

4Core Board Meeting February 26th

Members present: Mary Beth Miles, Mark McKibben, Kurt Schneider, Tom Holcomb, Paul Senecal, Peter May-Ostendorp

Meeting called to order 3:07pm.

Heather Erb joined at 3:10pm.

Prior month's minutes:

- Peter flagged errors in minutes regarding monthly financials. (finance \$4k per month reflective actual figures. Wages are \$4k with taxes and benefits
Remaining of the overhead is \$7k per month
Burn rate is \$10,000 to \$11,000 per month.
The minutes will reflect these changes prior to uploading them to the website.)
- **Heather moved to approve 1/29 minutes amended to reflect actual financials. Peter seconded. Motion carried unanimously.**
- **Peter moves to approve 2/5 minutes. Paul seconded. Motion carried unanimously.**

Financial update:

- Kurt provided updates to financials as of end of February (not reflected in financials distributed).
- Approximately \$10k in operating account.
- \$37k of our total cash accounts is tied up in CDs for reserves
- Current payables include Will Neder's consulting fee of \$2,000; also includes PTO payout for Sarah Rank
- Kurt clarifies that Policies and Procedures manual has not been updated to reflect the compensation adjustments approved by the board in July 2014. The policy handbook was never updated by the former ED to reflect the new policy that was adopted by board in Sept. Kurt will update the policy accordingly.
- 10/1/2014 health care benefit went into effect
- 1/1/2015 PTO and salary adjustments went into effect
- Only 1 exempt employee now (Sarah); Jack and Kurt are non-exempt; Sarah's benefits are extremely low due to 0.2 FTE status. Non-Exempt employees do not accrue paid time off.
- Teresa contract allows for max of 20hr/week, approx \$3,400/mo. Has been way under this so far in her billing.
- Receivables: down to \$4400 from the \$11k reflected in the financials; \$1100 of \$4400 is potentially a write-off (Living Solar) and we may not be able to collect. Solar today and tomorrow owes 4Core \$400. Tom suggested that 4CORE should write a letter to the contractor that they will not be included in any future programs and will not be recommended as a preferred vendor, unless outstanding debts are paid within 30 days
- Cash position: \$9512 as of 2/24, will be depleted another \$3500-\$4000 with coming payroll
- Kurt requesting from Board further tapping our Operating Reserve CD, \$5000; Tapping into the operating reserve will cover 2 months of burn rate @ \$11,000. (would replenish with County and LPEA funds when those are received) Reserve would still comply with policy of 2 mo reserve since operating expenses approx \$11k/mo. As per the provisions in the OR policy, Kurt provided the following rationale as to why the transfer from reserves is needed: 4Core needs to access the reserve funds to cover the organizations cash flow. 4Core has yet to get any funding even quarterly from the County and expects to receive any funds from LPEA following their recent allocation.

- Mark: in 2014 the county paid the whole sum in March; will ask the controller about the disbursements
- **Pete moves to release \$5000 from the Operating Reserve for operating expenses; Tom seconds. Passes unanimously.**
- Have done outreach to various CPAs; Kurt made the decision to stay with Frederick Zink & Associates at a cost of approx. \$1,800 to 2,800.
 - - We weren't getting much lower bids
 - Fred Zink already knows our business and has a longer track record
 - Due to size of org, our tax prep costs should be dropping. (Because of the size of the organization, 4Core is eligible for 990 EZ.)
- Kurt: currently have check signers on First National Bank account that are no longer with the organization. Kurt is asking for a motion/resolution that Kurt, Werner, Peter are authorized to sign checks.
- **Mary Beth made a motion to approve Werner, Pete and Kurt as the new authorized signers on the FNB account, removing past employees from the checking account signatories. Mark seconded. Approved unanimously.**

Program/focus area updates

- Home Rx: no commercial audits, but 4 residential audits thus far in 2015
 - - Working with the city to promote the rebates in mailers and online billing
 - Kurt has a meeting with FNB, Jen Simons, to see how FNB can cross-promote EE and RE loan programs
 - Kurt proposing that we provide additional \$50 incentive for audits for city staff and councilors, a limited time offer.
 - Mary Beth suggested it could be perceived as a conflict of interest under the city's ethics policy, so recommended against it
 - Suggestion that we run a limited time offer for our email list; \$50 incentive
 - **Werner to present to board on Tuesday 3/3, 6:30pm work session; discussing HomeRx and promoting to city officials**
- Alt fuel
 - - 3 educational events, La Plata, Archuleta, Montezuma counties
 - 9 electric station coaching sessions for Phase III EV charging stations
- LPEA funding
 - - LPEA awarded 4Core \$50,000 to execute programs.
 - Started based on EPA Environmental Justice grant for solar for low income
 - 1) Innovative Solutions, 2) Resource Efficiency and Education Hub
 - LPEA may want to adapt slightly on education sessions because they're still working through their strategic plan; we've agreed to be flexible
 - Solarize Archuleta
 - - LPEA board was disappointed that solarize originally just went to La Plata; responding to that, expanding it and facilitating in Archuleta
 - Can't be run the same way logistically due to the distances, but we have lots of resources to provide
 - Solar barn raising
 -

