

NESEA BOD Meeting

02/13/2020

In-person Board Meeting

Participating

Jodi Smits Anderson
Miriam Aylward
Lauren Brust Moss
Saheel Chandrani
Loic Chappoz
Betsy Glynn
Nancy Ludwig

Fortunat Mueller
Matt Root
Ben Southworth
Kate Stephenson
Rachel White
Andrew Webster

Not Participating

Phil Kaplan

10:14am Meeting brought to order.

Vote:

- 1) Motion to approve minutes for January 2020: Made by Rachel W. Seconded by Jodi SA.
 - a. Vote to approve unanimously for all board members in attendance at that meeting.

New Items:

- 1) Finance Committee Update (Miriam and Fortunat)
 - a. Q2 financials review
 - i. Overall, after Q2, NESEA is at 114% of total budget, attributed to higher than anticipated Donations and Sponsorship revenues.
 1. Large matching donation
 2. EP sponsorships
 3. BE-NYC breakout sponsorships at a new level of \$5k, was very attractive and resulted in 10 sponsorships.
 - ii. Expenses have been actively managed and are currently under budget, by 3%.
 1. Primary driver is non-replacement of departed employee for a short period of time.
 2. Fees and Permits and Catering were higher than anticipate
 - iii. Target ConEd, NSERDA, NYPA for sponsorships as they launch new programs
 - iv. 50 Miles St move consumed a lot of time expense
 - b. Balance sheet:
 - i. Checking remains at similar levels to same time 2018
 - ii. Accounts Receivable increased to 181%
 - iii. Total assets down by 20%
 - iv. Line of credit reduced substantially, due to sale of the building. The remainder will be paid before the end of FY end.
 - v. Line of credit will remain to be used at the discretion of NESEA for operational activities.
 - c. Profitability and rainy day fund goals
 - i. NESEA's goal is to provide programming and make an impact regardless or micro or macro economic factors affecting NESEAs operational budget and financing position.
 - ii. NESEA has endured many previous years of tight or negative cash flow years

- iii. Today's NESEA is showing positive signs of growth and with continued strong leadership, will be able to withstand economic shock and continue to serve its mission.

