



Meeting of the Board of Directors

623 SE Oak Street, Portland, Oregon 07205
July 22nd and 23rd, 2015

Board Meeting and Staff Presentations

July 22, 2015 - 1:00 pm – 5:00 pm PDT

In Person and GoTo Meeting

<https://www.gotomeeting.com/join/360059181>

NBI's Portland Office – The Training Room
623 SW Oak Street
Portland, OR 97205

NBI Partner Reception

July 22nd, 5:00 pm – 7:00 pm PDT

On the (3rd floor) Deck
623 SW Oak Street
Portland, OR 97205

Board Dinner

7:30 pm – 9:30 pm PDT

Davis Street Tavern
135 NW 5th Ave
Portland, OR 97209

<http://www.davisstreettavern.com/>

Board Meeting

July 23, 2015 - 8:00 am-12:00 pm PDT

In Person and GoTo Meeting

<https://www.gotomeeting.com/join/360059181>

NBI's Portland Office – The Training Room
623 SW Oak Street
Portland, OR 97205

BOARD MEETING AGENDA

Wednesday, July 22nd

GoToMeeting - <https://www.gotomeeting.com/join/360059181>

- 12:45 pm – 1:00 pm **Arrive and Settle In**
- 1:00 pm – 1:15 pm **Welcome and Call to Order** (David)
- Agenda review
 - Review and approval of June Minutes
 - Review and discussion of Board Action Items
- 1:15 pm – 2:00 pm **Staff Report**
- Management update
 - Staffing update
 - Fundraising and business development update
 - Other business
- 2:00 pm – 2:30 pm **Finance Committee Report and Discussion** (Ed, Ralph, Anna)
- Staff fiscal update report
 - NBI operating infrastructure
 - 2015 Audit engagement letter
 - Finance committee discussion
- 2:30 pm – 3:00 pm **Development Committee Report and Discussion** (Doug, Michael)
- Board development activities
 - Candidate review and discussion
- 3:00 pm – 3:15 pm Break and Refreshments
- 3:15 pm – 4:30 pm **Staff Presentations**
- Heather Flint Chatto – NBI ZNE programs and activities
 - Mark Frankel – CBR, Targets, zEPI, ASHRAE 189.1
 - Jim Edelson – PCC, ICC, NYSERDA and AGA
 - Cathy Higgins – Radiant Systems research
 - Sean Denniston – Advanced Buildings and Multifamily Initiative
 - Alexi Miller – CABA research and Grid Edge paper
 - Mark Lyles – NEEA CRE Market Test and Utility Program Support
 - Stacey Hobart – Getting to Zero Forum and NBI website renewal
- 4:30 pm – 5:00 pm **Board Discussion and Closing for the Day**
- Review and discuss agenda for generative session
 - Other business

BOARD MEETING AGENDA, continued

Thursday, July 23rd

GoToMeeting - <https://www.gotomeeting.com/join/360059181>

- 8:00 am – 8:30 am **Continental Breakfast and Mingler**
- 8:30 am – 9:00 am **Reflections on Yesterday's Discussions** (David)
- 9:00 am – 10:00 am **Generative Session**
- Objectives:
 - Identify the best opportunities for NBI to lead
 - Define areas of strategic focus for NBI
 - Evaluate NBI's role in policy, products and programs
 - Identify near-term funding opportunities
 - Review market narratives
 - Breakout discussions
- 10:00 am – 10:15 am Break and Refreshments
- 10:15 am – 11:45 am **Generative Session**
- Breakout reports
 - Define Blue Water prospects
 - Discuss board development and support
 - Identify key strategies and tactics
- 11:45 pm – 12:00 pm **Closing**
- Schedule future board meetings
 - Other Business
- 12:00 pm **Adjourn**

