

## 4CORE Board Meeting Minutes: June 26, 2014



### LOCATION

Carnegie Building Meeting Room

### BOARD MEMBERS PRESENT

Mark McKibben  
Mary Beth Miles  
Peter May Ostendorp  
Kurt Schneider  
Paul Senecal

### ABSENT

Enid Brodsky  
Werner Heiber  
Tom Holcomb

Mark Schwantes

Roy Peterson

### 4CORE STAFF IN ATTENDANCE

Gregg Dubit  
Teresa Shishim  
Bonnie Rozean  
Sara Holden (Intern)

### GUESTS –

Call to order - 3:02 pm. A quorum was not present.

### OLD BUSINESS

#### Approve Minutes from May 22<sup>nd</sup>

As a quorum was not present at the opening of the meeting, this item was moved to later in the agenda.

Mary Beth arrived at 3:05 pm.

With Paul's arrival at 3:08 pm, a quorum was present. Pete asked for a motion to approve the May minutes.

**Motion:** Mary Beth moved to approve the May meeting minutes; Kurt seconded.

**Vote:** Motion approved.

### NEW BUSINESS

#### Financial Update – Board Treasurer

Kurt asked the board if there were any questions. Cash position is good. Accounts payable has lowered from last month due to the payment of the audit.

Paul arrived at 3:08 pm.

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Pete asked about the accounts receivable balance which is higher in May due to Solarize invoicing going out. Discussion was held on a couple of the Solarize accounts being 60-90 days past due. Gregg will follow up with the contractors.

The final payment from the CEO will be coming near the end of July.

Kurt noted that approximately \$26,000 will be realized from the Solarize campaign.

There were no further questions or discussion on the financial report.

### **Board Officer Election, Succession Planning & Development – Board Chair**

Pete led a discussion on upcoming Executive Committee terms ending in August. Kurt pointed out the Bylaws state the Executive Committee is elected in July.

Gregg brought up creating a succession plan for the board where the Vice Chair moves into the Chair position and/or the ending Chair stays on as Vice Chair. This would help with potential board member burnout. Gregg continues to invite potential board members to attend meetings. Kurt recommended confirming the terms and updating the contact info sheet. Gregg will update the contact list with terms confirming with board members. Next step in September or October would be to determine interest in remaining on the board in.

### **Board Packets, 4CORE's Programs, Focus, & Accomplishments – Teresa Shishim**

Teresa went over the new board funding toolkit which was handed out to the board. They can also be handed out to current and potential funders. More packets can be picked up at the office as needed. Teresa went over the content in each packet. Teresa asked the board to let her know if there is anything that might be missing so it can be added. All of the information is on the website as well.

Teresa also shared a HomeRx postcard that is being mailed to a south side neighborhood in Durango next week. Ads will also be running to market the HomeRx program and current incentives. A response was received from the new Rx yard sign as well. Pete said he would place a yard sign in his yard and prepare a testimonial.

The board was very complimentary about the quality of 4CORE's marketing and branding materials.

### **May 2014 Focus Area Performance Update - ED**

Gregg went over May's report. The financial numbers tie to the monthly financial report. Rx is experiencing a lag in audit requests which was expected during the warmer summer months. A proposal was submitted to St. Columba Church for a commercial audit but no appointment has been set yet. There are three homes and four commercial buildings on the property. Pete offered to help talk to the folks at St. Columba.

Gregg next reported on progress in the Innovative Solutions focus area. The Solarize program has met 100 contracts signed. Dialog continues on bringing an alternative fuel filling station to the area. Paul has asked how the oil and gas conference went in Farmington. Gregg reported that he and Sarah networked with attendees by teaming up at the La Plata Energy Council booth.

Gregg noted that the last Sustainable Education Building Program training was held in May. The end of May marked Cori Andreatta's last month at 4CORE. Cori had been with 4CORE for five years.

The Indoor Air Quality grant continues to exceed the planned numbers. This grant will be ending in August.

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Through the CDPHE Radon grant, low income residents can receive a free radon test. Permission was also granted by the state for non low-income residents to be able to receive free testing as well. 4CORE also offers radon tests for non low-income residents for a fee.

