



MEETING OF THE BOARD OF DIRECTORS: Virtual Board Meeting

Tuesday, October 2nd, 2018 - 10:00 am - 2:00 pm PDT

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/977477461>

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 977-477-461

BOARD MEETING AGENDA

Tuesday, October 2nd

- | | |
|---------------------|---|
| 10:00 am – 10:15 am | Welcome and Call to Order (David) <ul style="list-style-type: none">• Call to Order• Agenda review• Review and approval of June Board Meeting Minutes |
| 10:15 am – 11:15 am | State of Play: Industry perspectives – where we are, where we are going |
| 11:15 am – 12:15 pm | Board Committee Presentations <ul style="list-style-type: none">• Executive Committee• Governance Committee<ul style="list-style-type: none">○ Introduction and overview○ Committee Tasks○ Discussion• Finance Committee<ul style="list-style-type: none">○ Q2 Budget revision and financials review○ Financials Review and Resolution○ Discussion○ VOTE: Resolution Q2 Budget revision approval |
| 12:15 pm – 12:30 pm | Break |
| 12:30 pm – 1:30 pm | Board Update on Development and Programs <ul style="list-style-type: none">• Development and Program updates |
| 1:30 pm – 2:00 pm | Closing <ul style="list-style-type: none">• Closing discussion• December (Annual) Board Meeting agenda discussion<ul style="list-style-type: none">○ Election of Officers / Committee Members |

Board Meeting Agenda, cont.

- Committee Presentations
- Staff Presentations, Strategic Plan and Program Review
- Schedule future board meetings: confirm dates and locations
 - Winter: (December)(Annual Meeting): Scheduled for December 12-13, location TBD
 - Spring (February): (Virtual meeting): Date: TBD ; Location: TBD
 - Summer (June): Budget Approval: Date: TBD ; Location: TBD
 - Fall (September): Meeting at Getting to Zero Forum (internally focused board meeting) (conduct board self-evaluation in advance and present at meeting) Date: TBD ; Location: TBD
- Other Business

2:00 pm

Adjourn

- Closing Gavel

MEETING OF THE BOARD OF DIRECTORS: ANNUAL MEETING – MEETING MINUTES

Commonwealth Edison 440 S. LaSalle St., Chicago, IL – 33rd Floor
June 5th-6th, 2018

Tuesday, June 5th

3:00 pm – 3:15 pm

Welcome and Call to Order (David)

- Call to Order
- Agenda review
- Review and approval of May Board Meeting Minutes

Call to Order: David called the meeting to order at 3:01 p.m. CDT

Roll Call:

In person:

Marge Anderson

Mark MacCracken

David Goldstein (called meeting to order and then took a call)

Brendan Owens

Val Jensen

Guest, then elected board: Dana Bolton (ComEd visitor) left at 2:50

On GoToMeeting/phone:

Peter Turnbull (out at 1:30 for 15 -20 min)

Jeff Harris left June 5th at 5:00 pm CDT

Ed McGlynn

Nancy Jenkins-Ander

Michael McAteer

Patrick O'Shei joined at 4:13 CDT

Steve Nadel (participated in part of June 6)

Guest: John Wilson

Staff:

Ralph DiNola

Amy Cortese

Stacey Hobart

A Quorum was maintained during the meeting

Reviewed Agenda

Val Jensen introduce Dana Bolton as his recommended replacement for his position on the NBI board from ComEd.

VOTE:

- **MOTION:** Peter made a motion to formally elect Dana Bolton to the NBI Board of Directors.
- Brendon seconded.
- No discussion
- VOTE:
 - All in favor: all Ayes
 - Opposed: no opposed.
 - Abstentions: no abstentions.
- Motion carried

Doug Baston, Clerk and Founding board member, is resigning from the Board of Directors. The board and staff of NBI will formally recognize Doug for his service to NBI.

Board Meeting Minutes, cont.

Val Jensen resigned from the board.

Approval of the May Virtual Board Meeting Minutes staff recommended that the May Board Meeting Minutes be streamlined prior to approval by the Board.

NBI's focus has been on energy, but quickly transitioning to de-carbonization of electricity and transition of vehicle integration into buildings.

3:15 pm – 4:00 pm **CEO Report**

- Core Mission Support Update
- Development Update
- Program Update (with Amy)

Ralph presentation about the past 5 years. Reviewed Core Mission Support

Ralph and Amy provided a Program Update

4:00 pm – 5:00 pm **Staff Presentations: Part 1**

- Amy: Advanced Jurisdictions, Oregon Case Study, K-12 Schools
- Stacey: Communications, 2018 and 2019 Forum, Surveys

5:00 pm – 5:30 pm **Discussion**

Meeting recessed at 5:50 CDT to continue at 9 am Central.

Wednesday, June 6th

8:30 am – 9:00 am **Arrive, Settle In, and Breakfast**

9:00 am – 9:05 am **Welcome and call the meeting out of recess** (David)

9:05 am – 9:15 am **Recap and Discussion of Previous Day**

9:15 am – 10:00 am **The State of Play – Board Member Discussion and Perspectives on the State and Direction of the Industry** (five minutes each and discussion)

- Overview of December discussion
- Current State of Play

10:00 am – 10:15 am **Break**

10:15 am – 11:00 am **Election of Officers, Review of Committees**

VOTE: Election of Officers

- President
- Vice President
- Treasurer
- Clerk
- VOTE: Approve Officers

Board Meeting Minutes, cont.