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

Home of:



www.newbuildings.org

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

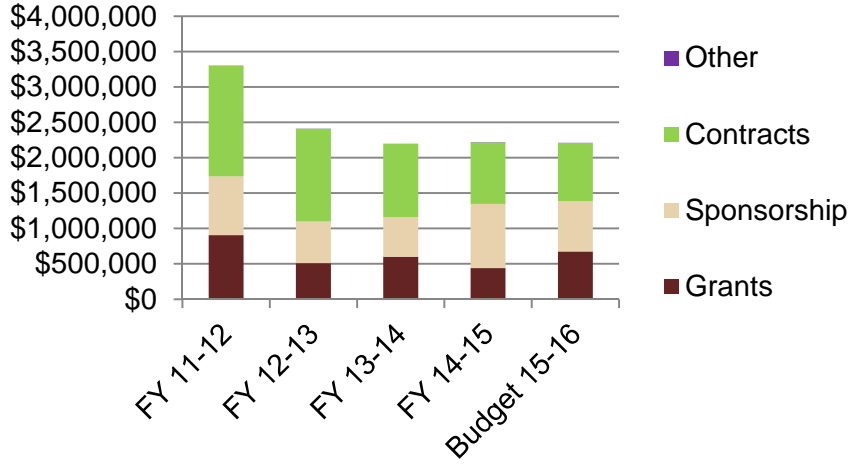
Discussion:

- 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.

