

## **NESEA BOD Meeting**

03/05/2020

Board Meeting Conference Call

### **Participating**

Miriam Aylward

Lauren Brust Moss

Saheel Chandrani

Jodi Smits Anderson

Loic Chappoz

Matt Root

Kate Stephenson

Ben Southworth

Betsy Glynn

Andrew Webster

Fortunat Mueller

Phil Kaplan

Rachel While

### **Not Participating**

Nancy Ludwig

### **9:04am Meeting brought to order.**

#### **Vote:**

- 1) Motion to approve minutes for Feb 2020: Made by Jodi S A. Seconded by Kate S.
  - a. Vote to approve unanimously for all board members in attendance at that meeting.

#### **New Items:**

- 1) Board call and meeting schedule
  - a. 9 am first Thursdays?
    - i. Discussion around afterhours and before 9am, consensus is that meetings should take place within the work day.
    - ii. There has historically been very good attendance on Thursday at 9am.
    - iii. Meetings shall remain on Thursday at 9am once per month.
  - b. In-person meetings
    - i. How many (2 or 3?)
      1. The September NYC BoD meeting started when we needed to encourage BoD attendance to BE NYC. Since then, the conference has been established and the staff time to host a conference and a BoD meeting is challenging.
      2. If 2 meetings, Retreat in May and a longer in person rather than 10a.m. to 3p.m.
    - ii. If 3, when?
      1. Early Nov, Feb, & May retreat.
        - a. Annual meeting is first quarter of the year per bylaws, annual meeting is a good chance for BoD to interact.
    - iii. If 3, where?
      1. Focus on public transit options so that maximize on productivity and minimize carbon impact.
      2. Focus to serve the areas where we serve, create opportunities to interact with staff and members.

3. Focus on NYC/BOS/Greenfield/Providence and rotating between locations.
  4. Staff is easily able to accommodate and host in Greenfield.
  5. Mirian A and Lauren M to brainstorm and report back.
- 2) Board Committee Updates
    - a. All BoD members are on committees, listed on the NESEA website under About > Governance > Board Committees.
  - 3) Final Board Job Description
    - a. Final document is now available, will be sent for each member to sign and return.
    - b. Will update the section on # of in-person meetings based on today's discussion.
  - 4) Program updates, esp. Boston
    - a. All progress is as anticipated, no major hiccups.
    - b. Conference is 19 days out. \$50k ahead in registration revenue.
    - c. Tradeshow floor is sold out w/3 on the wait list.
    - d. Sponsorships are ahead of budget.
    - e. 95% of budgeted revenue, additional \$29k needed in registration. Previous years, last 20 days brought in +\$120k. Looking very positive.
    - f. Sponsored breakouts are proving to be very popular, i.e. Daikin on refrigerants is of interest, no general sessions to address, and interest from attendees.
    - g. COVID-19:
      - i. Not anticipating any changes to the sessions
      - ii. Working with the Westin on how to address
      - iii. Making a communications plan for attendees, as it gets closer to the event.

Motion to adjourn: Ben S; seconded Phil K.

Meeting closed 10:01AM

Minutes submitted by Saheel C