

# Minutes from Board Meeting on October 9<sup>th</sup>, 2014

## Interim ED discussion

Bylaws section 6.2, special meeting, everyone has been notified; Kurt, Werner (phone), Tom, Paul, Enid all present

- Hiring committee hasn't found acceptable candidate
- Gregg will not extend position
- Teresa doesn't want ED position

### Introductory remarks

- Tom, Enid, Werner, Paul, Peter all in favor of Kurt taking on interim ED
- Kurt's other suggestion: management by committee. Upside: spread out responsibilities. Downside: more diffuse responsibility, there's a question of who's in charge and who staff will turn to.
  - - Paul: every opinion has to be considered regardless, even if there's an interim ED.
    - Tom: we need to be very thoughtful on what everyone has the capacity to do, should be focusing their time and effort on. Committee doesn't seem like most direct response. Advocate for 1) have chairman direct the board, 2) have interim ED be the external face of the organization
    - Pete: worried about efficiency of running by committee
    - Tom: experience from prior non-profit; had strong board chair, strong organizational management, but subcommittees had broad scope and responsibility to get individual events done
    - Werner: feel strongly that we need to have an ED position. There needs to be one person to serve as the contact/face of the organization.
- Kurt's thoughts on paying interim ED
  - - Don't want resentment from volunteer arrangement
    - We don't have the funding to keep paying ED at Gregg's level
    - Funding's going to come at EOY
    - What's enough to make person take responsibility for position, but at same time save enough to shore up programs, hire temps, etc.
    - Kurt came up with guess of \$1,500/month
- Question of staff availability
  - - Gregg has tried to bring Kurt in already, potentially with the desire to leave early, but Kurt has told him it was unrealistic for him to leave sooner than EOM
    - Teresa and Kurt talked: Gregg taking on more of what Bonnie used to do, communicating with Cynthia. Teresa has more time opening up for fundraising, etc.
    - Gregg and Kurt at Green Business Roundtable. Gregg busy with reporting and proposals. EPA grants for solar installs for low income.
    - Kurt: I don't know everything staff is doing.

- We have HomeRx commitment for rest of year. Sarah didn't pass her tests (Home Energy Score, BPI?), would cost \$500 for a retest.

#### Motion

- Tom: we need another special meeting between the board and organization to see what current obligations are, what's in the pipeline, what new ideas we're going to pursue.
- Tom: interim ED is *not* a punch-the-clock arrangement.
- What are the pieces of the decision:
  - - Do we want the interim ED?
    - What do we pay?
- Werner: we need to examine whether Kurt can remain on the board, remain treasurer, and still be interim ED.
- Motion: "The Executive Committee, with the support of the Board of Directors, agrees to hire an Interim Executive Director with a goal of hiring a new Executive Director by the first quarter of 2015." Introduced by Enid, seconded by Tom. Unanimous approval.

#### Salary Discussion

- Gregg will exit with about \$10k due to monthly salary and PTO liability banked.
- Kurt: we need to go with what we can afford. We may be dipping into funds.
- Motion: "The Board of Directors, on recommendation of the Executive Committee, agrees to hire Kurt Schneider as 4CORE Interim Executive Director, to commence October 10, 2014, at a monthly salary of \$1,500 per month, pro-rated daily for the month of October. He will remain in his current capacity as Treasurer on the Executive Committee." Introduced by Peter, seconded by Tom. Unanimous approval with Kurt abstaining.

#### Actions

- Kurt: we need another special meeting between now and the next board meeting.
- 10/15, 4pm, trying for Pine River Valley Bank room; Pete to check out Ecova conference room

## **4CORE Board Meeting Minutes: October 16, 2014**

**LOCATION** Pine River Valley Bank Meeting Room

### **BOARD MEMBERS PRESENT**

Kurt Schneider  
Paul Senecal  
Werner Heiber (by phone)  
Peter May Ostendorp  
Tom Holcomb  
Enid Brodsky

### **BOARD MEMBERS ABSENT**

Mary Beth Miles  
Lew Pratsch  
Mark McKibben

Intro

- We're deficit spending, \$22-\$24k of operating reserve depleted by EOY, about \$8000/month depletion; \$4500/month known revenue, \$12000/month expenses
- Doesn't include money in the pipeline, roundup grand, additional HomeRx fee for service, local support, etc.
- Still waiting for \$1250 in city funding for Q4 2014, HomeRx program admin
- This is why we're having a discussion about a fundraising dinner

