



BOARD OF DIRECTORS MINUTES
14 Sylvan Way, Parsippany, NJ
Thursday, January 20, 2017, 9:00 Am

Amann, William	Kalisher, Aaron	Rew, Daniel	Topping, Daniel - Treasurer	Garrigus, Mary Ellen
Corrigan, James	Kaplan, Matt	Seliga, Ed	Woodruff, Gregg - Vice Chair	Villeré, Medea
DeHaut, Timothy	Kasper, Tracey - Secretary	Serrano, Monika		Harry McLellan
DeVos, David	Merolla, Vance	Taylor, Faith –Chair		AJ Sabath
Gallagher, Zach	Meyer, Ana	Till, James		

TOPIC	Discussion	Action Items
Roll Call (quorum is 2/3 of 17 = 12)	Meeting called to order at 9:30 am by Faith Taylor, have quorum	None Required
Welcome New Board Members	Directors introduced themselves and were welcomed by Chair.	None Required
Conflict of Interest, Antitrust Policy	Reviewed and approved.	None Required
Approval November 2016 Board Meeting Minutes (Attachment)	Motion made to approve November Board Minutes, seconded and approved	None Required
Advocacy Update	To be given at Retreat by AJ Sabath	None Required

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2016 Financials	<p>Financials were reviewed. Without Gala in 2016, Directors were asked to support the Holiday Party and 2017 Gala with sponsorships.</p> <p>Chapter operating at minimal costs.</p> <p>In 2017 we are focusing on the following areas. Below outlines our projected goals to generate \$450,000 in the coming year:</p> <ol style="list-style-type: none"> 1. \$270,000 Educational Grants/Awards and Paid Workshops– securing a Department of Labor grant at \$150K and generating workshops and securing other grants from other foundations/funds to train educational institutions at \$120K 2. \$100,000 Fundraising events from our Golf, Gala and Holiday Party and membership events 3. \$50,000 Membership Fees driven by growth in our local NJ members through renewals 4. \$30,000 Sponsorships 	
<p><u>Chair Report</u></p> <p>Holiday Party Results</p> <p>Gala – Financial Goals and Need Help</p> <p>Aligned Chapter – Metrics 2016 closeout and 2017 MOU</p> <p>Grant Status – 2016 and 2017</p>	<p>Holiday Party – very successful. Made approximately \$21,000 which includes \$19,500 in sponsorships. Faith thanked Directors for transferring 2016 Gala sponsorships to Holiday Party. Tracey thanked for her efforts in garnering sponsorships. Excellent tribute to Florence Block with gift in her honor to Somerset Hills Learning Institute.</p> <p>Gala – reschedule to March 30th at the Palace at Somerset Park. To gather award winner contractors and design professionals and solicit for gala support. Create Gala ask letter to be sent to each Director to solicit support from contacts.</p> <p>Aligned Chapter – need to finish metrics required by National for 2016. Faith to review National’s MOU for 2017.</p> <p>Grant Status – FY 2015 needs final submission. FY 2017 to be</p>	<p>Send SHLI check.</p> <p>Create Gala ask letter and send to Directors.</p> <p>Review of National MOU</p> <p>Develop additional companies for NJDOL grant.</p>

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LEED for Cities – Newark and Hoboken	<p>resubmitted. Needed to have pool of new companies. To be submitted by 2/22/17.</p> <p>AJ Sabath set up meeting with Newark and Faith attended. Great meeting. Chapter needs to be involved in some capacity.</p>	
Executive Director Position	Gathering resumes. To develop criteria to score and rank each applicant.	Develop scoring for ED position
Selection of Officers using Dynamic Governance	<p>Discussion surrounding length of term of officers. Chair is two year term. All other officers are elected annually.</p> <p>Chair – Faith –This is Faith’s second year. Vice Chair - Gregg Woodruff Treasurer – Dan Topping Secretary – Tracey Kasper</p>	Confirm Officer’s term by reviewing bylaws and prior changes of bylaws approved by Board.
Adjourn	Next Meeting – March 8, 2017 in Morristown office at 5:30 pm Motion made to Adjourn, seconded and approved	Send Directors Calendar invites to 2017 Board Meetings