

# **NEUAC Board of Directors**

# **Meeting Minutes – Winter 2022**

Virtual – Zoom Meeting

December 7, 2022 at 1:00 PM EST

*-Meeting votes and outcomes are* ***bolded*** *throughout-*

1. **Call to Order (Tanya Jones)**
   * Tanya Jones called the meeting to order at 1:04 PM and asked any new attendees to introduce themselves.
   * **Attendees**: Alison Donovan, Sheila Ruffin, Jackie Castrellon, Alita Corbett, Katrina Metzler, Michael Bradford, Erin Mao, Tamara Johnson, Keelie Gustin, John Rich, Kim Rikalo, Rhonda Harper, Britton Gabel, Todd Berreman, Amanda Dewey, Kathleen Kerr, Kelly Caplan, Tanya Jones, Kim Campbell, Thomas Joyner, Sabrina Cowden, Elizabeth Berube, Chad Quinn, Anne Armstrong, Enrique Hernandez, Theresa Kullen, Maria Delaplaine, Alison Poe, Faye Kinner, Tim O’Dea, Stephanie Crawford, Brittany Lyke, Octavia Verduzco, Tony Hunt, Lorena Shah, Bonnie Temme, Shannon Staley, Andrea Schroer, Emily Wong, Jackie Castrello, Olivia Wein,David Cohn, Steve Whitworth, Sheila Pressley, Scott Alan Davis, Gerri Drummond, Julia Garcia, Mike Artuso, David Carroll, Gabe Terry, John Sarver, Francine Artis, Carrie Perry, Angie Sterner, Jennifer Rodriguez, Julie Garcia
     1. Sabrina Cowden introduced herself – sitting in on behalf of Frank Rapley.
     2. Michael Artuso introduced himself – Philadelphia Gas Works.
   * Tanya Jones established a quorum.
2. **Approve Minutes from October 2022 Meeting (Tanya Jones)**
   * Minutes are available on the NEUAC Insider Page and were distributed via email prior to today’s meeting.
     1. **Motion to approve the June 2022 minutes.** 
        1. **1st: Rhonda Harper**
        2. **2nd: Michael Bradford**
        3. **Discussion: None**
        4. **Abstain: None**
        5. **Motion Passes**
3. **Committee Reports**
   * **Executive Committee Update (Tanya Jones)**
     1. Executive Committee had to consider a vote between Board Meetings to officially endorse S. 3769, HR 7947 to raise the Average Cost Per Unit for Weatherized Homes in the United States to $12,000/unit. The needs of the Weatherization program are ancillary to the LIHEAP program and important to our shared consumers.
        1. The Executive Committee made the decision to support this proposal and signed the proposed letter of support.
        2. Faye Kinner inquired as to whether either bill mentioned electrification. Katrina clarified the bills in question did not mention electrification and were solely related to the Weatherization Average Cost Per Unit.
   * **Finance Committee (Enrique Hernandez)**
     1. Enrique reviewed the Balance Sheet and discussed Finance Committee’s goal to increase reserves to six-month mark. While reserves have increased, Finance will continue to focus on this goal to ensure we have strong reserves in case of any emergency.
     2. Katrina and Enrique reviewed the unclaimed property from the National Fuel Fund Network and the National Low Income Energy Consortium, prior to combining to become NEUAC.
        1. The funds in question total about $20,000. Erin Mao researched the funds and stated one of the properties was over twenty years old.
     3. Enrique stated the Finance Committee will be looking and options for a new bank in the future and will keep the Board updated as to their recommendation.
     + **Motion to approve the financial report.**
       - **1st: Rhonda Harper**
       - **2nd: John Rich**
       - **Discussion: None**
       - **Abstain: None**
       - **Motion Passes**
   * **Conference Committee (Kim Rikalo, Celia Andrade, Tanya Jones (Co-Chairs), Katrina Metzler)**
     1. Katrina provided the update for the San Diego Conference, including logo and graphic updates. The theme is, “All Hands on Deck! Navigating a Sustainable Future.”
