

NESEA BOD Meeting

03/07/2019

Conference Call

Participating

Lauren Brust Moss

Saheel Chandrani

Betsy Glynn

Jenna Ide

Phil Kaplan

Jennifer Kearney

Nancy Ludwig

Fortunat Mueller

John Skipper

Ben Southworth

Andrew Webster

Rachel White

Staff

Miriam Aylward

Devan Folts

Not Participating

Rob Meyers

Jennifer Marrapese

Agenda

10:04am Meeting brought to order.

Boston Updates:

- BE Boston is next week. Final preparations are underway.
- Sponsorship and exhibitor levels are below budget
- Registration goal has been met, expecting more people next year
- Access may make up difference between \$\$ levels
- Groups of Highschool students that will be attending for the first time
- 1st time that we were able to provide RESNET credits (sp?); relevant to large portion of audience
- NESEA night is sold out! Will be opening up ballroom space to allow for additional attendees.
- BOD will serve as greeters and PR during conf. Strategic greeters. Board exhibitor buddies, check-in with and provide TLC to exhibitors. Encourage participation as business members.
- Lifetime member breakfast, BOD asked to participate w/ that as well

Financial Update:

- Budget and cash projections for the year, small corrections from what was presented at in person board meeting.
- Current estimate is that at year end, NESEA will net \$40K in operational savings. This does not include any proceeds from the building. This is a result of JM departure and some raises for back-filling staff.
- FM: hiring decisions needs to incorporate next year's budget and not just this year.
- Planning on a hire for admin/coordinator/support staff position. Timeline is within the current fiscal year.
- LM: encouraging MA to perform more detailed salary & comp projections in time for NESEA retreat

50 Miles St Update:

- Special permit that the buyers need was not added to the town agenda for the month
- Agent suggest extending due diligence stage to May 15 and the close to June 30, with the option to close earlier
- Allow NESEA to show the building to other prospective buyers in the mean time
- MA met with loan officer at bank, bank is inclined to keep the line of credit open after the sale for use

Other Updates:

- No NESEA BOD attendees to JLC live; exploring opportunities to foster NESEA relationship
- ProTour schedule is finalized. March 21st is the launch party. All ProTours will be listed on the website by 21st.
- 2 Calendars which are for the BOD, lists all of the external events.
- Staff and BOD member will provide updates to the strategic goals on each BOD meeting call, one per meeting
 - Keep current focus on becoming fiscally stable in mind before development of new programs etc.
 - Focus on developing metrics that are unique to each goal to assist in demonstrating progress
- Next BOD call scheduled for Thu Apr 2, 9am.
- MA to send details on hotel for BOD retreat

ED Search Update:

- PK: ED search committee is Phil, Lauren, Saheel, and Paul E.
- Likely have Jeannette M. participate, will be at a cost. Advises that a staff member also participate. Cost is \$1,500-\$1,700 per day, not including a non-profit discount. \$6-7k total potential cost.
- MA: keeping tight control on budget to this additional cost is a concern
- Timeline: MA contract is through 12/31/19; the assumption is MA will be successful and will want and be offered the ED role. BOD would like a decision on a candidate by mid Sept 2019 to allow for a concrete transition plan.
- BOD will craft a solid job description

Motion to adjourn at 10:07am made by Phil and seconded by Andrew. Unanimously approved.

Minutes submitted by Saheel Chandrani.