Meeting brought to order at 9:05am

Vote: Motion to approve minutes for January: Made by Loic. Seconded by Andrew.

- Approved with adjustment to attendee depiction

Program updates:

Building Energy Boston – Boston is typically around 1300 attendees
- Grid was approved - 35 sessions from 140 proposals.
- Registration opened to members yesterday (Feb 10)
- Sponsorship outreach going well
- Finalizing keynote and designing community activities
- Spontaneity does not happen by accident!
  - Crafting virtual hallway conversations and will need Board members to host

Building Energy NYC – NYC is typically around 500 attendees
- Open planning meeting with 45 attendees
- Finalizing theme next week
- What will the format be (remote/in-person/hybrid)?

Building Energy Magazine
- Still not received by all (and well worth the wait) - Matt got his… sigh

BEBL
- Planning sessions on anti-racist businesses
- Steering committee meetings are bi-monthly

Pro tours
- Last one was end of Jan
  - Well received, sold out, excellent organization
- Working to provide access to past events, even with breakouts
- What role will pro-tours play going forward?
EP program
- Planning virtual visits to academic members
- Waiting on grants and membership-based fellowship going well
- Organizing scholarship/special pricing for academic members

Organization updates:

Revenue
- What does revenue look like post COVID? (1-2 years out)
- Can we return to in-person (and should we?)
- Trade shows changing - large unknowns about the appetite for these
- If received, grant would cover program for three years, which is truly exciting
  - Development committee is looking at more grants
- Membership - what does this look like? Re revenue? If we were to hire, should we hire someone to seek trade booths, or memberships? Membership is more in line with mission.
- Got second round of the PPP
- Entering yearly planning phase where we launch projections...

Staffing
- Flo is now our Program Director
- Susan is retiring end of June
  - Like to hire someone starting in May to allow some training/transition
  - This person could then attend BE Boston and see full run-of-show
- Did not budget to hold 2 conference managers for 2 months so likely will go over budget

Committee updates:

Governance (Betsy)
- Reviewing bylaws
- Should treasurer be outlined as having signatory capabilities on banking accounts?
- Meeting set for 2 weeks out

Nominating (Ben)
- Had meeting and set agenda for first quarter goals
- Assigned calls to connect with new board members
- Assigned calls for exit interviews with departing board members
- Will start looking ahead to identify need skills for board
- Board survey pending...what skills are missing?
- Intend to codify feedback from application process.

Development (Andrew)
- Still working on grant around JEDI goals (Justice, equity diversity inclusion)
- Looking for state/region grants and perhaps piloting programs to be eligible for grants and then expanding to full NESEA area

Strategic planning (Matt)
- Feb 25th is the first meeting
- Spread the word
**Financials:**

**Board giving requests**
- Have met and exceeded budgeting
- Having board support, and engaging former board are both powerful

**Q1 and Q2 review**
- Big story is that we are fine
- Consultant for conference – The work in getting out of contracts was valuable and we paid the consultant a portion, even though their fee is usually based on hotel
- Q - Why has this budget rebounded so well (looks like pre-COVID)
  - A - there are 2 BE Boston events that fall into the year, due to delayed launch
- PPP –
  - Second round ($119,000) is not yet showing up in actuals (and it won’t appear in budgeting)
  - Note that the PPP is based quarterly, which is very useful in that it can then address the disruption, rather than merely responding to a year’s performance differential

**Revenue**
- Have received more than budgeted, due to non-request for refunds from BE Boston 2020
- In Sept, BE NYC was a lesser performer likely due to loads of uncertainty at that time
- Fundraising is on target
- Invested more staff time in Q1 in pivoting to Pathable...this line will balance out over the year
- Some issues with retained earnings and the team is looking at it
- Kate Goldstein Fund -
  - Have never adjusted based on staff time
  - Should this be done on the last 5 years to understand staff time?
  - This info would illustrate the work on the promise we’ve made to donors

**Board Retreat:**

**Work time**
We spent about an hour of facilitated discussion to understand what we have learned about our existing programs related to our remote-access pivot

**Next Meeting** –
March 4th, 9am – 10am

**Motion to adjourn:** made by Jodi, seconded by Kate

Meeting closed 10:55 AM

Minutes submitted by Jodi Smits Anderson
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February 11, 2021