VOTE: NBI Board Committees

- Executive Committee
- Finance Committee
- Governance Committee
- VOTE: Approve Committees

VOTE: Officer Elections

- A slate of candidates was offered for a vote on NBI Board Officers
- President: David Goldstein
- Vice President: Michael McAteer
- Treasurer: Ed McGlynn
- Secretary/Clerk: Marge Anderson
- Discussion: Hold another election after Governance Committee has the opportunity to meet and make formal nominations
- **MOTION:** Mark MacCracken moved to approve Officers, Michael seconded
 - All in Favor: all ayes, except David and Marge
 - Opposed: none
 - Abstention: David and Marge abstained
 - Motion carried

VOTE: Board Committee Vote

- The Executive Committee will continue to be composed of the Officers and Ralph
- David called for a motion to form a Governance/Nomination Committee consisting of Patrick, Marge, Peter and David as ex-officio
- **MOTION:** Jeff Harris moved, Mark McCracken seconded.
 - All in favor: Unanimous acceptance.
 - Abstention: Marge abstained.
- **MOTION:** Marge moved to re-affirm the finance committee consisting of David, Michael, Ed, Steve, and Mark. Brendan seconded.
 - All in favor: all ayes
 - Opposed: none
 - Abstain: none
 - Motion carried

11:00 am – 11:30 am **Finance Committee Report and Discussion** (Ed, Ralph, Mary)

- Staff fiscal review and update

11:30 am – 12:00 pm **VOTE: FY 2019 Budget Review and Approval** (Ed, Ralph, Mary)

- Review of FY 2019 Draft Budget
- VOTE: Approval of FY 2019 Budget

VOTE: FY 2019 Budget

Board Meeting Minutes, cont.

- Quorum check – yes, we have quorum
- **MOTION:** recommendation from finance committee to approve budget
 - Discussion: Should we change the fiscal year to calendar year based on cash flow bumps that seem to happen fairly routinely?
 - All in favor: all ayes
 - Opposed: no opposition
 - Abstention: no abstention
 - Motion carried

12:00 pm – 1:00 pm Lunch Break

1:00 pm – 2:00 pm **Program Review, Staff Presentations: Part 2**

- Jim: Advancing Codes, NYSERDA, VT
- Mark: GridOptimal Initiative
- Cathy: Itron Technology Roadmap, ASHRAE Multifamily

2:00 pm – 2:30 pm **NBI Strategic Plan Review and Discussion**

- Review of 2018 KPIs
- Approach for 2019

2:30 pm – 2:45 pm **Break**

2:45 pm – 3:15 pm **Generative Session, Program Approach and Prioritization**

- Conduct generative exercises:
 - Define specific program opportunities for NBI growth
 - Carbon and Carbon Policies
 - Role of Renewables vs EE
 - Grid Optimization
 - ZE Consulting
 - Outline key strategic partnership opportunities
 - Discuss specific NBI and board member organizational partnerships
 - Prioritize activities
 - Define Action Plan

3:15 pm – 3:45 pm **NBI Sustainability and Growth Plan – Review**
Review and discuss NBI Growth Plan and Staffing Plan

- Reviewed and discussed current growth plan, revenue and staffing

3:45 pm – 4:00 pm **Closing**

- Closing discussion
- Schedule future meetings
- Other Business

4:00 pm **Adjourn Board Meeting** (David)

- The meeting was adjourned at 3:56 pm CDT

GOVERNANCE COMMITTEE: MEETING MINUTES

August 3rd, 2018

Committee Members Present:

- Patrick O'Shei
- Marge Anderson
- Peter Turnbull
- Ralph DiNola (staff)

Absent:

- David Goldstein

Reviewed composition and role of committee:

- Members
- Scope, Purpose and Focus of Governance Committee (roles)
 - Board Membership/continuity
 - By-laws – review Word version and redline in Track Changes.
 - Not the executive committee – be clear about scope (not driving from the back seat)
 - Health of the board and supporting good governance practice and oversight
- Raising of any know issues
- Identification of initial activities
- Schedule: meet once or twice between board meetings. Identify what items need feedback or vote for changes to NBI policies, Bylaws, Personnel Manual, Accounting Manual, etc.

Governance Committee Tasks:

1. Mission: Conduct regularly-scheduled re-examinations of the agency's Mission Statement.
2. Vision: Conduct regularly-scheduled re-examinations of the agency's Vision Statement.
3. Bylaws: Conduct regularly-scheduled re-examinations of the agency's By-Laws.
4. Board Engagement: Make sure that board members understand the function of the org, fiscal health and successfully meeting mission throughout the course of the year. Proper board engagement.
5. Organization Policies: Conduct regularly-scheduled reviews of the agency's operating policies:
 - Conflict-of-interest for board and staff
 - Document retention – work with staff to identify which documents should be covered by policy: which docs and for how long? Document destruction?
 - Loans to employees
 - Ethics
 - Whistle-blower
 - Need to ensure that staff have awareness on policy and a board member contact
 - Board needs to understand procedure
 - Procurement (purchasing)
 - Contracting parameters – need to establish staff limitations and requirements for review or approval by Executive or Finance Committee
 - Grievance and other employment-related practices
 - Other?
6. Oversee:
 - Board orientation

Governance Committee Meeting Minutes, cont.

