



BOARD OF DIRECTORS MEETING AGENDA
14 Maple Ave, Morristown, NJ
Wednesday, May 10, 2017, 5:30 pm

Amann, William	Gallagher, Zach	Merolla, Vane	Taylor, Faith –Chair	Marc Matsil
Corrigan, James	Kalisher, Aaron	Rew, Dan	Till, James	Garrigus, Mary Ellen
DeHaut, Timothy	Kaplan, Matt	Seliga, Ed	Topping, Daniel - Treasurer	Villere, Medea
DeVos, David	Kasper, Tracey - Secretary	Serrano, Monika	Woodruff, Gregg Vice Chair	McClellan, Harry

TOPIC	Discussion	Action Items
Roll Call (quorum is 2/3 of 16 = 11)	Meeting called to order at 5:45 by FT, do not have quorum	None Required
Conflict of Interest, Antitrust Policy	Reviewed and approved	None Required
Introduction of Rick (Patrick) Morris, Wells Fargo Advisor	Rick handed out and reviewed Proposal Report prepared for USGBC NJ. He will send quarterly updates. To withdraw funds, need 2 signatures – Marc M, Faith T, Gregg W.	Develop Investment Policy Statement – Rick to send sample policy statements
Advocacy Report	Charles Burton reviewed Advocacy Report. Board asked to review Sen. Smith letter and send feedback. Finalize comments and institutionalize.	Charles to set follow up meeting in fall with Senator Smith and will try to set up meeting with Phil Murphy. Marc to send Sen Smith Letter to Board
Approval May 2017 Board Meeting Minutes (Attachment)	By Email – Motion made to accept May 2017 Minutes, seconded and approved by 12 Board Directors	None Required

TOPIC	Discussion	Action Items
June 2017 Financials	<p>Dan reviewed financials with Board. Need \$29.7k per month. Ideas were discussed to raise funds – see Chair Report below</p> <p>Questions were raised on financials – Why were telephone costs so high and now lower – Chapter paid for FB cell at \$200 per month.</p> <p>Why are merchant fees so high ytd – Gala in early spring this year which accounted for higher fees in financials. No gala in 2016</p>	Send Board spreadsheet of current list of courses for their review.
Chair Report	<p>How is USGBC NJ going to make \$30K a month?</p> <ul style="list-style-type: none"> • Sponsorship Drive and Letter – “Carbon Challenge” – see packet that MM developed for Sen Smith. • More educational opportunities - grant and non grant • Additional Courses and Workshops – Energy Codes, LEED v4, etc. • Webinars – Ask NJDOL for approval of webinars trainings to be funded under grant • Solicit Unions – Offer GPRO – MM to schedule meeting with AJ Sabath • Additional Instructors – Outreach to members • Offer webinars outside of grant for payment • Send Course list to Board • Matt K has residential connection for workshops – Builders Association and a list of courses he has presented – to send list • Tracey K has list of contractors to solicit • Find companies that require new hires to be LEED Green Associate • Educational opportunities for Environmental Engineers • More Promotion on Social Media, Press • Offer approved CEUs – AIA, GBCI, PE 	

TOPIC	Discussion	Action Items
	<ul style="list-style-type: none"> • Gather names of high worth individuals who can contribute on long term basis • Additional Spots on Board for Directors. By Laws indicate can have a Board of 21 Directors. Possibly develop Advisory Committee • Distribute National’s list of NJ companies to Board Directors for company contacts. Ask Directors is assist MM in securing Partnerships/Sponsorships from each company. <p>LEED for Cities - Newark MOU has not been executed, Hoboken should be pre-certified this fall. USGBC NJ roll is as a 3rd Party to provide an advocate on policy at the state level and as a resource for ancillary.</p>	
<p>Executive Directors Report</p> <ul style="list-style-type: none"> • Grant • Budget and Funding • Board Financial Responsibilities • MOU Status • Increase in Membership Rates 	<p>NJDOL Grant – Is USGBC NJ Education Provider? MM to find out. Scheduling workshops.</p> <p>MM has reached out to his network of contacts for funding sources for broad non-restricted funds. Conduct Sponsorship/Partnership drive.</p> <p>Revisit Board Partnerships and Sponsorships MM to discuss with each Board Director opportunities for Partnership. Suggestion that Board Directors pick to either become a Partner or Event Sponsor. Add tickets to Gala and Golf if large enough contributor.</p> <p>Follow up on MOU with USGBC</p> <p>Increase in current membership rates from one-year to three-year commitments. To have active marketing campaign to lapsed member. Develop marketing piece to why should become chapter Member.</p>	<p>Schedule fall workshops</p> <p>Reach out to lapsed partners to renew their giving</p> <p>MM to reach out to every Board Director</p> <p>MM to follow up with Cheryl Vance of National</p>

TOPIC	Discussion	Action Items
<p>Events Update</p> <ul style="list-style-type: none"> • Central Branch – June 14th at Duke Farms • Summer Social on August 9th at Martell’s Tiki Bar • Kid’s Summer Educational event on August 17th at NOAA • Golf on October 16th at Black Oak Country Club • Gala – Locations/Speakers for late winter/early Spring 2018 	<p>Central Event – Great Event - Why not more attendees? What can be done to increase attendance?</p> <p>Summer Social – August 9th at Martells Tiki Bar in Point Pleasant. Contract signed, begin to market Board Members asked to attend. Request made for additional sponsorships for event.</p> <p>Summer Event at NOAA. MEG and MV to visit and plan the event. To invite 3 – 4 Boys and Girls Clubs to event. Looking for 200 children to attend.</p> <p>Golf – Directors asked to bring in 2 – 3 \$25K sponsors. Each Board Member asked to contribute to sponsorship.</p> <p>Gala locations – Board Directors asked to make suggestions for speakers and locations.</p>	<p>Board directors requested to attend Branch events and circulate fliers in company</p> <p>Begin marketing Summer Social</p> <p>MV to send Golf and SS fliers to Board</p>
<p>New Business</p>	<p>Change to EP status – must now be 25 years or younger to qualify for EP status</p>	
<p>Adjourn</p>	<p>Next Meeting, Wednesday, September 9, 2017 Motion made to adjourn meeting, seconded and approved.</p>	<p>Meeting Adjourned at 8:11 PM</p>