

NEUAC Winter Board of Directors Meeting

December 4, 2024 – 1:00 PM to 4:00 PM ET

Virtual

Attendees:

Alex Balbuena Alleyne, Alicia Ramon, Amanda Shelton, Andrew Bennett, Andrew Binegar, Angie Sterner, Andrea Schroer, Brian Caudill, Britton Gabel, Carrie Perry, Celia Andrade, Chad Quinn, Conrad Bolston (FERC), Danielle Lewis Wright, Danielle Olaya, David Carroll, Debbie Paton, Diana Marin, Diedra Howard, Douglas Bennett, Elizabeth Paulson, Francine Artis, Gabe Terry, Gary Swan, Gerri Drummond, Glenis Scott, Jackie Castrellon, Jaime McClintock (PA PUC), Jamie Curtis, Jenn Rodriguez, Jesse Hernandez, Joshua St.Pierre, Kate Brownlee, Kathy Kerr, Keelie Andringa, Kelly Caplan, Kevin Alexander, Kim Campbell, Kim Rikalo, Latoya Butler, Liz Berube, Liz Brister, Marcela Lenox, Maria Delaplain, Maria Hopps, Marietta Doney, Michelle Lehman, Mike Bradford, Mike Turaj, Mindy Browning, Misty Velasquez, Monica West, Olivia Wein, Rosa Pagnillo-Lopez, Sakinah Howard, Sam Owen (APPA), Sandra Alvarado (National Grid), Scott Alan Davis, Shannon Stahley, Shaylee Stokes, Star Walker, Stephenie Arnold, Susie Holmes, Tanya Jones, Tara Porter (SMUD), Theresa Kullen, Tiffany Gilstrap, Todd Berreman, Tony Hunt, Will Mitchell, Katrina Metzler, Erin Mao

Agenda Items:

1. **Call to Order:** Keelie Andringa
2. **Quorum established:** Katrina Metzler confirmed quorum and Keelie Andringa called the meeting to order at 1:04 p.m.
 1. Keelie invited first-time attendees to introduce themselves
 2. Approval of previous meeting minutes was tabled until the next board meeting
3. **Committee Reports:**
 1. **Finance Committee:** Marietta Doney
 - Marietta presented October financial reports
 - Katrina presented the proposed 2025 budget. Highlights vs. 2024 include:
 - Registration revenue reflects increases to registration fees for both conference and LIHEAP Action Day in 2025
 - General contributions reflects 2022 and 2023 trends, and conservatively takes into account the Membership & Fundraising Committee goal of \$490K for 2025
 - Change in process reflected in reduced voluntary credit card fees being paid, increase in rate for credit card processing fees
 - 4% pay increase for staff and \$14k for an intern/contractor
 - Increased hours for contractor Annie Doran from 750 to 1,000
 - Increased contractor expenses to bring Annie Doran to planning meeting and LIHEAP Action Day
 - Reducing food/beverage across all events in order to stay on budget
 - Marietta noted that the Finance Committee has reviewed the budget and recommends that it be approved by the board.
 - Katrina called for a motion to approve the proposed 2025 budget as presented.
 - Motion to approve by Marietta Doney
 - Motion was seconded by Mike Bradford
 - None opposed
 - Motion passed

2. **Conference Committee:** Keelie Andringa
 - Keelie reviewed the schedule for the 2025 Annual Conference: June 2 board meeting, June 2 preconference, and June 3-5 conference
 - Call for presentations is open and will close soon. Speaker registration will be \$800. Katrina encouraged board members to submit session proposals.
 - All other registration fees will increase by \$50 over 2024
3. **Membership & Fundraising Committee:** Mike Bradford
 - Mike noted that the committee set modest increases for membership and fundraising goals for 2025. He reviewed progress to-date, and noted NEUAC's strong membership retention rates.
 - Mike encouraged board members to serve as "welcome wagon" greeters to new members. Kim Campbell volunteered to be added to the group.
4. **Public Policy & Advocacy Committee:** Brian Caudill
 - We are still working on FY2025 funding. The government is currently operating under a continuing resolution (CR), through Dec 20. Congress will likely punt via another CR into March.
 - For LIHEAP, this means FY2025 funding at 90% of the FY2024 \$4.1B budget. No new funding or potential increases to LIHEAP until potentially March if a final budget is worked out at that time. This will be complicated by FY2025 and FY2026 budgets being discussed at the same time.
 - Both House and Senate have included funding increases for LIHEAP in their draft budgets (\$15M and \$100M, respectively), so chances are good for an incremental increase in the final budget.
 - Election results a shake-up, but LIHEAP has strong bipartisan support. Sen. Collins will chair the Appropriations Committee, and she is a longtime supporter of LIHEAP.
 - We anticipate that the Administration will not be friendly toward LIHEAP, but also that they won't be particularly focused on LIHEAP. In first term, president's budget zeroed out LIHEAP; the president's budget is a messaging document.
 - Tight margins in both the House and Senate make CRs more likely. Typically this means incremental increases in funding for LIHEAP.
 - Katrina reviewed LIHEAP Action Day logistics and encouraged board members to attend on March 4-5.
5. **JEDI Committee:** Erin noted that the committee's recent meeting was a follow-up board development training with Wipfli, so its JEDI work will start at its next meeting.
6. **Site Selection Committee:** Katrina noted that NEUAC signed a contract to hold the 2027 conference in San Antonio, TX. The committee is considering Providence, RI and Jacksonville, FL for 2028.
7. **Executive Committee:**

Request to ratify decisions made by the Executive Committee since the Fall 2024 Board Meeting:

 - a. Contract renewal – web and media consultant (Annie Doran)
 - Keelie called for a motion to ratify Annie Doran's contract renew
 - Motion to approve by Michelle Lehman
 - Motion seconded by Carrie Perry
 - None opposed
 - Motion passed
 - b. Contract – San Antonio hotel for 2027 conference
 - Keelie called for a motion to ratify San Antonio contract

- Motion to approve by Shannon Stahley
 - Motion seconded by Alex Balbuena Alleyne
 - None opposed
 - Motion passed
4. **Executive Director's Report:** Katrina Metzler
1. NEUAC has issued an RFP for audit services
 2. Katrina reviewed some updates to NEUAC's website
 3. Katrina previewed a webinar that she is leading for NEUAC members only on December 5. It is a Community of Practice Webinar: Understanding the Income-Constrained Customer
 - Katrina invited board members to submit ideas for future webinars in this Community of Practice Webinar series (e.g., online applications)
5. **Updates from Federal Partners**
1. Andrea Schroer shared that NASCSP is hosting its Winter Training Conference Feb 3-7, 2025
6. **Meeting adjourned**
- Motion to adjourn requested by Katrina Metzler
 - Motion to adjourn made by Keelie Andringa
 - Motion was seconded by Elizabeth Paulson
 - None opposed
 - Motion passed and meeting adjourned at 2:27 p.m.