

NEUAC Board of Directors
Meeting Minutes – Summer 2023
 June 12, 2023 at 8:00 AM PST

Virtual – Zoom &
 & In-Person – San Diego Sheraton Hotel & Marina
*-Meeting votes and outcomes are **bolded** throughout-*

1. Call to Order (Tanya Jones)

- Quorum established; Tanya Jones called the meeting to order at 8:16 AM. Members introduced themselves.
- **Attendees:** Phone: Carrie Perry, Enrique Hernandez, Chad Quinn, Brian Caudill, John Godfrey, Jackie (Salt River Project); In Person: Chad Quinn, John Godfrey, Brian Caudill, Enrique Hernandez, Anthony Hunt, Tiffany Gilstrap, Rhonda Harper, Shannon Stahley, Saunteel Jenkins, Scott Alan Davis, Michael Bell, Kelly Caplan, Andrew Barrett, Latoya Butler, Glenis Scott, Julie Garcia, Kim Campbell, Laura Bayona, Bonnie Temme, Michelle Lehman, Gerri Drummond, Octavio Verduzco, David Conn, Elizabeth Berube, Jennifer Rodriguez, Michael Bradford, Haly Laasme, Kim Rikalo, Faye Kinner, John Rich, Amanda Dewey, Rasheeda Davis, Sakinah Howard, Mary Wilkins (on behalf of Anne Armstrong), Angela Skinner, Andrea Schroer, Marcela Lenox, Kathleen Kerr, Theresa Owens, Marietta Doney, David Carroll, Brittany Lyle, Tanya Jones, Frank Rapley, Keelie Gustin, Britton Gabel, Aimee Gendusa, Gabe Terry, Katrina Metzler, Erin Mao

2. Approve Minutes from the Last Meeting (Tanya Jones)

- Tanya presented the minutes and allowed members to review the minutes from the February 2023 meeting.
- **Motion to accept the meeting minutes from February 2023.**
 - **1st: Kelly Caplan**
 - **2nd: Saunteel Jenkins**
 - **Abstain: None**
 - **Motion Passes**
- Katrina reviewed the Virtual Attendance Meeting Rule. NEUAC By-Laws state that Governance Board Members must attend two in-person meetings annually. Since COVID, we have allowed virtual attendance to count toward the in-person requirement.
 - Because the official COVID-19 emergency has ended, the Board needs to discuss whether to allow virtual meetings to count toward in-person attendance.
 - John Rich and Tanya Jones explained that the in-person attendance rule was implemented to ensure appropriate participation from all governing board members. Members offered insight as to the benefits of Zoom, including a suggestion to increase the number of meetings members are required to attend, virtually or in person, in lieu of an exclusive in-person requirement.

- Members discussed equity in accessing in-person meeting locations and the value of being present for NEUAC meetings, which can be difficult via Zoom or phone.
- Katrina suggested we reconvene a by-laws committee to discuss this issue and other by-law concerns associated with NEUAC's growth. Membership agreed to pursue this course of action.

3. Committee Reports

- **Finance Committee (Enrique Hernandez & John Rich)**
 - **Financial Overview**
 - John Rich and Enrique Hernandez reviewed financials. Revenue has steadily increased, and expenses are lower than the previous year. John Rich noted a monthly variation in revenue and expense, but overall totals indicate a healthy financial position for NEUAC.
 - Current assets are higher than the previous year, while liabilities are lower. NEUAC's total equity has increased, most of which is in cash. John Rich stated NEUAC is healthier than it has been before.
 - **Motion to approve Financial Report as presented.**
 - **1st: Celia Andrade**
 - **2nd: Amanda Dewey**
 - **Abstain: None**
 - **Motion Passes**
 - **Banking Resolution**
 - Enrique Hernandez and the Finance Committee recommend a transfer of NEUAC's banking accounts from
 - NEUAC has had two separate accounts – one at a local credit union, and another at a larger bank. As our balances have grown, our assets exceeded FDIC insurance levels. The Finance Committee tasked staff to look into alternative options to protect our cash, including an Insured Cash Sweep, to ensure all accounts are protected and insured by the FDIC.
 - After exploring many banks, NEUAC and the Finance Committee determined John Marshall Bank, a local Virginia bank, will be able to handle all NEAUC accounts. It is estimated NEUAC will make about \$30,000 per year with the move to John Marshall Bank.
 - John Marshall Bank offers 3% APY on ICS. The signers on the accounts will be Katrina Metzler, Erin Mao, NEAUC President and Treasurer.
 - Motion to approve the Finance Committee's recommendation to consolidate NEUAC's banking relationship to John Marshall Bank.
 - **1st: Tony Hunt**
 - **2nd: Frank Rapley**
 - **Abstain: None**
 - **Motion Passes**

Credentials and Elections Committee (Bonnie Temme & Liz Berube)

- **Results of the 2023 Officers Election**
 - Bonnie Temme announced the results of the 2023 Officers Election.
 - **President: Tanya Jones**
 - **1st VP: Kim Campbell Hailey**