- Southwest Horizon Ranch, 61 low-income residences (detached), developing a model to train volunteers, before rebates, can get the installs down to \$2/W
 - Alternate site is the 7-family site by Manna Soup Kitchen
 - Also talking to Habitat
 - Commitment is to do 5 installs
 - Additional funding from EPA pending
 - Heather provided insight regarding previous LPEA board discussions relative to 4CORE's status and potential opportunities and challenges moving forward.
- Energy Smart program: CORE is insisting that we pay \$1000 for right to process rebates in our community —> **ACTION: EC will discuss this issue**

Polling and Summit Planning

- Werner's polling summary
 - City: interviewed Ron and Sweetie, Amber Blake, Levi Lloyd, Mary Beth; no question that the City has the most complete effort with ongoing sustainability and energy efficiency needs; see themselves as more self-sufficient with regards to taking care of sustainability goals; Mary Beth had a number of ideas around program collaboration -- yearly Sustainability presentation, City Sustainability, promoting home rx and 4Core; could have updates in our newsletters to help tout our partner's achievements in these areas, highlight them; potential for updating CEAP emissions data when city/county come to agreement on how to do that.
 - Mary Beth suggests that the partner orgs give a show and tell presentation on their independent efforts on resource efficiency efforts
 - Heather suggested there may be cross-promotional opportunities available through Colorado Country Life and other LPEA media/publications. Additional discussions with staff will be required to solidify the details.
 - Tom: Ron expressed a different set of concerns as compared to other staff members who participated in the interview process. Felt to me like there are trust issues, building trust is an important thing to do.
 - **County: will be talking to all Commissioners Weds 3/4 8:30am at county courthouse**
 - Mark: not getting a lot of executive oversight/direction for sustainability efforts; Susan Hakanson working on grant for EV charging station; talked about stepping up participation in bike-to-work. Due to budget constraints County doesn't have a sustainability effort, but does have a Energy Management and Resource Conservation Team. Mark is a Ex officio member. Not much policy direction. Susan is going to work on writing a grant for an Electric Charging station at new building. County to participate in bike to work day. The County has explored opportunities to solar development.
 - Kurt: Joe Kirby was interested in the BP land parcel; county going to Alamosa to look at larger scale systems. Sustainability is not really on the commissioner's radar. Joe sees this as a good time to bring it up. Blake wants to see the county do some solar development. March 4th -- Public Session. Court House
 - LPEA: Mike and Michael, Britt Basset, **Joe Wheeling to be interviewed Friday 2/27, 9am at Eno;**
 - Paul: how would you rate our influence/impression with partners? Kurt: would give LPEA a 7, county a 4, city hard to say because we're working through some issues; Pete: it's still worth having a summit, and that was the

point of conducting the polling in the first place, to figure out if we matter enough to have a summit

Energy summit planning

- Pete and Werner have been gathering ideas to put forth at a summit, provide a straw man to get the conversation going
- Challenges scheduling on 3/19 for city, Tom Holcomb
- Tom Holcomb: could it be awkward to have multiple self-interested parties in the room with 4CORE at the center?
- Kurt: had discussion with Will and feels it may not be useful for city to participate if we already understand their feedback
- Will's recommendation: contact community stakeholders and update them on our process, e.g. Roger Zelnaritis (sp?) of La Plata Economic Alliance
- Kurt: do we need to get more contact with Will to coach us on the summit? When? Conference call?**ACTION: Kurt to arrange a meeting around 3/6 with Will**

Ongoing board meetings:

- 2/month until June

CALLS TO ACTION:

Will Neder course at Fort Lewis: 3/18, 5:30-7:30, \$59 admission

Green Drinks, SASCO, every

Green Business Roundtable, April 8, speaker on local economy, Charles Heying

Adjourn 5:06pm.