- Ongoing Board development, including formalizing the description of criteria for Board membership
- Establishing job descriptions for Board members and committee leadership,
- Creating a board member contract with the agency,
- Considering term limits
- Establishing a board self-evaluation process.
- Diversity: ensure that the composition of the Board
- Reflects the demographics of the community served
- Provides the particular talents needed to accomplish the strategic plan.

7. Establish a Personnel Practices procedure

Reviewed the best practice guidelines for board governance and board functioning.

Re-affirmed the role of the Executive Committee of the Board.

The review identified some issues and activities for additional consideration:

1. Scheduling of Board Meetings (role of board and value of an annual calendar)
2. Board Meeting pattern that best fit the Annual Cycle of NBI (finances and Annual Conference)
3. Value of a Board Meeting at beginning of the Annual Conference that is low burden on staff to have board focus on board functioning.
4. By-laws related to Board composition and Board turn-over, nominations, operational definition for achieving representation of stakeholders and diversity sought
5. By-laws and practice related to Conflict-of-Interest and Non-disclosure
6. Starting with next board meeting a report, starting with December 2018 Board Meeting proposed changes to be considered by board.
7. NBI "Advisory Committee, Council, or Senior Fellows" a leadership resource for the Board of Directors. Joins. Make this one group and an approach for engagement.

Resources:

Ensure Good Governance [Practices.](#)

[26 Practices of High Performing Boards.](#)

Monitor Board Member Involvement.

See "[What You Can Count on From Your Board Members, and What You Can't.](#)"

New Buildings Institute, Inc.
Profit & Loss Budget vs. Actual
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Income				
GRANTS & CONTRIBUTIONS				
4200 · Foundation Grant Support	1,010,000.00	0.00	1,010,000.00	100.0%
Total GRANTS & CONTRIBUTIONS	1,010,000.00	0.00	1,010,000.00	100.0%
PROGRAM SERVICE REVENUE				
Project Income				
4050 · Fee for Service (flat rate)	-14,432.00			
4110 · Reimbursed Labor	218,049.76	271,066.00	-53,016.24	80.4%
4100 · Reimbursed Expenses	2,363.62			
4120 · Subcontractor Reimbursement	192,707.42			
Total Project Income	398,688.80	271,066.00	127,622.80	147.1%
Product Income				
4105 · ALG On-line Subscriptions	0.00	190.00	-190.00	0.0%
4106 · HV AC Primer ((Pub 2014))	0.00	0.00	0.00	0.0%
4135 · New Construction Guide	258.00	900.00	-642.00	28.7%
Total Product Income	258.00	1,090.00	-832.00	23.7%
Total PROGRAM SERVICE REVENUE	398,946.80	272,156.00	126,790.80	146.6%
Forum Registration Fee				
4180 · Forum Fee Registration	0.00	0.00	0.00	0.0%
Total Forum Registration Fee	0.00	0.00	0.00	0.0%
SPONSORSHIP INCOME				
4030 · New Buildings General Sponsor	49,494.42	53,370.00	-3,875.58	92.7%
4033 · Forum/Summit Sponsorships	0.00	0.00	0.00	0.0%
Total SPONSORSHIP INCOME	49,494.42	53,370.00	-3,875.58	92.7%
OTHER INCOME				
4169 · In-Kind Donations	0.00	0.00	0.00	0.0%
4300 · Interest Income	698.38	440.00	258.38	158.7%
Total OTHER INCOME	698.38	440.00	258.38	158.7%
Total Income	1,459,139.60	325,966.00	1,133,173.60	447.6%
Gross Profit	1,459,139.60	325,966.00	1,133,173.60	447.6%
Expense				
01 Cost of Revenue				
5051 · Cost of Revenue - Subcontractor	123,307.33	105,429.00	17,878.33	117.0%

