Meeting brought to order at 9:10 a.m.

Approval of meeting minutes from January 6, 2022
Motion from Matt to approve, Arlen seconded. Approved by all present.

Building Energy Boston updates:
- We are full steam ahead on in-person conference
  - Have an excellent session line up.
  - Two keynotes.
  - Five student groups.
  - Feb 15th Pre-Conference is open.
- Registration levels are slightly lower but better than expected.
  - Internal budget adjustments due to registration levels…results in a different net but have accommodated in other budget lines.
- Why in person?
  - Iron clad contract with 5-day cancellation policy
  - Not wanting to lose market share
  - There is great Interest in attending in-person
  - Can't afford to lose the in-person landscape
  - Can run it in a safe way.
    - Safety guidelines. N95 masks required.
    - Food can be takeaway if not comfortable eating in shared space.
    - Bigger spaces.
    - Completely flexible cancellation policy.
    - Staff will test as well.

ED report QnA:
- Possibly a program coordinator reporting to Flo.
  - Mentorship and grants are great, what is the timeline for hiring and positions?
  - Research on outreach planning.
  - Drafting position description for ads in mid-spring.
    - Deliverable should begin around mid-June.
    - Can build upon the Mass-save structure, even though it is targeted to MA.
    - Tons of potential to run this program in NYC…
STRATEGIC PLANNING
This will be a one-pager or a strategic plan.
- The operational plan would be the responsibility of the staff.
- In June the operational plan would be developed, and presented in September, and then weighed for progress.
- Goals discussion

Motion to adjourn: made by Matt, seconded by Arlen. Approved by all present.
Meeting closed: 10:31 a.m.

Minutes submitted by Jodi Smits Anderson: jsmitsanderson@eypae.com for corrections/additions