



BOARD OF DIRECTORS MEETING AGENDA
14 Maple Ave, Morristown, NJ
Wednesday, July 8, 2015, 5:30 pm

Corrigan, James	Kalisher, Aaron	Richardson, Jed	Topping, Daniel	Block, Florence
DeHaut, Timothy	Kasper, Tracey	Rodriguez, Nicole	Woodruff, Gregg - Treasurer	Garrigus, Mary Ellen
DeVos, David - Secretary	Merolla, Vance	Seliga, Ed – Imed Past Chair		Villere, Medea
Gallagher, Zach - Vice Chair	Meyer, Ana	Taylor, Faith –Chair	AJ Sabath - Advocacy	McClellan, Harry

TOPIC	Discussion	Action Items
Roll Call (quorum is 2/3 of 13 = 9)	Meeting called to order at 5:45 by FT, have quorum	None Required
Conflict of Interest, Antitrust Policy	Reviewed and approved	None Required
Approval May2015 Board Meeting Minutes (Attachment)	Motion made to approve minutes, seconded and approved	None Required
Advocacy Report (Attachment)	AJ Sabath reviewed Advocacy Report.	AJ will submit report on Supreme Court decision on EPA and its impact for the state of NJ
June 2015 Financial Report	FB reviewed Financial Report. Grant workshops beginning to occur. DOL requires position/title, hourly rate, in person signatures, webinar IP attendance. DOL is re-vetting all previous company approvals. Golf net revenue about \$14,000. Jim Corrigan thanked for chairing Golf Committee.	FB requested that Board Directors consider setting up a workshop at their companies. FT will arrange for 1 hour webinars.

TOPIC	Discussion	Action Items
		JR – will do webinars
<p>Organizational Update</p> <ul style="list-style-type: none"> • FB contact • Employee Handbook • Consolidation of Policies (Committee, Branch, Board Operations) • S3 Progress 	<p><u>FB Contract</u> - continued through the end of the year. Board to decide if contract is still needed.</p> <p><u>Employee Handbook</u> – FB has presented Handbook to Executive Committee to review. FT stated handbook with best practices and expectations is needed. Harry McLellan will send email about disadvantages. FB forwarded handbook to TDH for review.</p> <p><u>Consolidation of Policies</u>: FB to put together a binder of all USGBC NJ Policies concerning Branches, Committees and Board Operations. To include Roles and Responsibilities and standard templates.</p> <p><u>S3 Progress</u>: Website, Mobile App, Value Proposition and Sponsorship Kit are work in progress. To be completed by early September. FT would like EPs to review. ES would like security levels checked. Caitlin N from Wyndham to be part of the review team. Presentation at next Board meeting.</p>	<p>FB to request email from Harry McClellan for his thoughts on Emp. Handbook</p> <p>Policy manual to be available at the next Board meeting.</p> <p>Develop Team to review new website and mobile app.</p>
<p>Event Results and Update</p> <ul style="list-style-type: none"> • Golf Outing • SURE House • Central Branch Event • South Branch Event • Summer Social • Gala 	<p><u>Golf Outing</u> – Great event on June 22nd. Had about 60 golfers and 75 dinner guests. Had 2 Silver Sponsors, 2 Lunch/Dinner Sponsors and 2 Cocktail Hour sponsors. Net Revenue approx. \$14,000</p> <p><u>Sure House</u> – Fundraiser to be held on July 22nd. Student led tour guide of building.</p> <p><u>Summer Social</u> – August 19th. Daytime event with underserved children with Green Learning Lab and evening Networking event. Need Sponsors.</p> <p><u>Central Branch Event</u> – new event in September 17th at Stoneybrook Millstone Watershed.</p> <p><u>South Branch Event</u>- New event being planned for October. Breakout sessions with Possible Panel Discussions</p>	None Required

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	<p><u>Golf outing 2016</u> – FB will discuss with Ed Walsh possibility of event to be held at Trump. Will discuss with Tony Marano about Hamilton Farms. Another possibility is Picatinney Arsenal</p> <p><u>Oct 1</u> – USGBC NJ and Appraisal Institute joint event.</p> <p><u>Gala</u> – October 30th. Save the date has been sent. Anastasia Harrison will chair the Awards Committee. Caitlin Nagle will assist again this year with Silent Auction.</p>	
New Business And Wrap up	<p><u>Metrics</u> – Add to agenda for every Board Meeting.</p> <p><u>Capstone</u> – Faith to have conversation with Zach G. \$10,000 budgeted to do this project. Give until the end of September.</p> <p><u>Workshop Instructors</u> – Rollie Jones would like to be an Instructor</p> <p><u>Greenbuild</u> – FB to connect with Kimberly Lewis</p> <p><u>IFMA</u> – Dennis Kowal is new President – would like to bring sustainability to IFMA. Proposal to become partner with USGBC NJ - offer joint memberships, events, training. Need to determine how to co-exist with each other’s sponsors.</p>	Add Metrics to agenda for every Board Meeting FT to have discussion with ZG concerning Capstone
Adjourn	<p>Next Meeting, Thursday, September 10, Morristown office, 5:30 – 7:30 pm</p> <p>Motion made to adjourn meeting, seconded and approved.</p>	Meeting Adjourned at 8:15 PM