New Buildings Institute, Inc.
Profit & Loss Budget vs. Actual
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
5052 · Cost of Revenue - Direct Travel	4,177.99			
5053 · Cost of Revenue - Direct Costs	738.25			
5054 · Forum Direct Expenses	-3,435.00	0.00	-3,435.00	100.0%
Total 01 Cost of Revenue	124,788.57	105,429.00	19,359.57	118.4%
04 Computer Services				
5166 · Computer Services	2,753.50	3,100.00	-346.50	88.8%
Total 04 Computer Services	2,753.50	3,100.00	-346.50	88.8%
05 Professional Dev & Training				
5170 · Conference Registrations	1,079.62	1,210.00	-130.38	89.2%
Total 05 Professional Dev & Training	1,079.62	1,210.00	-130.38	89.2%
06 Depreciation (non-cash exp)				
5400 · Depreciation (Depreciation Expense)	1,853.80	1,915.00	-61.20	96.8%
Total 06 Depreciation (non-cash exp)	1,853.80	1,915.00	-61.20	96.8%
07 Equipment (non-capital)				
5285 · Software (non-capital)	3,262.62	2,772.00	490.62	117.7%
5299 · Office Equipment	0.00	0.00	0.00	0.0%
Total 07 Equipment (non-capital)	3,262.62	2,772.00	490.62	117.7%
08 Occupancy				
Occupancy				
5360 · Rent	13,228.06	13,128.00	100.06	100.8%
5361 · Telecommunications	665.71	1,000.00	-334.29	66.6%
Total Occupancy	13,893.77	14,128.00	-234.23	98.3%
Total 08 Occupancy	13,893.77	14,128.00	-234.23	98.3%
09 Office Supplies, Postage				
5220 · Office Supplies	800.52	1,034.00	-233.48	77.4%
5260 · Postage and Delivery	52.42	84.00	-31.58	62.4%
Total 09 Office Supplies, Postage	852.94	1,118.00	-265.06	76.3%

New Buildings Institute, Inc.
Profit & Loss Budget vs. Actual
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
10 Marketing/Communications				
5099 · Communication Services	1,137.37	1,100.00	37.37	103.4%
5100 · Advertising & Public Relations	0.00	1,700.00	-1,700.00	0.0%
5110 · Donations to other Non-Profits	750.00			
5195 · Memberships & Subscriptions	300.00	1,626.00	-1,326.00	18.5%
5186 · Website Maintenance/Development	203.10	2,200.00	-1,996.90	9.2%
5201 · Books & Publications	84.75			
5202 · Printing and Reproduction	0.00	250.00	-250.00	0.0%
Total 10 Marketing/Communications	2,475.22	6,876.00	-4,400.78	36.0%
11 Professional Fees				
5250 · Outside Services	0.00	0.00	0.00	0.0%
5265 · Accounting & Auditing	266.00	3,000.00	-2,734.00	8.9%
5277 · Recruiting	289.00			
5279 · Consulting Services				
5279-1 · Consulting-non-billable expense	0.00	0.00	0.00	0.0%
5279 · Consulting Services - Other	2,030.00	4,085.00	-2,055.00	49.7%
Total 5279 · Consulting Services	2,030.00	4,085.00	-2,055.00	49.7%
Total 11 Professional Fees	2,585.00	7,085.00	-4,500.00	36.5%
12 Payroll Related Fees				
7095 · Payroll & Benefit Plan Fees	711.35	1,090.00	-378.65	65.3%
7096 · Retirement Plan Fees	200.00	200.00	0.00	100.0%
Total 12 Payroll Related Fees	911.35	1,290.00	-378.65	70.6%
13 Insurance				
5176 · Businessowners	1,935.00	2,166.00	-231.00	89.3%
5178 · Excess Liability	0.00	0.00	0.00	0.0%
5180 · D&O	546.00	506.00	40.00	107.9%
Total 13 Insurance	2,481.00	2,672.00	-191.00	92.9%
14 Taxes				
8000 · Personal Property	0.00	0.00	0.00	0.0%
8011 · Use Tax - State	0.00	0.00	0.00	0.0%
Total 14 Taxes	0.00	0.00	0.00	0.0%

New Buildings Institute, Inc.
Profit & Loss Budget vs. Actual
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
15 Fees				
5150 · Bank Service Charges	125.00	104.00	21.00	120.2%
5152 · Interest Paid (Interest Expense)	0.00	0.00	0.00	0.0%
5190 · Licenses & Fees	0.00	410.00	-410.00	0.0%
5288 · Merchant Services Fees	419.69	1,046.00	-626.31	40.1%
5296 · Miscellaneous Fees (Miscellaneous)	39.00			
Total 15 Fees	583.69	1,560.00	-976.31	37.4%
16 Travel, Lodging & meals				
5155 · Board/Staff Meeting Expenses	269.88	0.00	269.88	100.0%
5290 · Non-billable Meals & Meetings	0.00	66.00	-66.00	0.0%
5295 · Non-billable Travel (Airfare, Lodging, Parking, et)	2,734.71	4,000.00	-1,265.29	68.4%
Total 16 Travel, Lodging & meals	3,004.59	4,066.00	-1,061.41	73.9%
17 Compensation, Taxes, Benefits				
Salaries & Wages				
7037 · Salaries	222,128.19	272,786.00	-50,657.81	81.4%
7036 · PTO				
7038 · Accrued Vacation	-15,153.23	0.00	-15,153.23	100.0%
7036 · PTO - Other	41,342.73	5,340.00	36,002.73	774.2%
Total 7036 · PTO	26,189.50	5,340.00	20,849.50	490.4%
7005 · Holiday Pay	6,461.72			
Total Salaries & Wages	254,779.41	278,126.00	-23,346.59	91.6%
Payroll Taxes				
7075 · Federal				
7040 · Medicare	3,795.11			
7045 · Social Security	16,227.55			
7075 · Federal - Other	0.00	27,748.00	-27,748.00	0.0%
Total 7075 · Federal	20,022.66	27,748.00	-7,725.34	72.2%
7080 · State				
7082 · OR Workers' Comp	446.16			
7081 · OR Wkr's Assessment	61.38			
7085 · OR SUI	494.74			
7055 · WA SUI	0.00			
7050 · WA L&I	38.65			
Total 7080 · State	1,040.93			
Total Payroll Taxes	21,063.59	27,748.00	-6,684.41	75.9%

