



## BOARD MEETING MINUTES (June 20, 2013)

### **Location**

West Building  
835 E. 2<sup>nd</sup> Ave., Suite 444, Conference Room  
Durango, CO 81301

### **Board Members Present:**

Erich Bussian  
Robert Dawes (arrived at 4:13 PM)  
Werner Heiber  
Rebecca Kauffman  
Peter May Ostendorp (via phone)  
Paul Senecal  
Mark Schwantes  
Mary Beth Miles

### **Absent:**

Enid Brodsky  
Roy Peterson  
Gwen Lachelt

### **4CORE Staff in Attendance:**

Gregg Dubit  
Teresa Shishim  
Bonnie Rozean

### **Guests**

None

**CALL TO ORDER** – Erich called the meeting to order at 3:36 pm. A quorum was present.

### **Old Business**

- Review and Approval of previous meeting minutes from May 2013.  
**No discussion- Approved.**

### **New Business**

#### **FINALIZE STRATEGIC PLAN**

Gregg's impression of approving this plan means we are in agreement on the course of action we'll be taking for the next 6 months to year. The mission, focus areas, etc. The budget is a different matter- this isn't giving 4CORE permission to run wild with the budget. This will translate into a spreadsheet tool with tasks for each person. With the caveat that we will adjust as time progresses, as needed.

- Werner thinks the work that the staff did was essential for this to happen, and this puts us in a different position to proceed, without being reactionary to funding. *Community of excellence* concept was not emphasized, though and he thinks that was left out. These monetary benefits are immense and should not be excluded in the plan.
- Mary Beth thanks staff and executive board. This will be extremely important and useful to take to funding partners.
- Rebecca thinks that communication of this plan to the community is key- announcing this is critical. She thinks a spending plan for each bucket is critical and that we should have a plan to evaluate each of these buckets (not necessarily in this planning document). Staff needs to draft this and bring it to the executive

committee. We don't want to be in a position of not knowing how things are going. She asked that the plan with the red line comments be incorporated so that everyone's desires are expressed.

- Erich echoes Rebecca's sentiments and hopes to approve this plan at this meeting as it is long overdue. Communication is key, and a marketing plan is essential. Things shift daily for this organization based on local and state politics, and he wants to use this momentum to move forward.
- Peter concurs with everything said so far. It is important that we agree. We might change them as needed, but we need to give staff direction.
- Paul likes this plan because it makes us accountable for what we are doing and what is expected.
- Mark likes it because it takes us back to the original focus of the organization and using strategies that do not "chase dollars". He is very worried about the finances working out on some project areas, but there are opportunities due to the current political climate.
- Gregg mentioned that Enid expressed her desire that Information Hub and Education should be merged. Erich thought that it is up to staff to use what is easiest.

**Rebecca moved to approve the May 2013 Plan incorporating the redline comments. The numbers in plan are meant to be for organizational direction, not budgetary. Detailed budgets will be presented by the staff to the executive committee. Mark seconded.** Peter raised the question about if we should include a statement that discusses how this is not a budget document. Werner will work harder to work to fund the plan through communication in the community. Gregg will work harder to copy the board on any meetings being held with potential partners/funders. **The motion was unanimously approved.**

Mark would like to put the final version of this plan in the LPEA board packet for next month, and then Gregg can present the request and they will have this as a document to refer to. Erich asked if it would be helpful for a 4CORE representative to be there. Mark thought it would be good for multiple 4CORE representatives to be there for the request, and thought it would be good to have someone there periodically. He will advise other board members and staff about when he thinks it will be helpful to be there.

Mark would like a statement on how this plan and the four focus areas tie into the REAP and CEAP plans.

Rebecca suggested we take a presentation and a board member to each funding partner ahead of budget season to make sure we are on their radar. Perhaps taking this presentation to past funding partners would be helpful too, just to ensure good communication as the Information Hub.

Gregg can pass around a draft version of this presentation and a sign-up sheet. He will be following up with First National Bank and other partners who have been waiting for this decision.