- Dialog on EE Program Service Offering, Marketing Push

Pete inquired if there is a possibility of meeting the EE goals in audits. Gregg informed the board that Sarah's Rx time has been lowered due to the slow audit requests. If the recent marketing push is successful audits will be subcontracted if subs are available and there is a need. Gregg will draft a referral contract for the board review. Sarah's time can also be increased a bit. Former employee, Tom Zajicek is another candidate to conduct audits. Pete recommended that the board review this focus area in more depth in July.

Mark McKibben shared that he was impressed with the quality of the fleet coaching report prepared by Sarah for the Alternative Fuel Vehicle program and is happy to share the report with any board members who would be interested. Mark noted that there is not County staff time to conduct and prepare the report. Gregg noted that 4CORE will send the report electronically to the board with Mark's permission.

Gregg returned the discussion to the EE focus area. Mary Beth noted the large amount remaining in the City's Community Development Block Grant for EE audit incentives. 4CORE hopes to drive demand enough to not leave any of the funds unused.

### **Additional Updates**

- 4CORE Staff Total Compensation Comparison – Chair & Treasurer

Pete led a discussion on the compensation analysis which was sent to the board. The goal is to bring it to a vote at the July meeting. Pete described how the board arrived at the numbers in the analysis. Existing staff will be grandfathered into the new structure. The new structure would be effective third quarter for any new staff.

Mark inquired about the health care stipend. Pete explained this addition which would take effect October 1<sup>st</sup>. The new Paid Time Off plan would take effect for all staff the beginning of 2015.

Bonnie noted that the most recent CNA Salary Survey is available for purchase. Gregg noted adding some guidelines for a category for consulting fees.

Kurt and Pete noted that the document is ready for review and updates prior to adoption by the board.

- Local Funding Partner Strategies

Pete reported on Werner's behalf that the local funding partners discussions will be conducted by the end of July. Pete has scheduled appointments with three of the City council members. Kurt asked if those funders who haven't yet contributed for 2014 are still viable possibilities. Gregg is keeping discussions open with LPEA and BP.

- Other Opportunities: BP Land, USDA REAP EA with SJRC&D, Grid Alternatives, Weatherization Region 4 – 2015, Update on Rural Philanthropy Days

Gregg updated the board on the BP offer. Sam King has passed on 4CORE's inquiry for clarification up the line to David Brown whose office is in Denver at BP.

Gregg informed the board about the USDA REAP opportunity. Nonprofits are not eligible to directly apply for this funding however \$100,000 is available for commercial or agricultural energy audit with

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\$5,000 for administration. Gregg has met with the local RC&D board as RC&Ds can apply for the funding. Gregg will scope this opportunity further before bringing to the board for a vote. The SJRC&D is the last RC&D in the state.

Gregg next discussed Grid Alternatives which is a nonprofit that provides free solar to low income residents. There are twelve applicants from our region. 4CORE was asked to partner with Grid Alternatives in the SW region. The first install will be on July 12<sup>th</sup> in our area. 4CORE is helping with this first event. After the install the homeowner pays 2 cents per kWh back to Grid Alternatives.

Gregg learned that Weatherization Region 4 is going out for bid according to a staff contact at the CEO (Colorado Energy Office). Region 4 includes four or five counties north of the SW region. The application will be released in January 2015 and is due at the end of January. Gregg will do some further homework.

### **Discussion of Membership & Referral Fee Pros & Cons – ED & Chair**

- Review Sample Membership Scoping & Planning Form

Gregg discussed the potential of creating a membership program for 4CORE. The first step is to scope the opportunity. Gregg sent a scoping document to the board in the meeting packet to be used as a tool to help ascertain the viability of a potential opportunity. Gregg asked the board to review the document.

Gregg led an additional discussion on contributions received to date and Bonnie handed out a List of Contributors worksheet detailing revenue by contributor since the inception of the organization. Kurt discussed the advantage of keeping supporters from year to year.

Kurt asked about the office move. Gregg noted that this will need to take place after the end of August.

**Motion:** Kurt made a motion to adjourn; Mary Beth seconded.

**Vote:** Motion carried. Meeting adjourned at 5:06 pm.

### **NEXT MEETING**

July 24<sup>th</sup>, 3:00 – 5:00 pm at the Carnegie Building

Drafted by Bonnie Rozean, Finance Manager

Respectfully submitted by:

Paul Senecal, Secretary

4CORE Board of Directors