11:49 AM

09/30/18

Accrual Basis

New Buildings Institute, Inc.
Profit & Loss Budget vs. Actual
July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Benefits				
7015 · Health Insurance	17,850.91	18,276.00	-425.09	97.7%
7016 · Dental Insurance	2,685.62	2,740.00	-54.38	98.0%
7020 · Life Insurance	1,766.52	1,796.00	-29.48	98.4%
7065 · Retirement	13,541.63	13,640.00	-98.37	99.3%
7066 · Training Reimbursment	440.00	1,366.00	-926.00	32.2%
Total Employee Benefits	<u>36,284.68</u>	<u>37,818.00</u>	<u>-1,533.32</u>	<u>95.9%</u>
Total 17 Compensation, Taxes,Benefits	<u>312,127.68</u>	<u>343,692.00</u>	<u>-31,564.32</u>	<u>90.8%</u>
Total Expense	<u>472,653.35</u>	<u>496,913.00</u>	<u>-24,259.65</u>	<u>95.1%</u>
Net Income	<u><u>986,486.25</u></u>	<u><u>-170,947.00</u></u>	<u><u>1,157,433.25</u></u>	<u><u>-577.1%</u></u>

New Buildings Institute, Inc.
Profit & Loss
 July through August 2018

	Jul - Aug 18
Income	
GRANTS & CONTRIBUTIONS	
4200 · Foundation Grant Support	1,010,000.00
Total GRANTS & CONTRIBUTIONS	1,010,000.00
PROGRAM SERVICE REVENUE	
Project Income	
4050 · Fee for Service (flat rate)	-14,432.00
4110 · Reimbursed Labor	218,049.76
4100 · Reimbursed Expenses	2,363.62
4120 · Subcontractor Reimbursement	192,707.42
Total Project Income	398,688.80
Product Income	
4135 · New Construction Guide	258.00
Total Product Income	258.00
Total PROGRAM SERVICE REVENUE	398,946.80
SPONSORSHIP INCOME	
4030 · New Buildings General Sponsor	49,494.42
Total SPONSORSHIP INCOME	49,494.42
OTHER INCOME	
4300 · Interest Income	698.38
Total OTHER INCOME	698.38
Total Income	1,459,139.60
Gross Profit	1,459,139.60
Expense	
01 Cost of Revenue	
5051 · Cost of Revenue - Subcontractor	123,307.33
5052 · Cost of Revenue - Direct Travel	4,177.99
5053 · Cost of Revenue - Direct Costs	738.25
5054 · Forum Direct Expenses	-3,435.00
Total 01 Cost of Revenue	124,788.57
04 Computer Services	
5166 · Computer Services	2,753.50
Total 04 Computer Services	2,753.50

New Buildings Institute, Inc.
Profit & Loss
 July through August 2018

	Jul - Aug 18
05 Professional Dev & Training	
5170 · Conference Registrations	1,079.62
Total 05 Professional Dev & Training	1,079.62
06 Depreciation (non-cash exp)	
5400 · Depreciation (Depreciation Expense)	1,853.80
Total 06 Depreciation (non-cash exp)	1,853.80
07 Equipment (non-capital)	
5285 · Software (non-capital)	3,262.62
Total 07 Equipment (non-capital)	3,262.62
08 Occupancy	
Occupancy	
5360 · Rent	13,228.06
5361 · Telecommunications	665.71
Total Occupancy	13,893.77
Total 08 Occupancy	13,893.77
09 Office Supplies, Postage	
5220 · Office Supplies	800.52
5260 · Postage and Delivery	52.42
Total 09 Office Supplies, Postage	852.94
10 Marketing/Communications	
5099 · Communication Services	1,137.37
5110 · Donations to other Non-Profits	750.00
5195 · Memberships & Subscriptions	300.00
5186 · Website Maintenance/Development	203.10
5201 · Books & Publications	84.75
Total 10 Marketing/Communications	2,475.22
11 Professional Fees	
5265 · Accounting & Auditing	266.00
5277 · Recruiting	289.00
5279 · Consulting Services	2,030.00
Total 11 Professional Fees	2,585.00

New Buildings Institute, Inc.
Profit & Loss
 July through August 2018

	Jul - Aug 18
12 Payroll Related Fees	
7095 · Payroll & Benefit Plan Fees	711.35
7096 · Retirement Plan Fees	200.00
Total 12 Payroll Related Fees	911.35
13 Insurance	
5176 · Businessowners	1,935.00
5180 · D&O	546.00
Total 13 Insurance	2,481.00
15 Fees	
5150 · Bank Service Charges	125.00
5288 · Merchant Services Fees	419.69
5296 · Miscellaneous Fees (Miscellaneous)	39.00
Total 15 Fees	583.69
16 Travel, Lodging & meals	
5155 · Board/Staff Meeting Expenses	269.88
5295 · Non-billable Travel (Airfare, Lodging, Parking, et)	2,734.71
Total 16 Travel, Lodging & meals	3,004.59
17 Compensation, Taxes, Benefits	
Salaries & Wages	
7037 · Salaries	222,128.19
7036 · PTO	
7038 · Accrued Vacation	-15,153.23
7036 · PTO - Other	41,342.73
Total 7036 · PTO	26,189.50
7005 · Holiday Pay	6,461.72
Total Salaries & Wages	254,779.41
Payroll Taxes	
7075 · Federal	
7040 · Medicare	3,795.11
7045 · Social Security	16,227.55
Total 7075 · Federal	20,022.66

11:24 AM

09/30/18

Accrual Basis

New Buildings Institute, Inc.

