

NESEA BOD Meeting

01/09/2020

Zoom Meeting

Participating

Jodi Smits Anderson

Miriam Aylward

Lauren Brust Moss

Saheel Chandrani

Loic Chappoz

Phil Kaplan

Matt Root

Kate Stephenson

Rachel White

Andrew Webster

Not Participating

Betsy Glynn

Nancy Ludwig

Fortunat Mueller

Ben Southworth

9:03am Meeting brought to order.

Vote:

- 1) Motion to approve minutes for Dec 2019: Made by Kate S. Seconded by Ben S.
 - a. Vote to approve unanimously.

Updates:

- 1) Welcome to new board members and introductions (LM)
 - a. Jodi Smits Anderson
 - b. Matt Root
 - c. Loic Chappoz
- 2) Officer Elections (LM)
 - a. BoD four officer positions for Chair (Lauren M), Vice (Ben S), Sec (Saheel C), and Tres (Fortunat M)
 - b. Vote to approve appointments:
 - i. Motion made by Kate S. seconded by Phil K.
 - ii. Discussion:
 1. Consider continuity of the Exec committee and ensure that as terms end, stability is maintained for the organization.
 - iii. Exec committee approved unanimously.
- 3) ED Report (MA)
 - a. New Hire
 - i. Tracy K gave notice.
 - ii. Robert W is a new hire and will report to Flo M. Transferable experiences as event coordinators. Will assist w/Bottom Lines and ProTours; intent to lead these events within one year allowing Flo M to focus on other programs.
 - b. New Office
 - i. Heating system seems to have issues, Miriam A is exploring options to fix and take over control of heating for space.

- c. Fundraising
 - i. Full board contributed
 - ii. Met the match that was in place
 - iii. A few weeks away for meeting the fundraising budget for the year
 - iv. Email communication sharing success w/membership and the effects this has on the org
 - v. BE Boston Donor appreciation thanks breakfast; different day as the lifetime member breakfast
 - vi. Crafting a planned giving campaign, meeting w/Bruce C quarterly
- d. Financials
 - i. Fiscal year is July 1 – June 30
 - ii. Quarterly budgets are proving to be a very useful planning tool
- e. Program Highlights
 - i. BuildingEnergy Boston
 - 1. All is on track; close eye on registration
 - 2. Help request – BoD to reach out to potential exhibitors. Miriam A to share a list of prospects and have BoD reach out to known contacts and help facilitate booth sales
 - ii. BuildingEnergy NYC
 - 1. Date and Venue are secured; same rates and location as last year.
 - 2. Open planning meetings at the end of Jan
 - 3. Andrew M and Sara B are Co-chairs
 - iii. Pro Tours
 - 1. Working through proposals; as well as a few more from NYC. Few submissions may come in after due date
 - 2. ProTour sponsorship is ahead of plan
 - 3. NYSERDA will return as a series sponsor
 - iv. Bottom Lines
 - 1. Orientation for three new member companies; finding the best groups for them to join.
 - 2. Working through applications of the program and finding the right teams for them to join
 - v. BuildingEnergy magazine
 - 1. One issue per year in the fall; using as a development tool
 - 2. New contract w/ publisher, will likely stay w/ the same company
 - vi. Membership
 - 1. Sponsored memberships are going well

2. Industry leader membership has new benefits
 3. Lapsed members as a category is a priority to engage and enlist; other initiatives to be developed to grow membership
- 4) Nominating Committee (MA and RW)
- a. Look for a Board Representation Survey this week to establish baseline data to assist with search for new BoD members to make sure that the board is more inclusive and well suited for the needs of the org
 - i. Sector
 - ii. Regions served
 - iii. Professional specialties
 - iv. Ethnicity
 - v. Gender
 - vi. Age range
 - vii. Skills (e.g. legal)
 - b. Reviewing Board Job Description at 1/22 meeting
- 5) Reminder: in person meeting February 13 in Greenfield, MA (MA)
- a. Review metrics for 5 most impactful points of engagement; set goals for the year
 - b. Establish committees
 - c. Q2 Financials
 - d. Check out NESEA's new office
 - e. Governance update
 - f. Hours of the meeting: 9:30am breakfast, firm start at 10am; 3:30pm head to new office and meet & greet w/NESEA team. Depart at 4:30pm.

Motion to adjourn: Phil K; seconded Rachel W.

Meeting closed 9:54AM

Minutes submitted by Saheel C