- 2nd VP: Keelie Gustin
 - Secretary: Michael Bell
 - Treasurer: John Rich
- **2023 Advisory Board Members**
 - Bonnie Temme announced the 2023-2024 Advisory Board nominees, bringing the total number of advisory board members to thirty-five.
 - **Motion to accept the slate of 2023 Advisory Board nominees.**
 - i. **1st: Tanya Jones**
 - ii. **2nd: Kim Campbell Hailey**
 - iii. **Abstain: None**
 - iv. **Motion Passes**
- **Advisory Board Cap Discussion (Katrina Metzler)**
 - Katrina clarified that the 2023-2024 NEUAC Governance Board of Directors, recently reelected, will be approved at the Annual Membership Meeting later this week.
 - Katrina reviewed our board structure: 34 Governance Board members, 35 Advisory Board members, 8 Ex-Officio Members, with a total of 77 Board members. Katrina and the By-Laws committee will review this structure and discuss whether a cap should be placed on the volunteer structure of the Advisory Board.
 - Membership discussed whether a cap on the Advisory Board was necessary.
- **Committee Sign-Ups**
 - Erin Mao distributed Committee Sign-Up sheets. Katrina encouraged members to sign up for a committee to which they could contribute their personal and professional strengths in the next year.
 - Tanya will review the sign-up sheets to allocate committee participants and assign chair positions.
- **Parliamentarian Vote (Katrina Metzler)**
 - Katrina Metzler introduced our current Parliamentarian, Kelly Caplan. The Parliamentarian role is advisory to the Executive Committees' monthly meetings in a non-voting role.
 - Board members utilized the "Polls" feature in the Whova app to nominate themselves or a fellow Governing Board member for the position of Parliamentarian.
 - Kelly Caplan, Faye Kinner, David Carroll, and Michael Bradford were nominated for the position. All nominees accepted their nominations. Katrina encouraged members to vote in the Whova app – results will be announced at the end of the meeting.
- **Conference Committee (Tanya Jones, Kim Rikalo, Celia Andrade)**
 - **Conference Report 2023 (Katrina Metzler)**
 - Tanya Jones stated that the San Diego conference was slated for 2020 but was canceled due to the COVID-19 pandemic. Tanya Jones, Kim Rikalo, and Celia Andrade worked together to coordinate the logistics of the 2023 conference.
 - We currently have 803 attendees registered, not including staff or NEADA members – a record attendance for NEUAC.
 - The 2024 conference will take place in Chicago.

- Conference highlights include 421 nonprofits, 164 government attendees, 41 tribal nation attendees, 133 utility attendees, 44 corporations, and 329 unique organizations represented among the attendees, including representatives from Alberta, Canada, Puerto Rico, American Samoa, and Alaska.
 - The only states missing from the conference attendees list are Kansas, Nevada, Montana, and North Dakota. We will focus on these states, including scholarship dollars, to attract potential attendees when we conduct outreach next year.
- **Membership Fundraising (Keelie Gustin & Mike Bradford)**
 - Discussion of membership metrics was postponed until the Annual Meeting later this week.
 - Katrina introduced the red NEUAC ballcaps as a way for the membership committee to stand out amongst attendees and encourage new members to sign up for NEUAC.
- **Executive Committee (Rhonda Harper)**
 - Rhonda Harper reviewed the site selection activities, including touring hotels in Seattle and Charlotte. The Executive Committee has already voted to hold conferences in these locations and needs the decisions ratified by the full board.
 - **Motion for approval of the Hyatt Hotel Contract for the Seattle Conference (2026) and the Sheraton Hotel Contract for the Charlotte Conference (2025).**
 - **1st: Enrique Hernandez**
 - **2nd: Mike Bradford**
 - **Discussion:**
 - **Motion Passes**
 - **Update – Yotel (Katrina Metzler)**
 - Katrina reviewed the amenities of the Yotel in Washington DC for LIHEAP Action Day. After a full RFP, the Yotel came back as the most affordable, centrally located option. We are still working on signing the Yotel contract for February 2024 LIHEAP Action Day. LIHEAP Action Day will take place the first week of February.
 - Katrina and the Public Policy and Advocacy Committee are working on creatively approaching LIHEAP Action Day, including space limitations.
 - Members discussed the benefits of Yotel, including location and price, and the issues they'd like to see corrected, including check-in concerns, in 2024.
- **JEDI Committee & Complete Diversity Survey (Rhonda Harper, Saunteel Jenkins)**
 - Saunteel Jenkins introduced the NEUAC JEDI Committee Statement. The Committee seeks for the JEDI Committee to work collectively to promote justice, equity, diversity, and inclusion on every level – internally via committees and externally throughout our membership.
 - Rhonda Harper introduced the Diversity Survey created by the JEDI Committee. The Committee seeks to capture demographics that detail diversity holistically throughout the organization.
 - Rhonda encouraged each NEUAC member to complete the survey as soon as possible. NEUAC and the Committee will evaluate the results to inform board recruitment, strengths, and

weaknesses and create action items to improve the diversity of the board.

- Survey results will not be published individually but in aggregate. All questions are optional. The Committee understands that some questions may be uncomfortable but acknowledges that discomfort is a part of how we grow as an organization.
- Scott Alan Davis encouraged members from all generations to contribute to the survey and be mindful of the language we use within our organization.

4. Executive Director's Report (Katrina Metzler)

- In the interest of time, Katrina reviewed the required forms, including board agreements, the Conflict of Interest/Whistleblower Policy, and encouraged members to complete the Diversity Survey.

5. Updates from Federal Partners

- Katrina announced this information will be tabled and will be addressed in the National Partners Sessions throughout the week.

6. Motion to Adjourn (Tanya Jones)

- **Motion to adjourn the NEAUC Summer 2023 board meeting.**
 - **1st: Rhonda Harper**
 - **2nd: Kathleen Kerr**
 - **Abstain: None**
 - **Motion Passes**
- **Meeting adjourned at 9:38 AM.**