

4CORE Board Meeting Minutes: July 25, 2013



LOCATION

Durango Transit Center Conference Room

BOARD MEMBERS PRESENT

Rebecca Kauffman
Peter May Ostendorp
Mary Beth Miles
Werner Heiber
Paul Senecal
Enid Brodsky

ABSENT

Roy Peterson
Gwen Lachelt
Mark Schwantes/ Greg Munroe

4CORE STAFF IN ATTENDANCE

Gregg Dubit
Teresa Shishim

GUESTS

Lew Pratsch (formerly of the DOE)

Call to order- 3:39 PM

Open discussion A moment of silence and discussion on Erich Bussian's passing was held. It was mentioned that we all need to reach out when we need help. A courageous leader will be missed.

Introductions, guest: Lew Pratsch introduced himself; he is retiring in our area after a 41 year career with the EPA and DOE in energy efficiency development. Initially Lew focused on commuter transportation, specifically commuter van pools. In 1981 he moved into renewable energy- geothermal heat pumps, wind power, solar program, and the zero energy home program. Not here full time, but will be here most of the year. He is interested in potentially joining as a board member.

OLD BUSINESS

Approve minutes from June 20th: Werner moved to approve, Rebecca seconded, all but Enid voted to approve (Enid abstained because she wasn't here). Motion approved.

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NEW BUISINESS

Discussion of board roster

Rebecca announced that she will be resigning from the board due to the declining health of her parents. This includes her treasurer's position. Board members expressed gratitude for her attention to detail and care for the job. She is happy to walk through the finances with a new or interim treasurer.

Gwen from the county might also have to assign another representative from the county to take her seat.

The executive committee held a meeting to discuss these transitions, as well as board recruitment procedures.

There is required representation from the Local Funding Partners and there is nothing that prevents them from stepping into permanent or interim executive positions. Maximum number for the board is 13; minimum is 7 (we are now at 7 members). Targeted board development will need to take place.

Some names brainstormed include: Tim Wheeler, Chris Calwell, Kurt Schnieder (from the Solarize Steering Committee), Steve Emrich from First National Bank.

Types of desired members: builder, solar installer, realtor, finance expertise, legal expertise, fundraisers, well-connected, and new focus area expertise.

"Homework": bring at least one name to the rest of the board to generate board recruits before the next board meeting.

Interim Executive Committee members will also need to be assigned, and long term executive committee members will need to be recruited. Interim positions elections were conducted.

Rebecca nominates Peter to be interim Board Chair, Enid seconds, motion approved.

Rebecca nominates Werner as the interim Vice Chair, Mary Beth seconds, motion approved.

It was mentioned that Mark might be a good candidate for interim Treasurer. Peter and Gregg will approach him about it and extend Rebecca's invitation to bring him up to speed. Rob Dawes will be consulted regarding if this might be a conflict of interest as LPEA provides 4CORE funding.

Paul will stay on as Secretary.

May and June Financial update

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Weatherization is done, June financials reflect -\$35,000 that were prepaid to close out client files but had not yet been mailed. \$181,000 is money that is receivable. About \$78,000 is accounts payable. Net \$68,000 for Wx account will be remaining as reimbursable. This represents funds that were leveraged or raised from CARHOFF, First National Bank and utility rebates. Balance sheet reflects vehicles and software (\$36,00) that were written off of our books.

General Accounts - \$22,000 receivable, \$8,000 payable. There is not \$10,000 *extra* dollars to cover Energy Efficiency focus area, it will need to be covered with cash flow. Can be sorted out with business plans to cover each focus area.

Rebecca's top concern is to get each focus area flushed out and have financials to back them. GAP accounting doesn't really help us do this, so we'll need to model income, expenses and the buckets for each. It will be good to keep in mind that we have dropped from \$2 million dollar/year organization to a \$250 thousand dollar per year organization. She will put this in writing.

Bonnie and Gregg's next steps are to integrate our focus areas into the budget. We have not received the full final reimbursement for the weatherization accounts receivable, but it is anticipated that this will come in. Another upcoming benefit is that we will have a flat burn rate (compared to the monthly ups and downs of Weatherization). Business plans for each focus area will be developed by staff. Board support could be provided in specialty areas- Paul with Solarize metrics, Enid with Outreach and Marketing Plan, etc.

External Focus snap shot

The intent of this is to present to funding partners. Meetings have been held with the City of Durango (have a draft of 4CORE impacts created) and there is a meeting scheduled with La Plata County for a working session- July 31st, 1-2 PM at the Anasazi Room in the courthouse. Gregg will send out an invitation to board members for this.

Enid commented on snap shot that phone calls should be noted on this snap shot, and we should be marketed as an "information center". Continue to be the contact for any questions related to energy efficiency.

Strategic Planning Worksheet

Gregg displayed the excel document that details each focus area tasks, lead, due dates, steps, etc. Example: Gregg and Werner are tasked to develop incentives for EE through employers such as Stone Age. This will be a tool for tracking progress on our strategic plan.

Sales Funnel/Pipeline development

Marketing strategy (size of business) could use board input. Also, staff would like help with developing ideas to fill the sales pipeline.

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Additional Business

Rob Dawes is working on Gregg's evaluation and will send out results soon.

NEXT MEETING

August 15th, 3:30 – 5 PM here at the transit center conference room

ADJOURNMENT

Enid moves to adjourn, Mary Beth seconds. Motion approved at 5:04 PM.

Drafted By Teresa Shishim, Program Manager

Respectfully Submitted by:

Paul Senecal, Secretary

4CORE Board of Directors