Profit & Loss

July through August 2018

	<u>Jul - Aug 18</u>
7080 · State	
7082 · OR Workers' Comp	446.16
7081 · OR Wkr's Assessment	61.38
7085 · OR SUI	494.74
7055 · WA SUI	0.00
7050 · WA L&I	38.65
	<hr/>
Total 7080 · State	1,040.93
	<hr/>
Total Payroll Taxes	21,063.59
	<hr/>
Employee Benefits	
7015 · Health Insurance	17,850.91
7016 · Dental Insurance	2,685.62
7020 · Life Insurance	1,766.52
7065 · Retirement	13,541.63
7066 · Training Reimbursment	440.00
	<hr/>
Total Employee Benefits	36,284.68
	<hr/>
Total 17 Compensation, Taxes,Benefits	312,127.68
	<hr/>
Total Expense	472,653.35
	<hr/>
Net Income	986,486.25
	<hr/> <hr/>

Balance Sheet

As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Banking	
1010 · Columbia Checking 1770	750,481.27
1012 · Beneficial State MM account	251,169.22
1015 · Heritage Checking 8865	890,609.54
Total Banking	<u>1,892,260.03</u>
Total Checking/Savings	1,892,260.03
Accounts Receivable	
1200 · Accounts Receivable	689,021.99
Total Accounts Receivable	<u>689,021.99</u>
Other Current Assets	
1210 · Undeposited Funds	49,292.50
1215 · Other Receivable	395,829.98
1300 · Inventory	243.17
1490 · Prepaid 3-316 EPIC Leading LA	120,000.00
1400 · Deposits	4,966.00
1450 · Prepaid Expenses	
1451 · Prepaid Health Insurance	118.43
1452 · Prepaid Life Insurance	0.02
1450 · Prepaid Expenses - Other	18,445.58
Total 1450 · Prepaid Expenses	<u>18,564.03</u>
Total Other Current Assets	<u>588,895.68</u>
Total Current Assets	3,170,177.70
Fixed Assets	
1500 · Fixed Assets	
1510 · Equipment	25,943.37
1511 · Furniture	2,909.75
1513 · Intangible Assets	41,964.75
1550 · Accumulated Depreciation	-39,179.13
Total 1500 · Fixed Assets	<u>31,638.74</u>
Total Fixed Assets	<u>31,638.74</u>
TOTAL ASSETS	<u>3,201,816.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	298,409.65
Total Accounts Payable	<u>298,409.65</u>
Credit Cards	
2050 · NBI Corporate Credit Cards	
2051 · Ralph - 7618 Columbia (was 7626)	1,956.40
2055 · Ralph - Capital One 9312	9.99
Total 2050 · NBI Corporate Credit Cards	<u>1,966.39</u>
Total Credit Cards	1,966.39
Other Current Liabilities	
2005 · Accrued Expenses	119,296.15
2301 · PAYROLL LIABILITIES	
2300 · Accrued Payroll	41,575.95
2360 · Accrued Vacation	64,488.23

Balance Sheet

As of August 31, 2018

	<u>Aug 31, 18</u>
Social Security & Medicare	
2410 · Employee	4,981.87
2415 · Employer	4,981.86
Total Social Security & Medicare	<u>9,963.73</u>
State	
2434 · OR Statewide Transit Tax (OR Statewide Transit Tax - new 7/1/18)	53.03
2420 · OR, VA & NC SWT	3,383.10
2425 · WA L&I	103.23
2432 · OR WBF (WC)	29.70
2433 · OR SUI Payable	0.51
Total State	<u>3,569.57</u>
2302 · FSA - Dependent Care (pre-tax)	312.33
2303 · FSA - Unreimb Medical (pre-tax)	564.29
2310 · Supplemental Insur (post-tax)	16.15
2341 · HSA - Employee contribution	287.50
2342 · Transportation Benefits (Pre-tax transit & parking)	1,491.46
2357 · Retirement - 401(K)	11,037.86
2365 · Federal Withholding	7,312.56
2301 · PAYROLL LIABILITIES - Other	-51.75
Total 2301 · PAYROLL LIABILITIES	<u>140,567.88</u>
2503 · ALL GRANTS & SPONSORSHIPS	
2501 · Deferred Rev-3-316 EPIC Leading	120,000.00
2504 · Deferred Revenue-Sponsorships	399,644.60
Total 2503 · ALL GRANTS & SPONSORSHIPS	<u>519,644.60</u>
Total Other Current Liabilities	<u>779,508.63</u>
Total Current Liabilities	<u>1,079,884.67</u>
Total Liabilities	<u>1,079,884.67</u>
Equity	
3000 · Unrestricted Net Assets	1,135,445.52
Net Income	986,486.25
Total Equity	<u>2,121,931.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,201,816.44</u></u>

