

NEUAC Board of Directors Meeting Minutes

December 6, 2023, at 1:00 PM EST

Zoom Meeting

1) Call to Order (Tanya Jones)

- **Quorum established;** Tanya Jones called the meeting to order at 1:12 PM.
- **Attendees:** Aimee Gendusa-English, Allison Poe, Andrea Schroer, Angela Sterner, Bonnie Temme, Bree Boyd, Brittany Lyke, Britton Gabel, Carrie Perry, Celia Andrade, Danielle Wright, David Carroll, Douglas Bennett, Elizabeth Berube, Elizabeth Paulson, Francine Artis, Gabe Terry, Haly Laasme, Jackie Castrellon, John Godfrey, John Rich, Kate Singleton, Katey Beaton, Kathy Kerr, Keelie Gustin, Kelly Caplan, Kim Campbell, Kim Rikalo, Latoya Butler, Laura Bayona, Lindsay Mulvihill, Maria Delaplain, Marietta Doney, Melanie Tobin, Michael Bell, Michael Bradford, Michelle Lehman, Olivia Wein, Rasheeda Davis, Sakinah Howard, Saunteel Jenkins, Scott Thach, Shannon Stahley, Sophie Haywood, Susie Holmes, Tanya Jones, Theresa Kullen, Tiffany Gilstrap, Todd Berreman, Tony Hunt, Will Mitchell, Katrina Metzler, Erin Mao, Maizy Lawnicki, Sarah Armstrong (guest)

2) Approval of Minutes from the last meeting (Tanya Jones)

- **Motion to accept the minutes from the last meeting**
 - 1st - Michelle Lehman
 - 2nd – Keelie Gustin
 - Abstain – none
 - Motion Passes

3) Old Business (Katrina Metzler/Sarah Armstrong)

- Strategic Plan 2024- 2026 – Katrina reviewed minor language updates very similar to what was presented during the Fall Board meeting. Sarah expressed her appreciation to the members who were involved in the process and was excited to see where this takes the organization.
- Katrina called for a vote on the strategic plan.
- **Motion to accept the Strategic Plan (Tanya Jones)**
 - 1st – Tony Hunt
 - 2nd – Kim Campbell
 - Abstain – none
 - Motion Passes

4) New Business – Committee Reports

- **Finance Committee (John Rich)** – John presented the balance sheet, stating that NEUAC is in much better shape than this period last year, highlighting an increase in total assets, grants receivable, and higher membership numbers, with a nod to Keelie Gustin, Mike Bradford and the Membership Committee.

- Katrina noted the improved cash flow due to members returning dues invoices much more quickly this year and an increase in dues. Katrina proposed a discussion with John and the Finance Committee about investment strategies for nonprofit organizations, to discuss such topics as increasing passive income through laddered CDs and other approaches, and to learn more about successful investment strategies. It was confirmed that NEUAC has a high interest income due to a large sum of money in the bank, primarily held at John Marshall Bank. Katrina clarified that NEUAC had transferred almost all cash assets to John Marshall Bank, with funds in excess of \$250,000 held in its insured cash sweep account, which ensures all cash is FDIC insured and earns increased interest; except for a small amount that remained held at Truist Bank, which would be closed out by the end of the year.
- Saunteel promised to share THAW's investment policy and cash management strategy, which includes long-term investments and strategies for laddered CDs.
- **Motion to accept the Financial Report (Tanya Jones)**
 - 1st – John Rich
 - 2nd – Mike Bradford
 - Abstain – none
 - Motion Passes
- **Bonnie Temme announced her retirement** after 37 years and expressed appreciation for all she has learned as a member of NEUAC. Jackie Castrellon will complete SRP's term on the NEUAC board.
- **Conference Committee (Kim Campbell, Latoya Butler and Tanya Jones)** – Kim Campbell reported that the conference planning was ahead of schedule and contained exciting plans, including discussion of reception options, in addition to planning two evening activities. Katrina presented the theme and graphics for the Chicago Conference, and noted that registration would open in the first week of March.
- **Membership and Fundraising Committee (Keelie Gustin and Mike Bradford)** – Keelie announced that they had reached 300 memberships for 2023. The 2024 goal is 297 members, and renewals were currently tracking at a 36% retention rate (108 had renewed as of 12/4).
- Mike praised Erin and Katrina's support for the Membership Committee. He reported that NEUAC had secured 65% of its 2024 fundraising goal, including \$309,500 pledged from 25 sponsors as of 12/4. This represents a 55% retention rate of 2023 sponsors (22 renewing as of 12/4), and 3 new sponsors: Arizona Public Service, JEA, and Xcel Energy.
- **Public Policy and Advocacy Committee (Brian Caudill and Allison Poe)** – Allison discussed the political developments in Washington, D.C., including the change in leadership with House Speakers and the unusual approach of a staggered funding bill. Allison expressed concerns about the slow progress of negotiations for appropriation bills and the potential for another continuing resolution. Allison also emphasized the need for funding for the LIHEAP program in FY 25 and the importance of LIHEAP Action Day on Capitol Hill.
- **LIHEAP Action Day Update (Katrina Metzler)** – Katrina reminded members about the upcoming meetings for LIHEAP Action Day on February 6th and 7th, mentioning that due to the uncertain political landscape, the policy update will be finalized on site.

