

Meeting Minutes

June 18th Virtual Board Meeting

A virtual meeting of the Board of Directors of New Buildings Institute was held June, 18 2015, convening at 8:00 AM Pacific Daylight Time for the purpose of transacting all proper business of the corporation.

Those present, representing a quorum of the Board:

- David Goldstein
- Michael McAteer
- Steve Nadel
- Doug Baston
- Jeff Harris
- Ed McGlynn
- Jan Berman
- George Malek
- Gregg Ander
- John Wilson
- Kurt Stenberg
- Brendan Owens
- Marge Anderson

Staff present:

Ralph DiNola, CEO

Anna Gabis, Controller

The Meeting was called to order by David Goldstein at 8:00 am EST.

The board reviewed the agenda for approval:

Board Meeting Agenda

- 8:00 am PDT: Open Meeting
- 8:00 – 8:05 am Review and Approval of the Board Meeting Minutes
- 8:05 – 8:45 am Review of CEO Board Report
- 8:45 – 9:30 am Review and discuss YF 16 Budget with Finance Committee, vote
- 9:30 – 10:00 am Discussion
- 10:00 am Close Meeting

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Board of Directors

- **Review and Approval of the April Board Meeting Minutes**
 - Motion: Jan Berman
 - Second: Ed McGlynn
 - Discussion: None
 - Vote: Unanimous

- **Board Meeting Schedule** The board is scheduled to meet as follows:
 - June 18, 2015 – FY16 Budget Approval
 - July 22nd and 23rd in-person meeting at NBI’s Portland Office 623 SW Oak Street (Outlook Appointment Sent)
 - October 1, in-person, USGBC HQ, Washington, DC
 - **ACTION ITEM: Provide suggestions for dates and location for January/February 2016 meeting**
 - **Locations: West Coast? So Cal Edison, PG&E?**
 - **ACTION ITEM: Send Doodle Poll for San Francisco. Avoid AHSRAE Meeting end of January**

- **Board Member Updates**
 - *Tom Barone has resigned from the NBI Board of Directors*
 - Tom should receive formal recognition from the board
 - Board resolution: Ralph to draft, send to board
 - Resolution: The NBI hereby resolves to recognize the volunteer service and contributions of Tom Barone
 - Motion: Doug Baston
 - Second: Gregg Ander
 - Discussion: none
 - Vote: Unanimous
 - **ACTION ITEM: Ralph to draft resolution and send to board for final edits.**

- **Board Meeting Action Items Summary**
 - Action items below

- **Board Committee Updates:**
 - **Fundraising Committee** – there has been no activity from this committee since the June 2014 board meeting. Given her USGBC board role, Marge would like to step down as chair and ask for another board member to take on the chair role. **Please let me know if you are interested in chairing the committee so that we can discuss our fall campaign (overdue)**
 - Committee members: David, Steve
 - **ACTION ITEM: appoint new committee chair**

- **Finance Committee** – the finance committee has met and had the following recommendations for staff:

Recommendations from the Finance Committee for Additional Analysis

Monthly Cash Balance Forecast Comparing:

- Cash In (sponsorships, projects, etc.)
 - Cash Out (payroll, rent, etc.)
- (Cash flow forecasting tool in draft form, still in progress)

Finance Committee review of Hiring Decisions

- Committee would like to see monthly cash balance, to see “headroom” available to fund additional resources.
- Business case for the new hire – are anticipated revenue going to exceed cost of the new resource.
 - Finance Committee approved hiring on finance committee call

FY2016 Budget Approval

Motion: Move to Accept the FY16 Budget as proposed

Discussion: build operating reserve three-six month. Approve budget, consult with Finance Committee before hiring codes director

Approval: unanimous approval of budget

- **Development Committee** – the development committee has identified a list of prospects.
- **NBI Need:**
 - More sponsors
 - More diversity: gender, race, age, professional discipline
- **Action Item:** Develop a contact list of potential candidates that any board member could reach out to and discuss the opportunity to join the board. Create a short list. Circulate to board.

- **Other updates:**

Operations

- Staffing: to be reviewed by Finance Committee
 - Fiscal Manager:
 - Anna Gabis has joined NBI as our new Controller. Please welcome Anna!
 - Director of Policy Implementation:
 - Drafted job description
 - Will review position with Finance Committee
 - Development Manager/Director: (1/3 time, share with Arch 2030)
 - Drafted job description
 - Architecture 2030 would like to post position

- Technical Program Analyst
 - Need to draft position
 - Would like to post in July
- Communications Specialist
 - Drafted job description
 - Would like to post in July/August in advance of new website launch
- NBI Move to Portland
 - Staff, equipment and furniture moved on the 12th in order to clear out existing space for handover to landlord
 - Working with current landlord to arrange move out terms and conditions

Financials

- Staff reviewed current financials with the board.

Development Activities

- Sales April/May:
 - SCE Thought Leader Sponsorship
 - NEEA: WA Codes Phase 1, CBR 2015
 - Cambridge Visioning Workshops and Facilities Audits
- Review Business Development Tracker Pivot Tables

Program Efforts

- **Held SCE sponsorship kickoff meeting**
- **CABA ZNE Controls Research** – In process
- **MacArthur new Multifamily version of FirstView:** with the update of the ability to auto import the Portfolio Manager data. *Complete*
- **Zero Net Energy work:** Kicked off SC ZNE work. Hosted ZNE Workshop in Portola Valley, CA – best local government participation to-date. ZNE workshop to be held in Sacramento June 18th
- **Stretch Codes:** Received contract from NYSERDA for NYStretch-Code work
- **Alignment of 189.1/IgCC:** awaiting word on committee involvement
- **Pacific Coast Collaborative:** key location for leadership in developing credible ZNE policy
- **MF Codes:** for the 2018 IECC and Title 24, plus a whole list of other key code proposals
- **AB Multifamily NC Guide**
- **City of Vancouver:** code development

- **WA State Code Roadmap:** next 15 years to 2030 goals, was very well received at NEEA. Now they want us to make it more regional. This ties in with PCC work, which puts us in a position to help align commercial building policies across the PCC region
- **Community Building Renewal, Boise, ID with NEEA:** going strong, developing next phase proposal
- **COMNET:** held meeting at Forum to develop 2015 approach for COMNET
- **FirstView:** project with Greensource on Vermont Schools starting

Discussion:

- Existing buildings market. Historic building important in NE.
- Bring on CBRE would be great to focus on CRE and existing buildings. National footprint, diverse portfolio. Who is the right person at CBRE?
- July face to face agenda:
 - Business on 22nd, Generative on 23rd
 - Discussion of focus on ZNE and disconnect with funders
 - Staff presentations: CBR/Existing buildings, CABA, PCC
 - Buildings to Grid, balancing. Generative session on buildings as a grid resource?
 - What is NBI's area of expertise in this arena? Where do we play?
 - Understanding economics of ISOs, etc. Big players: Enernoc (DR), etc.
 - What does the landscape look like, who are the players?
 - Focus behind the meter. Storage. What's possible?
 - Leverage CABA ZNE controls work with building/grid interaction.
 - Very fragmented industry: grid operators, utilities, AEC community
 - GBCI Rating system for grid: PEER. Marge/Brendan can provide update.

Meeting Adjourned: 9:52 AM PDT

END OF MINUTES