

## **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
- 1<sup>st</sup> 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 21<sup>st</sup> is the launch party. All ProTours will be listed on the website by 21<sup>st</sup>.
- 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.