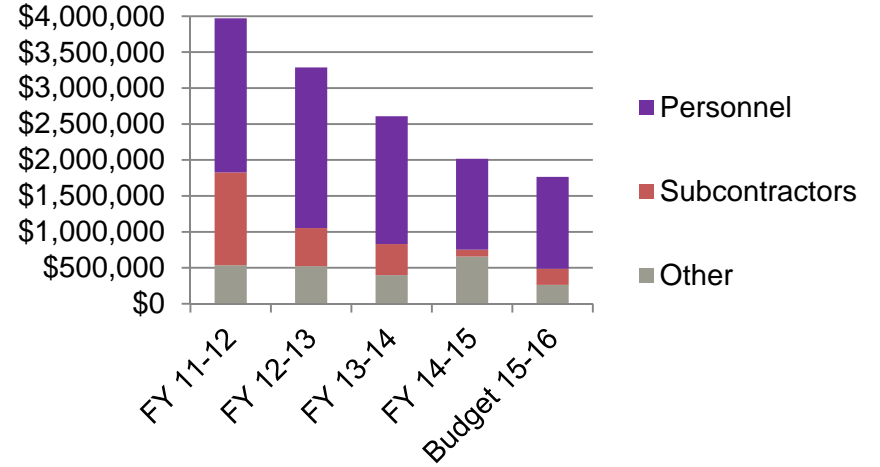
Meeting Adjourned: 9:52 AM PDT

END OF MINUTES

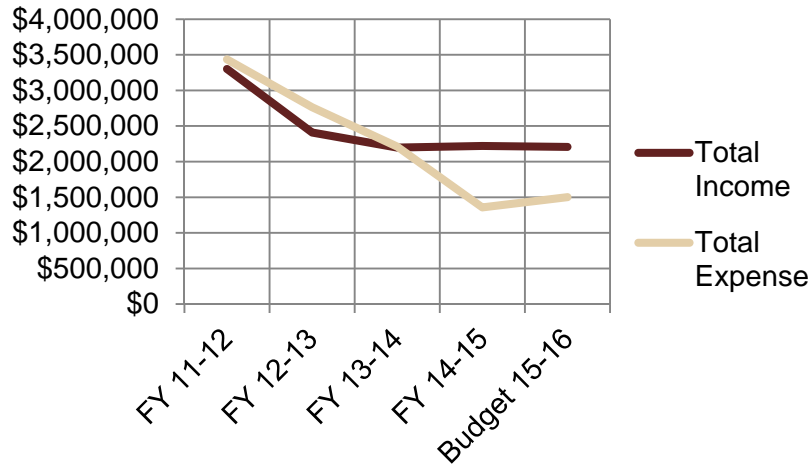
Major Revenue Sources



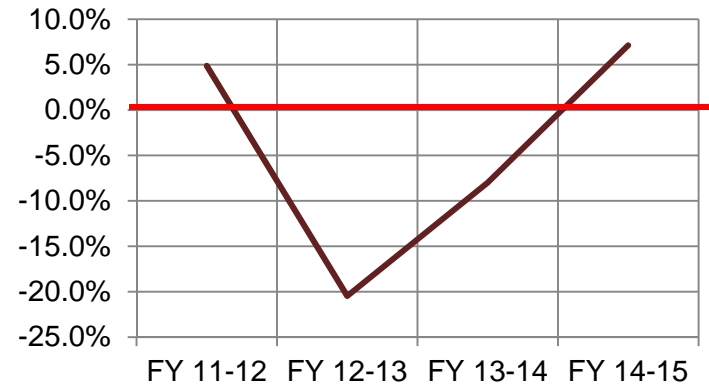
Major Expense Types



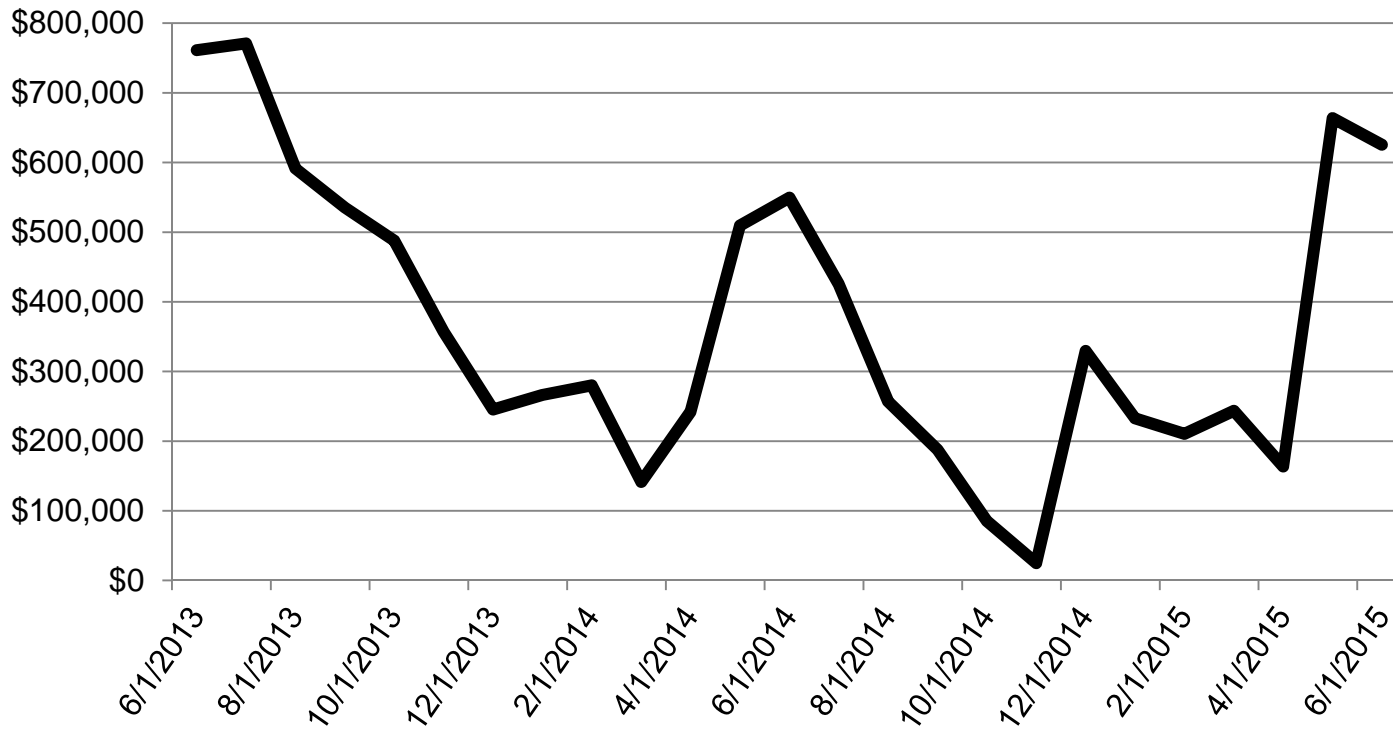
Revenues and Expenses



Net Income Ratio



Cash Balances June 30, 2013 to June 30, 2015



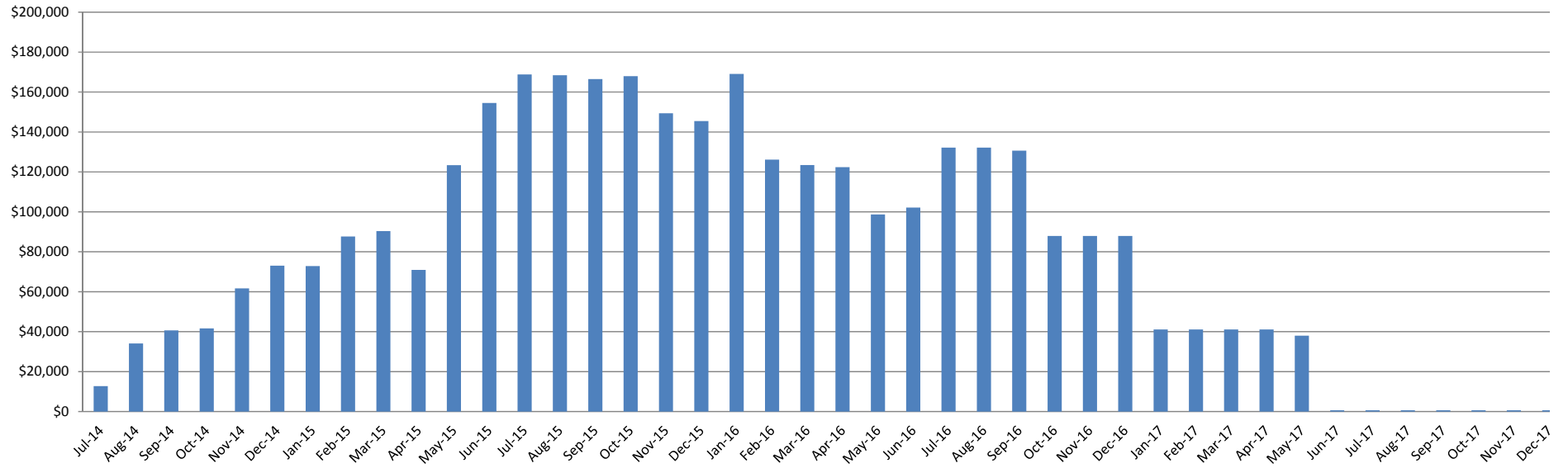
New Buildings Institute, Inc.
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Banking	625,864.30
Total Checking/Savings	<u>625,864.30</u>
Accounts Receivable	
1200 · Accounts Receivable	211,266.26
Total Accounts Receivable	<u>211,266.26</u>
Other Current Assets	
1215 · Other Receivable	2,225.00
1230 · Retentions Receivable	5,201.79
1300 · Inventory	8,085.34
1400 · Deposits	16,735.40
1450 · Prepaid Expenses	21,060.90
Total Other Current Assets	<u>53,308.43</u>
Total Current Assets	<u>890,438.99</u>
Fixed Assets	
1500 · Fixed Assets	16,824.74
Total Fixed Assets	<u>16,824.74</u>
TOTAL ASSETS	<u><u>907,263.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	49,533.40
Total Accounts Payable	<u>49,533.40</u>
Credit Cards	
2050 · Capital Pacific Visa (\$25,000 limit)	1,077.46
Total Credit Cards	<u>1,077.46</u>
Other Current Liabilities	
2301 · PAYROLL LIABILITIES	77,299.25
Total Other Current Liabilities	<u>77,299.25</u>
Total Current Liabilities	<u>127,910.11</u>
Total Liabilities	127,910.11
Equity	
3000 · Unrestricted Net Assets	-69,647.19
3100 · Temporarily Restrict Net Assets	643,770.00
Net Income	205,230.81
Total Equity	<u>779,353.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>907,263.73</u></u>