Dinner topic, high priority:

- Recommendation that dinner is most effective type of fundraising event
- Not just money. Collaboration, ideas, money.
- Paul, Kurt mentioned that they know some friends of 4CORE, but don't know who has the money.
- Mark: we really need to have a strategy on what \$ amount are we setting out to raise. Target # invitations based on this goal. Are these goals realistic? Key questions: what's our fundraising goal? What are we doing with the funding? What can we live with if we don't reach our goal?
- Kurt: as long as we're not losing money, I'm in favor. Werner and I have been discussing using this as a kickoff to a membership initiative and explain that 4CORE's going into a second phase. Came through our first 6 years, did Wx, money is gone, we're now in a position where we want to get more integrated into community as a public benefit organization.
  - Mark: like this approach, talking up the second life of the organization.
  - Werner: we need to make sure that the original funders are committed before we go into a major fundraising event
  - Tom: we need money, ideas, strategy. My question: do we think we can come up with the group/list of candidates?

What is the dinner for and what are we raising money for?

## 4CORE Board Meeting Minutes: October 16, 2014

- Secure financial viability
- Kick off the second life of 4CORE, new direction, and get back to our original mission
- Beginning of a push for membership
- Seeking advisors to help build cache amongst decision makers in the community, guide us in fulfilling our mission

### Membership discussion

- Werner: we can find people that are willing to fund and commit, but it depends on how much we're asking. To me the membership effort is really more about having a group of committed individuals we can count on. To a lesser degree about money.
- Mark: your membership is what helps you operate. Given the fact that we're part of a movement that's been going on for many years, somehow as we move into membership, need to figure out a way on moving a core of members with less money.
- Werner: do believe we have a good group of people with means >> Solarize homes; it's not just about the environment, also about economic resiliency; need to address Nov. 8 date, most people agree Thanksgiving to Christmas *not* a good time
- Tom: feel we're circling around a membership base model at different tiers. Not sure what kind of base we would even need to operate and have it pay for itself.
- Kurt: working on an ad hoc committee, volunteer, working toward a community drive for membership.

### Discussion

- Motion: Resolve that it is important for 4CORE to hold a dinner fundraising event as the kickoff to a membership drive. Unanimously approved.
- Kurt: asking 2 board members to take on the task of coming up with some possible dates.
- Mark: only issue with waiting is that we may know which funding partners are in, but may run into cash-flow issues
- Pretty broad agreement on the need to hold this event after the New Year, no motion passed.

### Other actions:

- Moving November meeting to 20th instead of Thanksgiving.
- November/December: we need 2 board meetings each month for these months.

Submitted by Peter May-Ostendorp,

## 4CORE Board Meeting Minutes: October 23, 2014

**LOCATION** Carnegie Building Mtg Room

### **BOARD MEMBERS PRESENT**

Kurt Schneider  
Paul Senecal  
Werner Heiber  
Lew Pratsch  
Mary Beth Miles – Arrived 3:10 PM  
Mark McKibben – Arrived 3:13 PM  
Tom Holcomb – Arrived 3:34 PM

### **4CORE STAFF/CONTRACTORS IN ATTENDANCE**

Gregg Dubit  
Teresa Shishim  
Cynthia Aspen

### **GUESTS – None**

Call to order – 3:03 pm without a quorum present.

### **BOARD MEMBERS ABSENT**

Roy Peterson  
Enid Brodsky  
Peter May Ostendorp

### **OLD BUSINESS**

#### **Financial Update**

- Statements as of end of September- Cash: \$6,300, AR: \$21,000, AP: \$0.
- As of today- Cash: \$12,000, AR: \$11,000, AP: \$166
- Focus area sheet was reviewed with income and expenditures by focus area
- Burn rate per month will be about \$12,000 beginning in November, dip into operating reserve for about \$8,000 per month is anticipated.
- Reserves: Recommendation is for just under \$24,000 to be transferred to operating account, leaving \$27,000 for a reserve CD in the future. There is still a 'Lights Out' reserve for \$10,000 that will not be touched. There are plans to replenish the operating reserve in the 2015 budget.
- Kurt motioned that the current CD for \$50,955.68, #25797, be converted to a \$27,000 'Operating Reserve' CD for the future, and to transfer the remaining cash to our operating checking account, and that signators be the executive committee of the board currently: Chair - Werner Heiber, Treasurer – Kurt Schnieder, and Secretary – Paul Senecal, Lew seconds. **Motion approved.**