New Buildings Institute, Inc.
A/P Aging Summary
As of August 31, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ADP	119.00	0.00	0.00	0.00	0.00	119.00
AFLAC	32.80	0.00	0.00	0.00	0.00	32.80
Alexi Miller	0.00	0.00	0.00	0.00	707.14	707.14
Amy L Cortese (V)	0.00	0.00	0.00	0.00	40.00	40.00
Anna Gabis (V)	0.00	0.00	266.00	0.00	0.00	266.00
C.A.S.H.	0.00	446.00	0.00	0.00	0.00	446.00
Cathy Higgins	834.11	0.00	0.00	116.60	984.30	1,935.01
Citrix Online	0.00	0.00	435.37	0.00	0.00	435.37
Colonial Life	349.60	0.00	0.00	0.00	0.00	349.60
Computers Made Easy Inc	0.00	1,376.75	0.00	0.00	0.00	1,376.75
Constance Umphress	0.00	142.53	0.00	0.00	0.00	142.53
Ecoedge	1,063.75	0.00	1,035.00	0.00	0.00	2,098.75
Eric Makela (V)	0.00	3,067.64	0.00	0.00	0.00	3,067.64
GISI Marketing Group, Inc	0.00	193.00	0.00	0.00	0.00	193.00
Jim Edelson	3,306.16	0.00	0.00	92.25	0.00	3,398.41
Kevin CarbonnierV	0.00	65.00	0.00	40.00	0.00	105.00
Maalka Inc	8,171.00	0.00	8,100.00	0.00	0.00	16,271.00
Mark Lyles	0.00	97.52	0.00	0.00	0.00	97.52
NW Energy Coalition	0.00	200.00	0.00	0.00	0.00	200.00
Richard Gerber Software	0.00	0.00	0.00	1,380.00	0.00	1,380.00
Stacey Hobart	0.00	0.00	545.56	0.00	0.00	545.56
Sustainable Building Week	0.00	750.00	0.00	0.00	0.00	750.00
Synotac Design, LLC DBA PixelSpoke	0.00	2,030.00	0.00	0.00	0.00	2,030.00
TRC	0.00	2,426.50	102,511.08	69,302.16	87,968.00	262,207.74
VANTIV - NPC Merchant Bank	167.75	0.00	0.00	0.00	0.00	167.75
Webly Bowles (V)	0.00	47.08	0.00	0.00	0.00	47.08
TOTAL	14,044.17	10,842.02	112,893.01	70,931.01	89,699.44	298,409.65

New Buildings Institute, Inc.
A/R Aging Summary
As of August 31, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Energy Foundation	0.00	0.00	0.00	0.00	350.00	350.00
1-Leadership						
1-119 DC Zero Energy Leadership						
DC Green Workshop Sponsorships	0.00	750.00	0.00	0.00	0.00	750.00
1-119 DC Zero Energy Leadership - Other	0.00	38,390.00	0.00	0.00	0.00	38,390.00
Total 1-119 DC Zero Energy Leadership	0.00	39,140.00	0.00	0.00	0.00	39,140.00
1-117 Providence Carbon Neutral City Awar	0.00	0.00	3,727.50	0.00	0.00	3,727.50
1-203 Itron ZNE Research Gap Analysis	0.00	0.00	0.00	0.00	18,658.04	18,658.04
Total 1-Leadership	0.00	39,140.00	3,727.50	0.00	18,658.04	61,525.54
3-Innovation						
3-321 2018 National Grid Webinar Series	0.00	0.00	0.00	7,628.75	0.00	7,628.75
3-322 Grid Optimal	0.00	0.00	0.00	0.00	25,000.00	25,000.00
3-310 South Seattle College	0.00	0.00	0.00	0.00	0.00	0.00
3-316 EPIC Leading in LA	0.00	0.00	0.00	78,235.64	92,083.84	170,319.48
3-320 CA Zero Energy Market Characteriztn	10,172.50	0.00	0.00	0.00	0.00	10,172.50
3-900/3-902 NBI Sponsorship						
3-900 Southern Cal Gas Sponsorship	0.00	0.00	0.00	0.00	25,000.00	25,000.00
3-900 NYSERDA	0.00	0.00	0.00	0.00	0.00	0.00
3-900 PG&E Sponsorship	0.00	0.00	0.00	125,000.00	0.00	125,000.00
3-900 Southern California Edison						
1-900-02 Account Management	0.00	0.00	0.00	0.00	0.00	0.00
3-900 Southern California Edison - Other	0.00	0.00	0.00	46,000.00	140,000.00	186,000.00
Total 3-900 Southern California Edison	0.00	0.00	0.00	46,000.00	140,000.00	186,000.00
Total 3-900/3-902 NBI Sponsorship	0.00	0.00	0.00	171,000.00	165,000.00	336,000.00
Total 3-Innovation	10,172.50	0.00	0.00	256,864.39	282,083.84	549,120.73
4-Policy						
4-423 Vermont Code Consulting	4,865.00	0.00	7,712.50	6,770.00	1,667.50	21,015.00
4-416 2018 NEEA Codes Support	6,998.22	0.00	0.00	0.00	0.00	6,998.22
4-421 NY NYSERDA Policy Consulting	13,925.00	0.00	22,542.50	0.00	0.00	36,467.50
4-422 Idaho Code Devel. Adoption and Impl	570.00	0.00	0.00	0.00	0.00	570.00
Total 4-Policy	26,358.22	0.00	30,255.00	6,770.00	1,667.50	65,050.72
Energy Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00
San Diego Gas & Electric	0.00	0.00	0.00	4,200.00	0.00	4,200.00