- She also announced plans for a reception, sponsored by Entergy and others, the day prior to the Hill meetings.
- Erin reported that 57 people had registered for LIHEAP Action Day, and more than 200 unique entities had signed the All Parties Letter. Katrina shared that anticipated event attendance was about 230 attendees, and stressed the need for timely registration before the hotel block closes on January 8, 2024.
- Katrina stated that only a small amount of revenue is generated from LIHEAP Action Day, as not to make the event cost prohibitive, making it a free event for NEUAC members, with a small fee for nonmembers. The cost to cover the expenses for the event is offset by NEUAC's yearly sponsors.
- The Yotel, near Capitol Hill, is the event hotel again this year.

- **JEDI Committee Report (Scott Alan Davis)** – Katrina presented on Scott's behalf, and discussed the ongoing efforts to gather board composition information from board members via a survey to identify any gaps and ensure diversity in leadership roles. She also noted discussion about establishing ground rules for NEUAC meetings, although a final decision was not yet reached.
- Saunteel emphasized the importance of creating a safe space where everyone's opinion is valued, as part of the goal of JEDI is that we are all learning and growing as an organization and individuals to better help us serve our diverse customer base.

- **Bylaws Committee (Bonnie Temme)** – Erin provided an update on the Bylaws Committee's review of several points in the bylaws, including the elections process and the organization's intent to have nonprofits hold the majority of board and officer seats.
- Erin stated that the committee is in the stages of finalizing changes to the bylaws and will be sending them to legal counsel for review. The updated bylaws will be circulated for review no less than 30 before the next board meeting for vote on February 5, 2024.

- **Executive Committee (Tanya Jones)** – Katrina announced two decisions made by the Executive Committee since the last board meeting, which require ratification by the full board:
 - Contract renewal for Annie Doran, systems analyst, with a one-year renewal, to include a 4% increase in pay based on performance and Cost of Living.
 - NEUAC has entered into an agreement with Northeastern University for a co-op intern position.
 - **Motion to ratify decisions of the Executive Committee (Tanya Jones)**
 - 1st – John Rich
 - 2nd – Laura Bayona
 - Abstain – none
 - Motion Passes

- **Executive Director's Report (Katrina Metzler)** - Katrina noted ongoing discussions between the Site Selection Committee and Finance Committee regarding event planning contracts and the potential use of a request for proposals (RFP) process. Due to the current contract with MSI, any future RFP process would need to be for years beyond those already commissioned, beginning in 2027. The decision to proceed with an RFP process would be based on potential cost savings and the quality of service provided by the current contractor.
- Katrina also mentioned that the 2023 IRS Form 990 for NEUAC was submitted and is available for review on the NEUAC website. NEUAC recently entered into a contract for

2024 with Wegner, who will be conducting a full audit and submitting NEUAC's IRS Form 990.

- Katina also discussed the need to register as a charitable organization in certain states to solicit sponsorships and memberships, a process led by Erin and overseen by the Finance Committee.
- Katrina introduced Maizy Lawnicki, a Northeastern University graduate student in environmental justice, as the new legislative and events management intern at NEUAC.
- It was highlighted that the organization reached a milestone of 300 members, as NEUAC celebrates 10 years next year.

- **Federal Partners Update** – David Carroll provided updates on the Low-Income Home Energy Assistance Program (LIHEAP), including the introduction of an eligibility calculator and recipient videos on the OCS webpage. He also mentioned the requirement for grantees to file quarterly reports.
- The conversation highlighted the leadership of Dr. Lanikque Howard, who has been instrumental in improving transparency in the program. Several members expressed their positive experiences with Dr. Howard's leadership and the improvements made under her guidance.
- Andrea Schroer provided an update on the NASCSP 2024 winter conference in Arlington, Virginia. Andrea mentioned that NASCSP is in the final drafting stages of the 2022 WAP Annual Funding Report, which includes DOE funding, state and utility funding, and leveraged funding contribution.
- Aimee promoted NCAP's upcoming Management Leadership Training Conference in February.
- Amanda Dewey shared ACEEE resources for the residential retrofits for the energy equity initiative in the chat.

- **Motion for meeting adjournment** (Tanya Jones)
 - 1st – Bonnie Temme
 - 2nd – Mike Bradford
 - Abstain – none
 - Motion Passes
- **Meeting Adjourned**