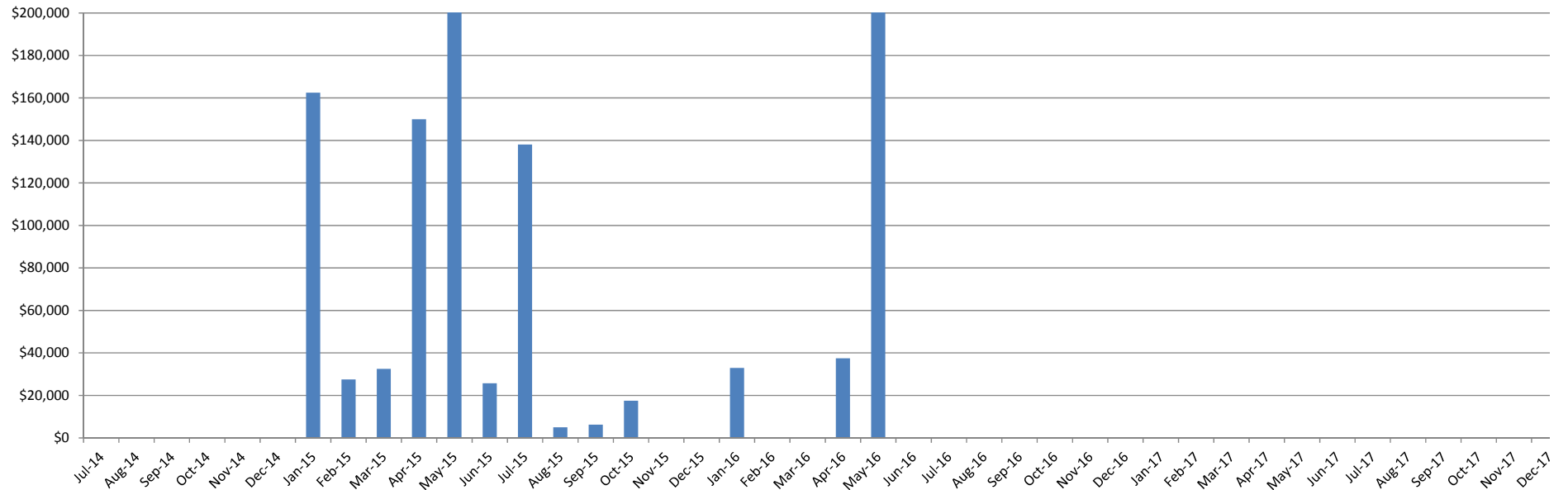
New Buildings Institute, Inc.
Preliminary Income Statement
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
Income	
GRANTS & CONTRIBUTIONS	440,005.00
PROGRAM SERVICE REVENUE	867,847.25
SPONSORSHIP INCOME	907,486.47
OTHER INCOME	4,408.57
TRANSFER TO/FROM TEMP RESTR	0.00
Total Income	<u>2,219,747.29</u>
Gross Profit	<u>2,219,747.29</u>
Expense	
01 Cost of Revenue	416,289.36
02 Business Dev & MarComm	29,621.57
03 Indirect Labor	0.00
04 Computer Services	16,573.94
05 Professional Dev & Training	3,028.00
07 Equipment (non-capital)	3,001.02
08 Occupancy	101,683.87
09 Office Supplies, Postage	6,648.96
10 Marketing/Communications	18,480.19
11 Professional Fees	126,297.14
12 Payroll Related Fees	5,822.46
13 Insurance	5,826.25
14 Taxes	5,071.88
15 Fees	1,467.65
16 Travel, Lodging & meals	62.79
17 Compensation, Taxes, Benefits	1,263,380.21
Direct Costs	0.00
PROJECT EXPENSE (Contract Expenses)	0.00
Subcontractors	4,186.60
9999 - Uncategorized Expense	7,074.59
Total Expense	<u>2,014,516.48</u>
Net Income	<u><u>205,230.81</u></u>