11:51 AM

09/30/18

New Buildings Institute, Inc.
A/R Aging Summary
As of August 31, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Sea Change Foundation 14-14	0.00	0.00	0.00	0.00	0.00	0.00
Total Sea Change Foundation	0.00	0.00	0.00	0.00	0.00	0.00
Southern California Gas Co	0.00	0.00	0.00	3,150.00	5,625.00	8,775.00
TOTAL	<u>36,530.72</u>	<u>39,140.00</u>	<u>33,982.50</u>	<u>270,984.39</u>	<u>308,384.38</u>	<u>689,021.99</u>

New Buildings Institute, Inc.
A/R Aging Summary
As of September 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Energy Foundation	0.00	0.00	0.00	0.00	350.00	350.00
1-Leadership						
1-119 DC Zero Energy Leadership	0.00	31,779.48	0.00	0.00	0.00	31,779.48
1-117 Providence Carbon Neutral City Awar	0.00	0.00	0.00	3,727.50	0.00	3,727.50
1-111 Zero Energy Leadership 17/18						
1-111 Forum sponsorships	0.00	3,875.00	0.00	0.00	0.00	3,875.00
Total 1-111 Zero Energy Leadership 17/18	0.00	3,875.00	0.00	0.00	0.00	3,875.00
1-203 Itron ZNE Research Gap Analysis	0.00	0.00	0.00	0.00	18,658.04	18,658.04
Total 1-Leadership	0.00	35,654.48	0.00	3,727.50	18,658.04	58,040.02
3-Innovation						
3-321 2018 National Grid Webinar Series	0.00	0.00	0.00	0.00	7,628.75	7,628.75
3-322 Grid Optimal	0.00	0.00	0.00	0.00	25,000.00	25,000.00
3-310 South Seattle College	0.00	0.00	0.00	0.00	0.00	0.00
3-312 DOE CBR 0007618	0.00	42,838.15	0.00	0.00	0.00	42,838.15
3-316 EPIC Leading in LA	0.00	189,666.20	0.00	0.00	0.00	189,666.20
3-320 CA Zero Energy Market Characteriztn	0.00	10,172.50	0.00	0.00	0.00	10,172.50
3-900/3-902 NBI Sponsorship						
3-900 Southern Cal Gas Sponsorship	0.00	0.00	0.00	0.00	25,000.00	25,000.00
3-900 NYSERDA	0.00	0.00	0.00	0.00	0.00	0.00
3-900 PG&E Sponsorship	0.00	0.00	0.00	0.00	125,000.00	125,000.00
3-900 Southern California Edison						
1-900-02 Account Management	0.00	0.00	0.00	0.00	0.00	0.00
Total 3-900 Southern California Edison	0.00	0.00	0.00	0.00	0.00	0.00
Total 3-900/3-902 NBI Sponsorship	0.00	0.00	0.00	0.00	150,000.00	150,000.00
Total 3-Innovation	0.00	242,676.85	0.00	0.00	182,628.75	425,305.60
4-Policy						
4-423 Vermont Code Consulting	0.00	4,865.00	0.00	7,712.50	0.00	12,577.50
4-413 City of Portland - LEAP project	0.00	1,076.25	0.00	0.00	0.00	1,076.25
4-416 2018 NEEA Codes Support	0.00	6,998.22	0.00	0.00	0.00	6,998.22
4-421 NY NYSERDA Policy Consulting	0.00	13,925.00	0.00	22,542.50	0.00	36,467.50
Total 4-Policy	0.00	26,864.47	0.00	30,255.00	0.00	57,119.47
Energy Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00
San Diego Gas & Electric	0.00	0.00	0.00	0.00	4,200.00	4,200.00
Sea Change Foundation						
14-14	0.00	0.00	0.00	0.00	0.00	0.00

10:28 AM

10/01/18

New Buildings Institute, Inc.
A/R Aging Summary
As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total Sea Change Foundation	0.00	0.00	0.00	0.00	0.00	0.00
Southern California Gas Co	0.00	0.00	0.00	0.00	3,150.00	3,150.00
TOTAL	0.00	305,195.80	0.00	33,982.50	208,986.79	548,165.09

**NBI
Bank Info**

**10/1/18 gl
balance**

Heritage Bank \$ 1,063,934

Columbia Bank \$ 734,378

Beneficial State Bank \$ 251,169

Total Cash Balance \$ 2,049,481