     2. Katrina encouraged members to share the Exhibitor Packet with our respective networks to obtain additional exhibitors for the conference.
     3. The RFP for the conference closed on December 2, 2022, with nearly 100 submissions for conference presentations. The Conference Committee has been assigned review of relevant RFP submissions to begin assigning submissions to conference tracks.
     4. Pre-conference deep dive sessions will move to the regular conference schedule. Planning is in place for a poverty simulation at the pre-conference session.
        1. The Water Track is assisting with a deep-dive session through coordination with a filmmaker, Kate Levy, reporting on the Michigan/Detroit areas and the water needs in those areas. Her documentary is called, “Who’s Water? The People’s Movement for Safe, Affordable Water and Sanitation in the United States”. Kelly Caplan reviewed Kate’s work and the Katrina presented the documentary trailer for review.
        2. The filmmaker will be at the conference to review the work and facilitate a conversation using a viewing guide to keep audience members engaged in the content.
     5. Katrina signed a contract for Whova (below approval threshold) to bring back to the conference this year.
   * **Membership and Fundraising (Keelie Gustin, Mike Bradford)**
     1. Keelie Gustin reviewed the Membership and Sponsorship trackers, which are regularly updated by NEAUC staff. The 2023 Membership Drive kicked off October 1, 2022 with an internal goal of 255 members. As of the date of this meeting, we are at 102 memberships out of our 2023 goal of 256 memberships. As of the date of this meeting, we are at 57% ($256,500) of the 2023 Sponsorship Goal of $447,300.
     2. Mike introduced vote to raise membership costs.
        1. There is no action recommended by the Membership Committee to raise fees for 2023; the proposed increase would apply beginning with 2024 fees.
     3. **Vote to raise membership costs for FY 2024 by $100 for all membership types (except individual members)**
        1. **1st: Enrique Hernandez**
        2. **2nd: Chad Quinn**
        3. **Discussion: Bonnie Temme offered the suggestion to communicate increase in 2023. Keelie and Mike confirmed this was the reason for the delayed increase in membership costs. NEUAC staff and the Membership Committee will work together to ensure these changes are communicated in a timely manner to our membership.**
        4. **Abstain: None**
        5. **Motion Passes**
   * **Public Policy and Advocacy (Alison Poe, Brian Caudill)**
     + 1. Alison Poe provided an Omnibus update; will be another stop-gap funding bill. The question is whether it will extend through December 23, 2022 or through the first bit of the next session of Congress.
          1. NDAA moved to floor and the end of the Georgia runoff should provide additional insight to how the Omnibus is negotiated.
       2. Brian Caudill introduced the CR number from last year ($4.9 billion + an additional $1 billion supplemental + infrastructure money) in FY23. This amount could change. There is additional discussion of $500 million for the Disaster Supplemental as a part of the Continuing Resolution.
          1. With regard to LIHEAP Action Day, Brian noted several EEI and AGA members plan to attend and engage in LIHEAP Action Day for this year. Brian has received requests for the All-Parties Letter which is good news for our advocacy efforts.
          2. A member proposed the question of the rising natural gas costs in varying territories. Katrina stated she is hearing LIHEAP applications are up this year in comparison to previous years.