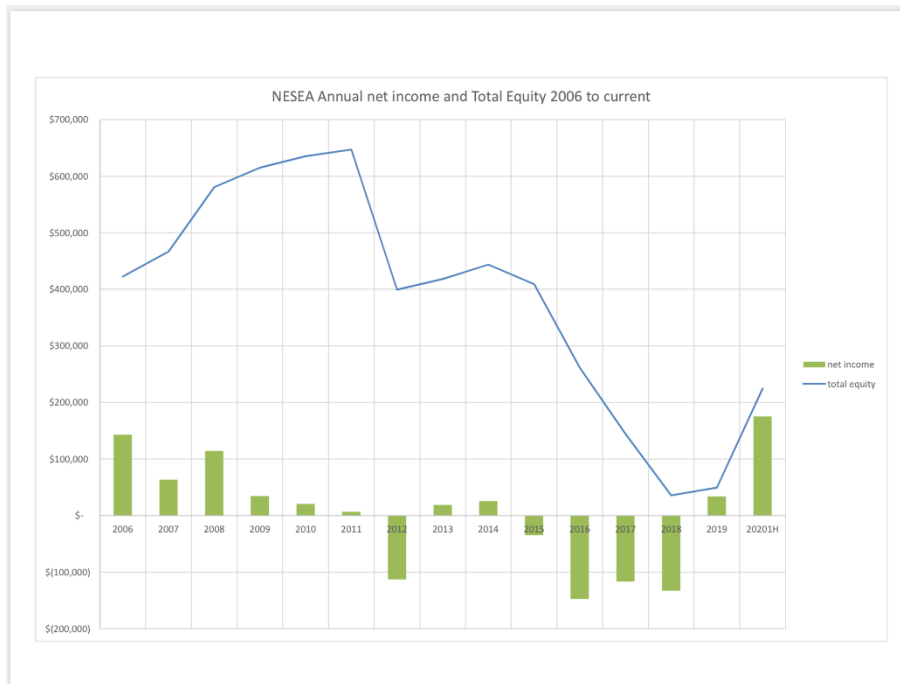


Fig. 1: Historical Net income and Total Equity

- iv. Finance committee will come up with a recommendation on how to determine the amount of a 'rainy day fund' which will allow NESEA to continue operations in case of severe downturn in traditional revenues.
 - v. Goal is to have this addressed before the May meeting.
- 2) Nominating Committee Update (Rachel)
- a. Nominating committee is working to address ways in which we can create a more inclusive and diverse board.
 - b. Board application process review
 - i. Jan/Feb: BoD survey to determine gaps in skills and demographic/professional representation
 - ii. March: Fireside chat w/ Board Chair and Nominating committee at BE Boston to discuss with prospective BoD members
 - iii. April: Call for applications, highlighting gaps and sharing a job description
 - iv. May: BoD reviews applications, set slate?
 - v. June/July: BoD gathers candidate statements
 - vi. Oct/Nov: Voting for new BoD members
 - vii. Dec: Finalize new members
 - c. Discussion of results of survey (N.C. to set goals based on discussion at their next meeting)
 - i. [LINK TO SURVEY RESULTS](#)
 - 1. Insights show that we have a balanced representation of where our members work and serve and the board

2. There are a few specialty trade areas where we don't have members or BoD members
3. Ethnicity data has not usually been collected however this was the first time – Building Energy Boston. Collecting this data was piloted with BEBOS attendees, doesn't come with multiple registrations, and shows 20% of total BEBOS attendees: Registrants and Attendees are mostly White.
 - ii. Committee will continue to build our dataset so that more meaningful insights can be extracted and accurate goals can be set.
- d. Draft board job description review
 - i. Feedback around the personal contribution requirement for BoD members; discussion around the optics of 'pay to get on a board' vs the financial benefit of supporting an organization that an individual is passionate about
 - ii. Overall BoD description is well received, provides key details required for new and prospective members
- e. Meeting schedule and goals for 2019
 - i. To be discussed at a later date due to time constraints.
- 3) Development Committee Update (Andrew)
 - a. Aspirational focus reminder
 - b. Draft Letter of Inquiry (LOI)
 - i. Foot in the door to introduce NESEA to potential large institutional donors
 - ii. Follow up with a full grant proposal after link established
 - iii. The letter is designed to be able to be adapted to a variety of donors
 - iv. Intent is to seek donations of greater than \$50k
 - v. Working to identify list of prospective donors, for example, NYSERDA's grants: ask that how can this funding support NESEA at one time or sustained over time
 - vi. Highlights activities that NESEA has undertaken as well as initiatives that would be enabled by funding
 - vii. Communication w/ the Diversity Caucus that the report has influenced much of this work and is being considered as this is developed
 - viii. Engage staff to start to firm up the deliverables since the development of this document has progressed.
 - c. Meeting schedule and goals for 2020
- 4) Governance Committee Update (Betsy)
 - a. Fact of the day
 - b. Updated and refreshed sections related to membership, non-discriminatory policy, resignation and termination of members, and reinstatement.
 - c. Updates will be published to the website. These changes are not material to warrant a vote from membership.
 - d. Meeting schedule and goals for 2020
- 5) Finalize Board Committee membership (Miriam)
 - a. New board members: which committee would you like to join?

- b. Governance and Finance seem to have adequate coverage
 - c. Nominating, Development could use some more voices
 - d. Others: any changes that need to be made?
- 6) Recap from Board Retreat (Miriam)
- a. Growth vs. development
 - b. Points of engagement exercise
 - c. Territory considerations
 - d. Revisit vision for FY20 and FY21
- 7) NESEA staff arrive; lunch with the board
- 8) Points of Engagement Exercise
- a. Overview of process: review the five points of engagement that have the most impact on our mission and the territory that we serve; analyze the data collected over the last six months; identify priorities
 - b. Format for each point:
 - i. 5 minutes of presentation
 - ii. 15 minutes of discussion to identify priorities for development and/or growth
 - c. Five Points of Engagement & Regional Engagement Map
 - d. Regional Engagement Map
 - e. Five Points:
 - i. Become an Academic Member
 - ii. Attend a Pro Tour
 - iii. Attend BuildingEnergy NYC
 - iv. Attend BuildingEnergy Boston for two days
 - v. Participate in BuildingEnergy Bottom Lines

Motion to adjourn: Kate S; seconded Ben S.

Meeting closed 3:32PM

Minutes submitted by Saheel C