NESEA Board meeting

September 26, 2014

Summary of action items

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| Who | What | When |
| Tina | Convene a jobs roundtable about hiring and training youth who are likely not college-bound; roundtable to include small business owners in the construction industry who are in a position to hire and train; state agencies; existing training entities; potential funders such as CEC; others who have a stake. | Tina to determine timeline. |
| Board | Submit content for website | Jennifer to put together a timeline. |
| Board | Suggest and support candidates to put together Masters Series classes | ongoing |
| Martine | Masters Series course on modeling | Report back on progress at next board meeting/call |
| Paul | Put together a business plan to cover the cost of recording sessions at BE conferences (based on budget that Mary provides). | Report back at next board meeting |
| Board | Once Mary sends us an update on the commercial content at BE conferences, we should make sure we get the word out to contacts we have in the commercial/institutional world | Between now and end of the cal;ndar year. |
| Caitriona and board members | Resubmit on-line ED review form to Board members; board members to fill out the form the day they receive the e-mail from Caitriona | Caitriona to determine timeline |

Attending: Jennifer Marrapese, Caitriona Cooke, Paul Eldrenkamp, Rick Renner, Andy Padian, Phil Kaplan, Martine Dion, Tina Halfpenny, Rob Meyers, Lisa Tallet, Michael Bruss, Julie Klump.

Not attending: John Skipper.

The meeting was called to order at 11:10 AM by board chair Caitriona Cooke. Introductions to two new board members: Lisa and Julie.

Jennifer updated on action items from the Board retreat in May. Curriculum Committee was not completed; message to past conference attendees about exhibitors was not completed; Board member planning of BE Local or Pro Tour event prior to next Board retreat. Going forward, we’ll go through the action items list at the end of the Board meetings.

**VOTES**

* **Andy moved and Phil seconded approval of the Board meeting minutes (May 16); unanimously approved.**
* **Michael moved and Rob seconded approval of the Board retreat minutes (May 17); approved with one abstention (Tina).**

Martine updated the board on nominations committee work to identify a new board members to replace recently resigned member Marie McMahon-Meehan and introduced Lisa Tallet from National Grid.

**VOTE**

* **Andy Padian moved and Phil seconded a motion that we name Lisa Tallet to the Board to take Marie’s seat. Motion passed unanimously.**

Jennifer reviewed her director’s report (see Board packet) and updated the Board on

* The BE15 collaboration with The Net Zero Energy Coalition;
* The annual appeal;
* The Kate Goldstein Fund awards and endowment, (possible annual Tinaaward, try to develop fundraising opportunities outside of usual NESEA channels, check-off box on membership renewals and anneal appeal form; likely normal use of funds going forward will be NYC and Boston conference scholarships and BE Master Series stipends);
* BE-NYC (registrations, exhibitors, and sponsorships are all well ahead of last year at this time);
* Jennifer just hired a replacement free-lance editor for Building Energy magazine;
* Jennifer is working with the National Grid Foundation for possible funding for training; may be a collaboration with Carter Scott, who’s currently developing a training program at Minuteman Tech. Training and jobs is a huge topic, opportunity, and obligation. Tina will convene a roundtable discussion to evaluate opportunities for enhancing current and creating new training opportunities.

Jennifer introduced new staff members: Stephen Dotson (taking Travis’s position), Scott Tanner (Mass CEC intern), Katie Schendel (membership manager), Miriam Aylward (program manager), Beth Frazier (office coordinator).

Katie presented her view of the “membership experience” at NESEA—creating NESEA evangelists and reinforcing the fact that members—and memberships—matter (see attached Powerpoint). Katie handed out a proposed membership level/benefit matrix (attached) and led a discussion of how NESEA membership benefits participants. NESEA plans to assemble focus groups to be able to have this conversation among multiple constituents.

Stephen gave an overview of the new website and ran through some sample/draft pages and features. Jennifer put out a request for website content from Board members. The website is on schedule to be able to launch BE15 registration in December. Energy Circle has been great to work with.

Tina and Jennifer presented the year-end financials. (page 15 in Board packet). Ended year with surplus of about $46K, for two primary reasons: BE-NYC and BE Bottom Lines generated revenue and covered staff time. Budget allocations for staff compensation have not increased, but Jennifer anticipates we will not exceed current budget numbers even with the substantial staff turnover and the quality of the new hires; compensation packages will need to increase next year(s) to maintain staff caliber.

The Master Series seems to be stalling and is not meeting budget; no lack of ideas for courses but a general lack of presenters who have the time to do a good job with it and have the industry standing to draw a paying audience. Stephen and Miriam are going to look into a possible subscription series model.

Course ideas:

* Mitch Anthony on marketing
* Bottom Lines members on sustainable business practices
* Energy modeling

Mary sent out an RFP for a recording company for BE conferences session recording, using a software other than Camtasia, so that we can build a library of sessions for on-line access. Possibly do some Bottom Lines webinars on business topics and add those to the library. Subscription series model can apply to this.

Committee reports

* 50 Miles. Rick Renner updated us on progress. Team will stick with Bill Maclay and Wright Builders to develop the “phase one” renovation project to meet immediate building needs for a budget that does not trigger full code and accessibility compliance requirements. Construction may be able to start shortly after BE15.
* Governance. Rick Renner noted limited progress on the Governance Committee.
* Development. Michael Bruss reiterated that Board members had, at the board retreat in May, agreed to reach out to various companies and organizations that might be sponsors or exhibitors at BE conferences (included in Board packet for this meeting). Tina and others spoke to the need to cultivate commercial/municipal presence at the conferences to be able to attract a broader range of exhibitors and sponsors. Martine mentioned that the Cities track started to attract this audience. Jennifer reminded us that one of the BE conferences coming up will be in NYC and focused on this commercial/municipal/large multi-family market.
* Nominations. Martine reported that the committee had been busy filling Marie’s seat and also on identifying short- and long-term candidates for open positions. The slate Martine proposed to be on the ballot for member election are Phil Kaplan, Andy Padian, Julie Klump, and Lisa Tallet. The top three vote-getters will be elected; the fourth will be considered for appointment to the board by the board. Andy suggested Les Bluestone as a possible candidate for Martine to reach out to. Rob suggested Ben Southworth. Phil suggested Fortunat Mueller. These three (if they agree to run) will be considered for inclusion on the ballot during the October 9 board call.

**VOTE**

* **Rob moved and Rick seconded the slate of Phil Kaplan, Andy Padian, Julie Klump, and Lisa Tallet for inclusion on the ballot to be distributed to the membership for this fall’s election. Motion was approved unanimously.**

The board went into executive session for the Executive Director review.

After the executive session, Rob moved and Phil seconded a motion to adjourn. Motion passed unanimously. Meeting adjourned at 4:10 PM.