Katrina offered an insight from our Champion’s Offices: The first emergency supplemental proposal for LIHEAP supplemental was $500 million; within weeks it went to zero. NEAUC heavily advocated for the additional $500 million due to increases in prices and needs. In the end, we received a $1 million dollar supplemental. Katrina requested the Board thank our LIHEAP Champions offices for the efforts to ensure this result.

* + - 1. Katrina reviewed the terms of a Continuing Resolution, which maintains the funding amounts of the last fiscal year. HHS is permitted to release up to 90% of the funding amount. Upon receipt of an omnibus passage, HHS can release the remaining 10%. We are awaiting the final appropriation of funds, currently.
         1. Katrina detailed the concerns of prices increasing and the need for release of the final 10% to support our clients.
      2. Katrina had a call with Reed’s office and calls with several other offices to encourage an increase in LIHEAP, an agreed-upon Omnibus, and additional support for water in light of the LIHWAP program ending.
      3. Katrina reviewed the “10 Years One Pager” – a new advocacy one-pager created by NEUAC as we approach the Omnibus and rising utility costs. The one-pager provides an overview of how prices and the needs have changed over the last ten years (2012 vs. 2022). Katrina is still working with David Carroll (APPRISE) to ensure accurate numbers.
      4. Katrina provided dates for Congressional Briefing on LIHEAP and upcoming advocacy events:
         1. 02.01.23 11 AM to 12 PM – Congressional Briefing on LIHEAP;
         2. 02.08.2023 – LIHEAP Action Day Advocacy Training (virtual);
         3. 02.15.2023 LIHEAP Action Day State Team Meetings (in person, DC);
         4. 02.16.2023 LIHEAP Action Day (in person, DC)
      5. Registration will open next week for LIHEAP Action Day. As a reminder, we are at the Yotel this year.
      6. Brian Caudill introduced PP&A’s “Extra Mile Award” nominees to be considered for the award. The award is designed to recognize someone who has gone the extra mile for LIHEAP in the last year.
      7. Katrina reviewed the final draft of the All Parties Letter on the Board Materials site, under PP&A committee.
         1. The Board needs to approve the language (minorly updated from last year) for the All-Parties Letter. Content-wise, the letter asks for broad support for the LIEHAP program to maximize funding and reviews current price issues for constituents. The PP&A Committee has already approved the language.
         2. Steve Whitworth inquired whether the letter should refer to FY 2024 funding, not FY 2023. Katrina will make sure the updated draft includes FY 2024 language, which is the correct language for this year’s letter.
         3. **Motion to accept the language of the All-Parties Letter, with the correction of the FY 2024 language in the final draft, as mentioned above.**

**1st: Amanda Dewey**

**2nd: Todd Berreman**

**Discussion: To provide time for approval, attendees were asked to review the language and offer any edits/suggestions in the chat, along with their vote. Votes will be tallied at the end of the meeting.**

**Abstain: Bonnie Temme, Frank Rapley (via Sabrina Cowden),**

**Motion Passes**

* + **Site Selection Committee (Rhonda Harper)**
    1. San Diego 2023 Pre-Conference June 12, 2023 Conference June 13-15, 2023 Sheraton San Diego Hotel and Marina, $217/nt 2. Chicago 2024 Planning Meeting October 4, 2023 Conference May 22-24, 2024 Sheraton Grand Hotel, $195/nt 3. 2025-2026
    2. Rhonda reviewed the work of the Site Selection Committee, including discussion of potential sites – Nashville, Memphis, Seattle, Providence, Omaha, Austin, Asheville, and so on.
       1. The Committee then narrowed down the information based on cost, available dates, spaces available. The Committee is narrowing down to several sites for 2025: Providence, Charlotte, Denver, Seattle, Bellevue, Salt Lake City. (2023 – San Diego, 2024 – Chicago).
       2. The Committee now requires discussion and a vote to determine cities for on-site review for the 2025-2026 conferences. Options include:
          1. Bellevue, WA (outside Seattle) or Denver, CO
          2. Providence, RI or Charlotte, NC
       3. Katrina and Rhonda opened the floor for discussion regarding the above sites; see spreadsheet from Jen on Insider Page for breakdown of dates, locations sampled, etc.
          1. Concerns arose regarding distance from airport to hotel location, food and beverage minimums, per room costs, and geographic location, value of hosting in states where we have LIHEAP champions/State Team Leader organizations.
       4. Erin provided a poll to obtain votes for each location. The poll results will be referred to the Site Selection Committee to schedule a site visit. The results are as follows: Bellevue WA (51%) vs. Denver CO (49%); Charlotte NC (51%) vs. Providence RI (49%)
  + **JEDI Committee (Saunteel Jenkins, Rhonda Harper)**
    1. Rhonda provided an update on the JEDI Committee’s first meeting in October 2022. The JEDI Committee reviewed the goals, what Justice, Equity, Diversity, and Inclusion looks like at NEAUC, and what success looks like for the committee, overall.
    2. Saunteel and Rhonda both shared materials at the meeting to help evaluate how we hold our meetings and how to evaluate anti-racist measures within the organization to ensure JEDI principles are being met.
       1. The Committee will meet after reviewing these materials to identify where NEUAC and each member’s organizations stand, presently, with respect to JEDI. Committee members will also report back on specific goals for the committee at the next meeting.

