Board Meeting Minutes
December 8, 2014

Present: Chris Ciemenski, Maria Koetter, Tim McDonald, Richard Hoopengardner, Robb Bossley, Andrea Webster
Absent: Rick Jaso, Tom Pifer, Lee Weyland

Vision: The LEA aims to reduce greenhouse gas emissions through energy efficiency and conservation efforts.
Mission: The LEA promotes energy efficiency and conservation through Energy Star programs and certifications.

Meeting started at 11:34am.

- Action Item
  - Richard made a motion to approve the minutes from the LEA Board Meeting on November 10, 2014, with the below changes. Maria seconded. All were in favor.
    - Changes:
      - Richard listed as absent – page 1
      - Tim "made" a motion (instead of mad) – page 1
- Old Business
  - Website
    - Verbal Quote from Maria – Gary Farmer will do it in Wordpress or Weebly. The Office of Sustainability will commit to updating the site after Gary Farmer creates it. He estimated $1,800 to $2,000.
      - Tim said we have over $9,000 in the bank without any standing commitments
      - Richard made a motion to pay Gary Farmer an amount not to exceed $2,000 to redo the LEA website. Maria seconded and all were in favor.
      - Maria will ask if he can have it done by January 12th, 2015, and we'll request for him to do a walk-through at the next board meeting.
      - (Current website is down. It's hosted by GoDaddy. Andrea will talk to Robb.)
      - Andrea will add to to-do calendar to renew website through GoDaddy in June.
      - Do calendar on website.
      - We'll use a group photo, and everyone will send in bios by the end of the week.
  - Treasurer's Update
    - Expo Budget Report
      - Expo Payments (Earthwell (Tim), DeBra (Robb) and ISA (Rick))
        - Earthwell still might be outstanding – Tim will check.
        - Tim will email DeBra invoice to Robb, and Robb will send on.
        - Tim will email ISA invoice to Rick, and Rick will send it on (per last meeting)

- Big Ass Fan winner – Was this task completed?
    - No. Chris and Maria will meet at 1:30pm on December 11th to give the winner the fan. Chris will ask if winner wants the fan. If he doesn't want it, we'll call Nancy to see if we could find another way to hand it out.
- Checking Account – Was this task completed?
    - Yes. Richard's name is now on the checking account.

- New Business
    - IFMA Sustainability event in January 21st at Sullivan College of Technology and Design. Richard will get everyone registered this week.
    - AIA Expo is in February. Everyone agreed that we would do it again.
    - Setting 2015 Calendar
        - Expo date
            - 1st choice: March 18th; 2nd choice: March 25th
            - Andrea will follow up with Slugger Field Contact
        - Energy Star Recognition to recognize new 2014 certifications
            - Richard is aiming for May 13th, which works for the Science Center and the EPA Schedule for releasing top 25 cities list
            - Event would be in the theatre, maybe with appetizers. 5:00 – 7:00pm. The Mayor would hand out the certificates. The Science Center can comp parking. Invitation can come from the Mayor. Theatre holds 225 people. Invite sponsors from the Expo. Mayor could ask participants from the Expo to stand and be recognized.
    - LEA Budget Schedule – See Appendix A for full draft
        - Budget requests
            - Last year's line items
                - Insurance – due in Feb - $2750
                - Expo - $5000
                - Website - $85
                - Lunches - $700 expected this year with fewer board meetings
            - Suggested 2015 line items
                - Website creation - $2,000
                - Recognition Event- $1,500
                - Energy Star Workshops - $500
                - Contract person - $2,000 - at 5 hours per week January – June and 10 hours per month July – December - $10 per hour. Andrea will draft job description and send it around for review. (website editing, Expo, attend Board meetings). The resumes would be submitted to the LEA, and the city would review them and hire someone. The person would be supervised in the Office of Sustainability.
        - Last year's revenue
            - Expo - $12,000
            - LEA Sponsorships $1,300
        - Tim will draft proposed budget to be voted on at next meeting (even though Tim won't be in attendance)

- Committee Report Outs – Report last month's accomplishments, upcoming action steps, 2015 program dates
    - Executive Committee – Chris

        - Nothing to report
    - Education Committee – Richard
        - Richard has met with 2/5 members. First full meeting will be in January. They are working on 2015 outline.
    - Events Committee
        - Energy Star Recognition Subcommittee – Richard
            - See update under "New Business" above
        - Expo Subcommittee – Tim
            - Andrea will ask Nancy Church, Sean Langer and Tom Pifer to be on this subcommittee. Chris will reach out to Tara Brinkmoeller.
            - Tim needs someone to take over the Expo planning. Tim has a map of everything that we need to think about. Tim will send Expo spreadsheet.
            - Andrea will schedule subcommittee meeting.
    - Certification Assistance Committee – Maria
        - We have Office Environment Company, First Unitarian Church, Thomas Jefferson Unitarian Church interested in Energy Star Certification.
- Next meeting: Jan 12, 2015, 11:30 – 1pm
    - Will we have new board members there? – Yes, Chris will invite Lee. Chris will reach out again to Kroger and Mike Mulheirn (for Kevin Stolz). Maria should reach out to Ford.
    - Board responsibilities: Describe it as a working board. Responsibilities include attending board meetings, board expansion (sponsorships), and actively participating in at least one committee.
- Meeting ended at 1:06pm.

Minutes submitted by Secretary, Andrea Webster.