0. These will be sealed as part of the records for Case # 2021-02.

**9. Nonpublic session**

David moved that we enter nonpublic session to address Case # 2021-03; Leon seconded. The secretary called the roll and the motion carried 4/0. The committee went into nonpublic session at approx. 3:20 PM and recessed to a remote location.

**10. Specific statutory reason cited as foundation for the nonpublic session**

RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board...

**11. Return to public session**

The committee returned to public session at 5:37 PM.

**12. Disposition of the petition**

Leon moved to continue Case 2021-03 until the next meeting. David seconded the motion. The secretary called the roll: Chris: yes, Leon: yes, David: yes, Laura: abstain. The motion carried 3/0/1.

**13. Next meeting**

April 6, 2021 at 2:00 PM.

**14. Adjournment**

Chris moved to adjourn. David seconded. The motion was carried 4/0 and the meeting was adjourned at 5:42 PM.

Respectfully submitted by David Pancoast