1. **Executive Director’s Report (Katrina Metzler)**
   * **Resource Directory Project – funded by AGA**
     1. Katrina reviewed NEUAC’s work with AGA for a complete Resource Directory for Energy Assistance. She received the contract for NEUAC to compile this directory yesterday – Executive Committee and Katrina will review before the contract is presented to the full Board.
        1. Katrina hopes to have this project ready for LIHEAP Action Day in February 2022.
     2. In the interim, Katrina began the project and is seeking Board Member review of the compiled resources located on the Board Insider Page. Please review the resources for your state and send Katrina an email with feedback.
        1. Details still up in the air: Whether we address tribes/tribal resources separately or with each state, whether we address LIHEAP needs in the territories.
     3. The project will be a “point-in-time aggregation of resources.” The question of database maintenance will fall to online tool development so organizations/individuals can send updates to be included in the directory.
        1. There is also a discussion of establishing a fund to support the ongoing updates of this directory.
   * **Strategic Plan Update**
     1. Katrina and Erin have narrowed it down to two firms. They’ve asked for proposals and price packages for each provider and will present that information to the Executive Committee before bringing it to the full Board.
   * **Required Forms to Update**
     1. Katrina reminded Board Members to update their Annual Conflict of Interest Form, Annual NEUAC Membership Agreement (Governance Board, only) and Annual Agreement for NEUAC Advisory Board Membership (Advisory Board, only). Auditors will be looking for each of these forms to be updated, so please do so as soon as possible.
   * **Communications Committee – Members Needed**
     1. Members are needed to join the Communications Committee. The first Zoom meeting will be held at 3:30 PM on Thursday, January 19, 2023.
   * **HHS Clarification on the Use of LIHEAP for Membership Dues, Conference**
     1. HHS pointed us to resources (Information Memoranda) to assist in making these decisions based on each state. LIHEAP is a block grant with considerable flexibility, so each state will have its own rules about how the funds may be used for NEUAC membership and paying for the conference.
        1. If there is nothing preventing travel/funds from coming out of LIHEAP, HHS has no issue with the use of those funds to attend the NEUAC conference, but it is important to check with your respective state first.
   * **Projects/Speaking Engagements**
     1. Core Group of US DOE’s National Low-Income Community Solar Subscription Platform 8.
     2. Energy 2040 - Alliance to Save Energy (Policy, Equity, and Communications Working Groups – Katrina participates on each; each meets monthly)
     3. CalCAPA Plenary, National Partners – November 3
     4. NASUCA panelist on energy affordability – November 14
     5. Hawaii PUC LIHEAP Working Group – November 15
     6. LIHEAP Webinar: 2-1-1 Steering Council with AIRs – November 30
     7. Western Energy Symposium – March 1-3
     8. Midwest Energy Efficiency Association (MEEA) – TBA
     9. Behavior, Energy and Climate Change Conference - E. Mao - November
2. **Update from Federal Partners (US Department of DOE, US Department of HHS, NEADA, NASCSP)**
   * NEAUC has a standing call with HHS Energy and Water programs for monthly updates – they will meet again next Friday.
   * Andrea Schroer (NASCSP) provided an update regarding the organization’s new Executive Director, Cheryl Williams.
     1. NASCSP’s Winter Conference will take place April 3 – April 7, 2023, in Arlington, Virginia.
     2. NASCSP is working with NCAP to survey grantees and obtain additional Weatherization funding report data to disseminate. Some LIHEAP data is also included. Andrea will share the link with Katrina as soon as it is posted.
   * Olivia Wein (National Consumer Law Center) shared that NCLC is preparing a one-pager on consumer protections for Inflation Reduction Act relief programs targeting low-income households. She will share with the group when it is ready.
     1. NCLC presented the LIHWAP toolkit at the New Orleans conference. The toolkit is targeted to in the field advocates to assist with issue-spotting water affordability issues.
   * Theresa Kullen, NEADA Liaison, offered that most states are currently in the throes of running winter heating season programming. Applications seem to be on the rise nationwide, compared to previous years.
     1. Next NEADA Board Of Director’s meeting the end of February 2023.
   * Amanda Dewey (ACEEE) announced ACEEE’s R2E2 (Residential Retrofits for Energy Equity): <https://www.aceee.org/r2e2>
     1. A summit will occur in January with assistance to states following in 2023.
3. **Adjournment**
   * 1. **Motion to adjourn the Winter 2022 Board of Directors Meeting.** 
        1. **1st: Enrique Hernandez**
        2. **2nd: Michael Bradford**
        3. **Abstain: None**
        4. **Motion Passes**