Total, all prospects: Viability Score by Month (Revenue)



Total, all prospects: Viability Score by Month (Sales)

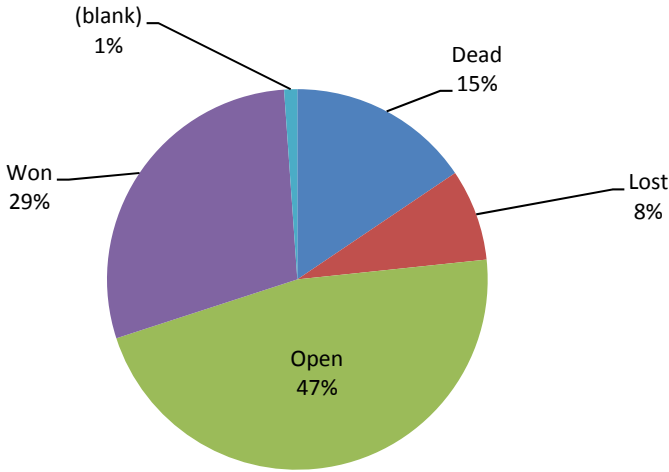


Proposals by Status

Proposals by Status, % of Count

Market Sector*	(All)
Open Proposals	
Status*	Total
Dead	14
Lost	7
Open	42
Won	26
(blank)	1
Grand Total	90

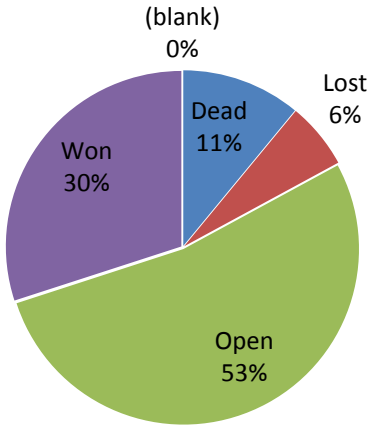
Proposals by Status, % of Count



Proposals by Status, % of NBI \$ value

Market Sector*	(All)
Sum of NBI Share	
Status*	Total
Dead	770,000
Lost	428,500
Open	3,714,250
Won	2,104,899
(blank)	
Grand Total	7,017,649

Proposals by Status, % of NBI \$ Value



Won Proposals by Sector, % of NBI \$ Value

Status*	Won
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Sum of NBI Share	
Market Sector*	Total
AB Sponsor	135,000
NBI Sponsor	638,000
Policy	975,000
Research	73,100
Tools & Resources	278,799
Grand Total	2,099,899

Open Proposals by Sector, % of NBI \$ Value

Status*	Open
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Sum of NBI Share	
Market Sector*	Total
AB Sponsor	720,000
NBI Sponsor	705,000
Policy	1,175,000
Tools & Resources	914,250
Grand Total	3,514,250

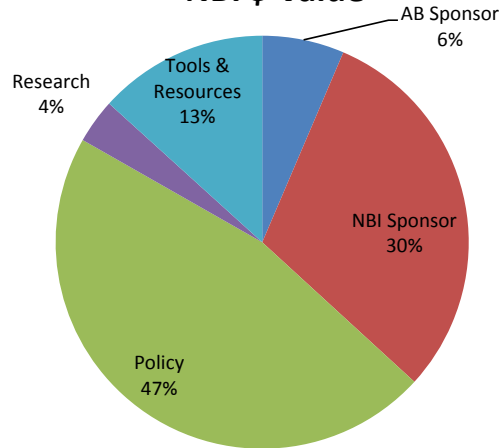
Lost/Dead Proposals by Sector, % of NBI \$ Value

