**BOARD OF DIRECTORS MINUTES**  
14 Maple Ave, Morristown, NJ  
**Wednesday, November 9th, 2016, 5:30 PM**

<table>
<thead>
<tr>
<th>Amann, William</th>
<th>Gallagher, Zach – Vice Chair</th>
<th>Meyer, Ana</th>
<th>Till, James</th>
<th>Anastasia Harrison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrigan, James</td>
<td>Kalisher, Aaron</td>
<td>Rodriguez, Nicole</td>
<td>Topping, Daniel</td>
<td>Garrigus, Mary Ellen</td>
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<tr>
<td>DeHaut, Timothy</td>
<td>Kasper, Tracey</td>
<td>Seliga, Ed – Imed Past Chair</td>
<td>Woodruff, Gregg - Treasurer</td>
<td>Villeré, Medea</td>
</tr>
<tr>
<td>DeVos, David - Secretary</td>
<td>Merolla, Vance</td>
<td>Taylor, Faith –Chair</td>
<td>Katharine Jaworski</td>
<td>Jason Kliwinski</td>
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<td></td>
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<td></td>
<td><strong>AJ Sabath/Charles Burton</strong></td>
<td><strong>Harry McLellan</strong></td>
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<tr>
<th><strong>TOPIC</strong></th>
<th><strong>Discussion</strong></th>
<th><strong>Action Items</strong></th>
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<tbody>
<tr>
<td>Roll Call (quorum is 2/3 of 14 = 10)</td>
<td>Meeting called to order at 5:40 pm by Faith Taylor, have quorum</td>
<td>None Required</td>
</tr>
<tr>
<td>Conflict of Interest, Antitrust Policy</td>
<td>Reviewed and approved.</td>
<td>None Required</td>
</tr>
<tr>
<td>Approval September 2016 Board Meeting Minutes (Attachment)</td>
<td>Motion made to approve September Board Minutes, seconded and approved</td>
<td>None Required</td>
</tr>
<tr>
<td>Advocacy Update</td>
<td>Advocacy Report was reviewed by Charles Burton. Requested Charles to find speaker for Holiday Party. (See attached)</td>
<td>None Required</td>
</tr>
<tr>
<td>October 2016 Financials</td>
<td>Financials were reviewed. Without Gala in 2016, Directors were asked to support the Holiday Party and 2017 Gala with sponsorships.</td>
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<tr>
<td>Chair Report</td>
<td>ED Position – would like to have completed by 2nd quarter. Job Description</td>
<td>Prepare and use scoring to rank candidates.</td>
</tr>
<tr>
<td>Executive Director Position</td>
<td>sent to National, added to NJ website and Linked In and other Green Jobs</td>
<td></td>
</tr>
<tr>
<td>Update On Audit</td>
<td>websites. Resumes to be sent to MV. Search Committee = Aaron Kalisher,</td>
<td></td>
</tr>
<tr>
<td>Update on Grant</td>
<td>Bill Amann, Ed Seliga.</td>
<td></td>
</tr>
<tr>
<td>Review and Update of Chapter</td>
<td>Audit Form 990 was sent to GW</td>
<td></td>
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<tr>
<td>Strategic Plan - Form Committee</td>
<td>Current grant – Need to submit final Expenditure Report</td>
<td></td>
</tr>
<tr>
<td>Sponsorship/Partnership and Membership</td>
<td>New Grant – to submit by 11/16/16</td>
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<tr>
<td>Committees</td>
<td>Central Branch is planning an event in November. North and South Branch</td>
<td></td>
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<tr>
<td>Conversation with Jeremy Sigmon</td>
<td>need to be reenergized. Add to Retreat agenda</td>
<td></td>
</tr>
<tr>
<td>Conversation with Cheryl Vance –</td>
<td>Committee – Need to reenergize Education Committee and form a Sponsorship/</td>
<td></td>
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<tr>
<td>USGBC Strategic Partner/Aligned Chapters/</td>
<td>Partnership and Membership Committees</td>
<td></td>
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<tr>
<td>Education Partner</td>
<td>Jeremy Sigmon reached out to Faith to make connection with chapter and</td>
<td></td>
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<td></td>
<td>offer assistance.</td>
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<tr>
<td>Prior to Board Meeting – met with Cheryl Vance,</td>
<td>Prior to Board Meeting – met with Cheryl Vance, Enterprise Director, from</td>
<td></td>
</tr>
<tr>
<td>Enterprise Director, from National. To be</td>
<td>National. To be rebooted as an Education Provider. Discussed opportunities</td>
<td></td>
</tr>
<tr>
<td>rebooted as an Education Provider. Discussed</td>
<td>as revenue source. To Provide MOU and put plan together</td>
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</tr>
<tr>
<td>opportunities as revenue source. To Provide</td>
<td></td>
<td></td>
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<tr>
<td>MOU and put plan together</td>
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<td>USGBC NJ needs to be rebooted as USGBC Education Partner. MEG and MV met with Jason K to review educational offerings</td>
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<tr>
<td>Events Update</td>
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<tr>
<td>Holiday Party</td>
<td>Holiday Party – will ask Gala Sponsors to switch to Holiday Party Sponsors and continue solicit for new sponsors. Any tickets not used can be given to EPs. Have Celebration to honor Florence.</td>
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</tr>
<tr>
<td>Silent Auction</td>
<td>Silent Auction to be held at Holiday Party. Board asked to donate items.</td>
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<tr>
<td>Retreat</td>
<td>Retreat to be held on January 20(^{th}) at Wyndham HQ in Parsippany.</td>
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<tr>
<td>Gala</td>
<td>Gala rescheduled to March 30(^{th}) at the Place at Somerset Park. Need Gala Chair and sponsors. Have Florence Block scholarship for EP.</td>
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<tr>
<td>Golf Outing</td>
<td>Need to find location</td>
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<tr>
<td>Branches/Committees Update</td>
<td>Central Branch to sponsor event at Princeton on November 14(^{th}). Forrest Meggers will present.</td>
<td></td>
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<tr>
<td>New Business</td>
<td>LEED for Cities in Newark-AJ to set up meeting.</td>
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<tr>
<td>Adjourn</td>
<td>Next Meeting, January 20th, Wyndham, 14 Sylvan Way in Parsippany from 9 am to 11 am with retreat to follow.</td>
<td>Meeting Adjourned at 7:30 PM</td>
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<td></td>
<td>Motion made to adjourn meeting, seconded and approved.</td>
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