#### **REFUEL COLORADO FOR ALTERNATIVE FUEL VEHICLES**

Contract has been presented to 4CORE for signature and Gregg would like a motion to support this contract for \$16,000. 4CORE will be charged with helping to explore opportunities and educate about alternative vehicles. This will expand our compressed natural gas fuel discussions to include other forms of fuel into the dialog. Deliverables will include presentations and events (first one on July 16<sup>th</sup>), as well as fleet analysis. This will fall under our Educational focus area.

Rebecca stated that the deliverables are as huge as energy efficiency and might be a distraction from our current plan. Other board members asked about if the scope can be reduced. Robert stated that this should be purely educational and perhaps "easing the burden of implementation". \$50 per hour will be used to hire a part-time person to implement this. Erich feels that this isn't a board decision, but Rebecca feels that technical assistance is beyond education. Gregg still feels this is a facilitation process and we can bring in the expertise from other regions. He will put together a plan of action and clarify the scope of work as educational and submit this for an electronic decision.

#### **FINANCIAL UPDATE**

- Cash for weatherization should appear in the form of a check for about \$18,000, mainly to fund the audit in 2014.
- PSF is at about \$100,000 right now and we are holding to our current schedule for tapping the reserve in October. This doesn't include the income from the Indoor Air Quality Grant or the Refuel Colorado grant. If and when these come in, it will push this date back.

- Staff positions are not yet stabilized for part-time staff, but this is being worked on.
- Discussion of minimum reserves begs the question of what is our “shut down” number. Staff and Rebecca figured that \$20,333 with some funding for financial expertise is an estimate. Robert stated that a rule of thumb would be 2-3 months of budget (without weatherization) for shut down expenses.

**SCHEDULE THE WAY & MEANS MEETING** for immediate needs

Enid expressed that the entire board should be involved in this meeting, but we understand that summer is hard for everyone to attend. Gregg would like to dive right in. Rebecca, Erich and Robert ask that staff formulate the focus area plans/budgets and then we all take those numbers to partners and potential funders. The Fundraising Plan drafted by Claire could be revised by a board Ways and Means Committee to outline the business needs and strategize on who to ask for what. Rob suggested that certain board members could be identified for each focus area, and those members could be the lead and participate in Ways and Means meetings. Gregg will draft an agenda for a group meeting, but also seek help on a one-on-one basis.

**ELECT A NEW BOARD CHAIR, AND POTENTIALLY ANOTHER EXECUTIVE POSITION**

Robert is resigning as board chair, and would prefer to resign from the board and serve as a legal and non-profit advisor. Robert will also help to recruit new board members and suggests other board members do, as well. A certificate was presented to Rob in appreciation of his service.

Erich was nominated by Paul as Board Chair, Rebecca closed the nominations, Werner seconded. **Erich was unanimously approved as Board Chairman.**

Paul nominated Peter, Werner seconded, Rebecca closed, Erich seconded. **Peter was unanimously approved as Vice Chairman.**

Robert asked if Rebecca would consider continuation as board treasurer. She would like to continue. Erich moved to close nominations for Treasurer. Paul Seconded. **Rebecca was unanimously approved as Treasurer.**

Robert nominated Paul for Secretary, Mark seconded. Rebecca closed, Erich seconded. **Paul was unanimously approved as Secretary.**

**ADDITIONAL BUSINESS**

Gregg read from an assessment of the 4CORE Weatherization Program as it closes out and was happy to report that we closed strongly without any significant findings on field or paperwork.

Bonnie will be circulating signature cards for new officers for all bank accounts.

**Motion:** Rebecca made the motion to adjourn. Robert seconded.

**Vote:** The motion was approved unanimously.

**ADJOURNMENT** – The meeting was adjourned at 5:14 pm.

**Next Meeting:** Thursday, July 18th – 3:30-5:00 pm.

Drafted by Teresa Shishim, Program Manager

Respectfully submitted by:

Paul Senecal, Secretary

4CORE Board of Directors