Status*	(Multiple Items)
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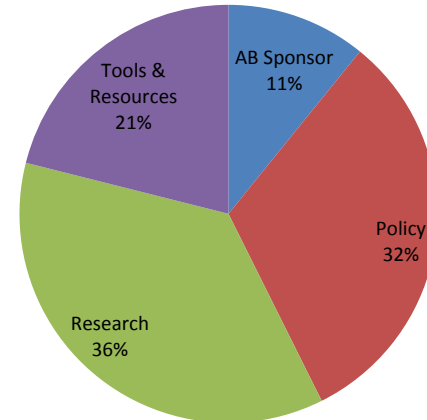
Sum of NBI Share	
Market Sector*	Total
AB Sponsor	130,000
Policy	381,000
Research	435,000
Tools & Resources	252,500
Grand Total	1,198,500

Proposals by Sector

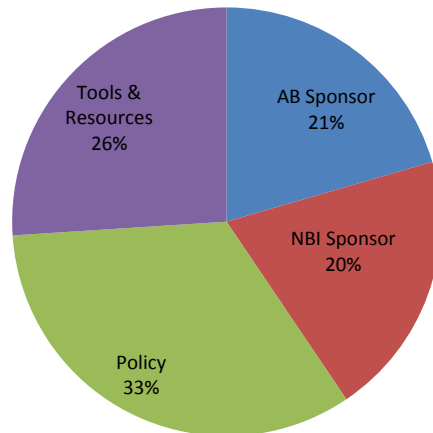
Won Proposals by Sector, % of NBI \$ Value



Lost & Dead Proposals by Sector, % of NBI \$ Value



Open Proposals by Sector, % of NBI \$ Value



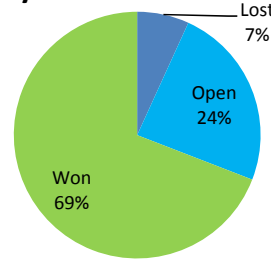
Status by Viability

Viability Vs Status: Viability=1

Viability of Award*(1 - 5)	5
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Sum of NBI Share	
Status*	Total
Lost	60,000
Open	212,250
Won	609,500
Grand Total	881,750

Viability Vs Status: Viability=5

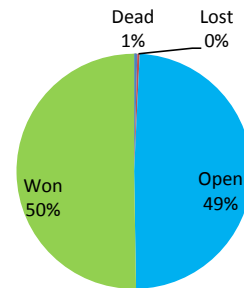


Viability Vs Status: Viability=2

Viability of Award*(1 - 5)	4
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Sum of NBI Share	
Status*	Total
Dead	10,000
Lost	7,500
Open	1,135,000
Won	1,164,799
Grand Total	2,317,299

Viability Vs Status: Viability=4

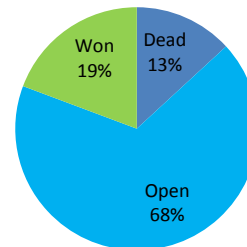


Viability Vs Status: Viability=3

Viability of Award*(1 - 5)	3
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Sum of NBI Share	
Status*	Total
Dead	75,000
Open	385,000
Won	110,000
Grand Total	570,000

Viability Vs Status: Viability=3

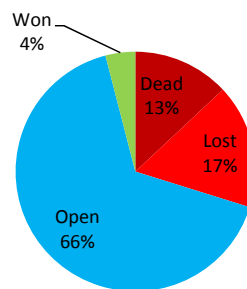


Viability Vs Status: Viability=2

Viability of Award*(1 - 5)	2
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Sum of NBI Share	
Status*	Total
Dead	210,000
Lost	271,000
Open	1,067,000
Won	65,000
Grand Total	1,613,000

Viability Vs Status: Viability=2



Viability Vs Status: Viability=1

Viability of Award*(1 - 5)	1
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Sum of NBI Share	
Status*	Total
Dead	475,000
Lost	90,000
Open	715,000
Won	150,000
Grand Total	1,430,000

Viability Vs Status: Viability=1

