



New Buildings Institute Board Meeting

October 1st, 2015 – 8:30 am – 4:00 pm

U.S. Green Building Council, 2101 L Street, NW, Suite 500

Washington, DC 20037

A meeting of the Board of Directors of New Buildings Institute was held October 1, 2015, convening at 8:00 AM Eastern Time for the purpose of transacting all proper business of the corporation.

Those present, representing a quorum of the Board:

In Person:	Marge Anderson
David Goldstein	Steve Nadel
Jan Berman	Ed McGlynn
George Malek	Brenden Owens

By GoToMeeting:	
Michael McAteer	Nancy Jenkins
Jeff Harris	Kurt Stenberg

Staff present:

Ralph DiNola, CEO
Jim Edelson, Policy Director

Executive Session

Board discussed Ralph's performance review and shared observations with Ralph
Ralph to provide a draft of KPI's to the EC no later than 10/23

Board Meeting

David called the meeting to order at 8:50

July Minutes:

Marge made a motion to accept the July 22/23 Board Minutes, Michael seconded.

Minutes were approved by unanimous consent

Abstentions - Ed, Steve, Brandon

Bylaws:

Ralph sent to Executive committee to review

Ralph will send to the full board to review

Process going forward: Board will review and submit changes to Ralph by October 16th. Ralph will submit to Legal oversight for review.

CEO Report

1. FY2015 Audit: Staff preparing for the audit and will wrap up in the next week or two so we can submit in November
2. Staffing Update: Posted positions on line -good responses. Currently interviewing and checking references

3. Fundraising

Ralph and Steve attended an event in DC 2 weeks ago - ASE Congressional Briefing -about 100 attendees. Ralph and team created a blog around this.

2015 Strategic Priorities

We turned a 5 year Strategic Plan into a 1 year strategy that promote our mission:

- Getting to Zero
- Codes and Policy
- Program Support

Focus for 2016

- optimizing intervention points with existing buildings
- 2016 Getting to Zero Status Update Report to have available as we market the forum.
- ZNE Roadmap: Tactical approach is needed on how you do this

Fundraising: Revenue by Source - we have a good balance: Grants, contracts, sponsorship are the 3 primary areas.

Priority Sponsorships: Staff and the board reviewed a list of priority prospects for fundraising

Sponsorship versus Membership?

Membership is better for PG&E and SCE

Maintain the term sponsorship but have a category for utility membership.

Grant Fundraising - Priority LOIs

- MF codes
- Urban Climate initiative
- AB Tier 4
- Deep Retrofit Guide
- GtZ Forum

Finance Committee Report

Reviewed financials, KPIs and discussed additional refinements to board financial dashboard

Ralph asked Anna to develop financial KPIS - they have developed 6 KPIs -3 are shown in the handout. Anna is going to try to put together some benchmarks to other non-profits where it's appropriate - what's good, what's bad, what's average.....We can plot month by month.

- Number of months of Op income -total op cash
Steve suggested we include unrestrictive reserves - benchmarking is typically 6 months.
- Savings indicator
- Op Margins

Ralph will share all 6 for Board review/inpt.

ComNet -

Mark is working with Charles Ely on an update and will provide a report. This will influence our decision going forward.

Once Ralph receives the report he will host a webinar with the Board to help develop our strategy. David suggested we ask Charles who else we should invite.

Development Committee Report

Board Candidates

1. MT and Utilities
2. Private Sector
3. Foundation

Increase diversity, 2 new members in 2016, etc

The board reviewed a list of potential board candidates and developed a priority list. Ralph will contact the priority candidates and ascertain their interest in joining the board.

Staff Presentations

Jim - update on ZNE and codes

Generative Session

The Generative Session focused on three topic areas:

Part 1. Ice Breaker

Name that Forum...(the subtitle)

Part 2. Strategic Priorities

Follow up on narrative themes discussed at July meeting:

Part 3. NBI...Back to the future - reflecting on NBI: NBI - 1997 /NBI - 2033

Ralph plans to shape these ideas into a 1, 5 and 15 year plan.

Closing

2016 Meeting Schedule:

In Person Meetings:

- Spring in Chicago: March or April associated with NBI/Seventhwave Workshop
- Fall in Denver: October or November tie to Getting to Zero National Forum

Virtual Meetings:

- Winter Meeting: January
- Summer Meeting: July

Meeting Board Meeting adjourned at 3:22 PM ET.