Board Meeting Minutes
November 14, 2016

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.

Present: Andrea Webster, Maria Koetter, Kurt Barrett, Kim Martinez, Richard Hoopengardner
Absent: Tim McDonald, Will Johnson, David Underwood, Colleen Crum, Chris Cieminski, Maren Lane, Michael Crimmins

Richard brought the meeting to order at 11:45am.

- Action Items
  - Review and vote on the minutes from the meeting held on October 10, 2016.
    - Quorum was not met to approve the minutes. Approval was postponed until next month.
- Old Business
  - 2016 ECC – Debrief
    - Final Registration Numbers
      - We had around 130 people register in advance. Approximately 10 registered on-site. Michael has the final numbers.
      - We should try to find something else other than Eventbrite next year. Eventbrite takes a large cut. Paypal may be an option.
    - Financial Report Out (Kim)
      - Kim passed out a draft financial report (see Appendix A). Richard updated several numbers that Kim captured. Kim will bring an updated report to the next meeting.
      - Still to come in: bill from Bristol for cash bar and catering. (LEA paid for bar service, and UGBSC paid for the drinks.); payment from IFMA, the Office of Sustainability and Chris for purchased tickets.
        - Update – no BOMA members attended, so the BOMA invoice was canceled – aka Chris' purchased tickets.
        - Update – Richard passed the Bristol bar bill to the USGBC. Amount was $176.24
      - Andrea purchased the drone through Best Buy and gave it to the winner, Jeff Hall, with JCTC.
    - GBCI Credits (Andrea)
      - Andrea needs the full list of emails, including walk-ins, to send out credits.
    - Successes and room for improvement
      - We need to find out how to access the CFOs and CEOs in Louisville to attend. We should do targeted outreach. Get the facilities managers to bring their CFOs. We need to make connections with these organizations now.

- We should say “a limited number of discounted nonprofit spots are available” for booths.
- The location and number of tables and booths were perfect. It felt crowded and there was plenty of space for everyone.
- The booth holders were very pleased with the quality of interactions.
- We need to provide a map to the back elevator for booths next year.
- We need a computer for speakers to look at during their presentations so that they don’t have to turn around.

▪ Follow-up Work
- Thank you Notes
  - Richard will send out notes to all booths and plug membership
  - Richard will send out notes to Speakers, Nancy and Sean.
- Send out email list? Decision: only if people ask.

▪ Event photos – Will Ford with the city has a few photos.
▪ At the next meeting, Kim will have a final financial report for the event.

o Summer Fellow Debrief
▪ Keane did a great job throughout, but he had some clear problems with authority that surfaced at the very end. Andrea is not sure if she would write a letter of recommendation.
▪ Andrea will call UNH and let them know.
▪ All communications should be pre-approved by the LEA as a condition to employment.

o Recognition Event Wrap Up
▪ Outstanding item: Delivering leftover plaques. Richard promises that this will be complete by next meeting, December 12th.

o Website and Tech updates
▪ Bulking up Facebook and Twitter Accounts – login info
- Michael should send an email to all board members with all new info.

▪ Gmail account – login info
- Louisvilleenergyalliance@gmail.com pw:

▪ New Board Member Bios – Status – this needs to be taken care of by next meeting.
▪ Education Tab (Richard and Will)

- New Business
  - Expected Sustaining Partners: Alpha Energy Group, Perfection Group, ECT Services, Allegier Air, and Amteck all interested in joining. We need LG&E to be part of this list. K. Norman Berry is a possibility. CMTA might also be interested. Kurt will talk to Harshaw Trane.
  - We need to rehab our free verification program. Andrea will reach out to CMTA. Andrea will email Dave and Libby and Tom and offer to track down someone else to help. Include a date – this Thursday.
    - Maria suggested giving volunteer verifiers stipends from the LEA.
    - This program needs a rehab. To be discussed at the next meeting.
  - Kilowatt Crackdown – we need a team of people to partner launching this program. Chris should ask for Big Springs Country Club awards ceremony.
  - Board Meeting Presentations and Partnerships – postponed until December
  - Treasurer’s Update (Tim) – postponed until December.
  - 2017 Budget – We’ll have a draft ready for December board meeting.
- Information Sharing

Next meeting

- December 12, 2016 – Science Center

Maria made a motion to adjourn the meeting and Richard seconded. All were in favor.

Meeting concluded at 12:45pm.
Minutes submitted by Secretary Andrea Webster.