#### **Approve Minutes from September 25<sup>th</sup>, 2014**

Mark McKibben moved to approve the September meeting minutes as presented; Paul seconded. **Motion approved.**

### **NEW BUSINESS**

#### **September 2014 Focus Area Performance update**

Solarize under Innovative Solutions was the program that came out as fulfilling financial goals and mission. Though the number of audits is increasing, the HomeRx Program is still losing money because they are fee-based and not subsidized by any other funds. Referral model and raising fees was discussed. Once Gregg leaves, there will be no staff that hold high level energy auditing certifications. One solution could be to have Gregg review the assessments by Sarah under a contract with his Business Performance

## **4CORE Board Meeting Minutes: October 23, 2014**

Inspections consulting business. The Referral Model was also discussed- a 15% fee would be charged by 4CORE to cultivate the leads and administer the rebates.

Tom moved to discontinue performing audits and move to the referral model by November 1<sup>st</sup>. Lew second. It was discussed that we need to be conscious and clear about communicating this new model and role to our partners, specifically the City of Durango and LPEA. Mary Beth will share this with Ron. The messaging will also need to include how 4CORE is still disseminating information and facilitating these services through this new model. **Motion approved.**

Mary Beth stated that Ron LeBlanc is willing to come to a 4CORE board meeting. Board members would also like to meet with him individually.

### **2015 Board: Retention and Development**

Most board members are willing to stay on the board. Enid has not yet responded. The Board Chair would like to receive ideas for board members.

It was discussed that an advisory board be formed in addition to a governing board.

### **Community Support Partners: City, County LPEA**

A presentation to the County and other meetings with LPEA board members were discussed. Individual board members from City and County were asked if there was another summit to discuss what our partners want from 4CORE in the coming year.

Also BP is still interested in donating a piece of land to 4CORE and restricting it to the creation of a solar garden.

### **Membership, fundraising event and LPEA Round-Up grant**

Gregg is requesting to match the LPEA \$2,500 from First National Bank as well as from Regional Housing Alliance, who we've been providing educational information in monthly presentations to for over two years.

Other ideas include a end of year campaign to leverage this request, because people like to double their money. The membership committee will meet to discuss verbiage of this. This verbiage could be placed on the website, emailed to the Solarize committee, our newsletter list, etc. Make it a targeted ask for helping us to meet our match. Personal asks to potential donors.

Kurt and Tom will help with language for the leveraging ask. Once we receive this money, we will receive the money from LPEA.

A separate corporate membership should be offered to the solar contractors with a package once it is developed in early 2015.

The Membership Committee will convene to compile an invitation list, dates, and a place to hold a membership kickoff dinner event. Bruce Spinning, Robert Lea, Mark McKibben, Tom Holcomb, Kurt and potentially Byron Kellogg will be on this committee.

Gordon Uroda (sp) offered up his net zero home to host a meeting or an event.

### **2015 Program Activity & Budget Scenario Planning**

## **4CORE Board Meeting Minutes: October 23, 2014**

Gregg compiled a survey for the board to designate priorities for 2015, as declining funds will likely eliminate programs.

Staff drafted a 2015 budget and passed it around.

Projects such as the BP land donation and other programs were discussed.

Increased funding requests were made to City of Durango and LPEA because their funding levels had dropped off, whereas La Plata County level remained constant throughout the years.

Call top funders only- focus there instead of the small things like Roundup.

Another idea may be a low-income energy efficiency fund.

### **Additional Updates**

Werner extended his gratitude to Gregg for his service to the organization and the diligence he has demonstrated. A celebratory event will be held mid-November. Gregg offered to join the board and is still committed to the organization.

Mary Beth made a motion to adjourn. Paul seconded. **Motion passed.** Meeting adjourned at 5:05 PM.

### **NEXT MEETING**

November 6, 3:00 – 5:00 pm at the Carnegie Building

Drafted by Teresa Shishim, Program Manager

Respectfully submitted by:  
Kurt Schneider, Acting Director