



**Minutes**  
**Board of Directors' Meeting**  
**Thursday, March 16, 2017**  
Burlington, VT  
**Approved April 11, 2017**

**In attendance:**

Board Members - Robert Isner, Connecticut, President of the Board; Bryn Oakleaf, Vermont, Vice President; George MacDonald, Maine, Treasurer; Rick Watson, Delaware; Todd Moore, New Hampshire; and Chaz Miller, Ex Officio

Board Members Participating by Phone: Chip Foley, Ex Officio; and Kaley Laleker, Maryland

Voting Board Member Proxies – Janice Pare, Massachusetts; and Kayla Montanye, New York

NERC Staff - Lynn Rubinstein; Mary Ann Remolador; Athena Lee Bradley; and Robert Kropp

Advisory Members – Al Sabino, Casella Resource Solutions

**Meeting called to order** by Board President, Robert Isner, at 12:35 p.m.

**Treasurer's Report** – After discussion, a motion to adopt as presented was made by Rick Watson and seconded by Bryn Oakleaf. Unanimously approved. See Attachment A.

**Review of fundraising activities** – Lynn Rubinstein presented a review of fundraising initiatives and results since the November Board meeting.

**Review of votes taken since previous Board meeting** – A motion to adopt as presented was made by George MacDonald and seconded by Bryn Oakleaf. Unanimously approved. See Attachment B.

**Joint Strategic Planning Process with NEWMOA** – Lynn Rubinstein provided an update on the process and document. It has been decided by Ms. Rubinstein and NEWMOA's Executive Director, Terri Goldberg, that the goal for completion and adoption by both Boards of Directors is June of this year.

**NERC's strategic position & vision** – After discussion it was agreed that the next step in helping the Board to identify NERC's future direction will be for the Executive Committee to develop a summary document that states: who NERC is; where NERC is going; and where NERC might be able to go in the future. The document will then move to the Development Committee for further discussion and revision. A goal of having a completed statement ready for the 30<sup>th</sup> anniversary celebration in November was stated, with an interim goal of August for full Board discussion.

**Report from Development Committee** – Rick Watson, Chair of the Development Committee, provided a report of activities since the November Board meeting.

- There have been two calls.
- A 30<sup>th</sup> Anniversary Committee was formed and has met once, along with email dialogue.
- There was a discussion about the meaning of a circular economy and possible projects for NERC.
- Had decided to await the Board's decision about future steps for the strategic vision before scheduling the next call.

**Debrief on Spring Conference, topics for Fall Conference, and update on recognition event/30<sup>th</sup> anniversary celebration** – Mary Ann Remolador discussed some of the challenges that were faced with this conference and the impact of the blizzard on attendance. There was agreement that the event went extremely well, especially given the circumstances. Lynn Rubinstein will work with Robert Kropp to assess costs incurred per conference registrant and will report back to the Board if a partial refund could be considered on a case by case basis for a registrant that could not attend based on the winter storm.

The fall conference will be held on November 13 and 14 at the Lord Jeffery Inn, Amherst, Massachusetts. The 30<sup>th</sup> anniversary celebration will take place there as well. A call for papers will be sent out within the next 6 weeks. It will include suggested topics with a focus on job growth, the development of industry sectors over the years, and the future of individual sectors. Gina McCarthy has been invited as the keynote speaker and she has indicated that it is too early to finalize her schedule for November.

Lynn Rubinstein explained that she intends to announce the award program and seek nominations in the June Email Bulletin. This will be preceded by a draft write-up of the call for award nominations and the award criteria that will be sent to the Development and 30<sup>th</sup> Anniversary Committees for review.

**Election of Officers for FY2018** – A motion to approve the slate of Robert Isner, President; Bryn Oakleaf, Vice President; and Rick Watson, Treasurer, was made by George MacDonald, seconded by Todd Moore. Unanimously approved. Kaley Laleker agreed to step into the role of Development Committee Chair at the beginning of the fiscal year, replacing Rick Watson, the current Chair.

**Organizational updates** – Lynn Rubinstein provided updates including the status of Board participation by member states, the FY2018 operating plan and budget, and recent awards received by NERC.

A motion to adjourn was made by Rick Watson, seconded by George MacDonald. Unanimously approved. Meeting adjourned at 3:30 p.m.

Minutes reported by Lynn Rubinstein, Secretary to the Board.

**Attachment A**  
**Treasurer's Report – March 16, 2017: NERC only**  
**Period Reported: July 1, 2016 – February 28, 2017**

	FY 17 Budget	Accrual to Date	% of Budget
<b>Revenue</b>			
Conference Sponsorship	\$12,000	\$13,000	108%
Grants/Consulting	\$247,635	\$152,393	62%
Interest	\$3,000	\$1,475	49%
State Membership Dues	\$68,508	\$28,310	41%
Advisory Membership Dues	\$90,000	\$67,375	75%
Registrations	\$47,490	\$50,773	107%
State Travel Accounts	\$4,720	\$1,400	30%
<b>Total Revenues</b>	<b>\$473,353</b>	<b>\$314,726</b>	<b>66%</b>
Released from Cash Reserves	\$0	\$0	
<b>Total Revenue</b>	<b>\$473,353</b>	<b>\$314,726</b>	<b>66%</b>
<b>Expenses</b>			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,500	\$2,641	75%
Contract Services	\$16,580	\$3,412	21%
Equipment Purchases	\$12,000	\$1,415	12%
Equipment Repairs	\$1,500	\$1,025	68%
Gifts & Awards Given	\$2,075	\$1,284	62%
Insurance	\$4,000	\$1,028	26%
Internet	\$1,925	\$1,260	65%
State Travel Costs	\$6,500	\$4,136	64%
Office Supplies	\$1,400	\$792	57%
Permits	\$1,200	\$813	68%
Personnel expenses	\$400,000	\$214,028	54%
Raise/bonus fund	\$10,000	\$6,398	64%
Postage	\$340	\$177	52%
Printing (copying)	\$900	\$585	65%
Professional Services	\$12,000	\$34,644	289%
Promotion & marketing	\$1,200	\$785	65%
Program - Meeting Expenses	\$22,792	\$17,681	78%
Registrations	\$3,000	\$566	19%
Rent	\$13,000	\$8,754	67%
Subscriptions	\$5,250	\$2,126	41%
Telephone	\$2,800	\$2,155	77%
Travel	\$13,812	\$12,763	92%
<b>Total Expense</b>	<b>\$536,274</b>	<b>\$318,467</b>	<b>59%</b>
<b>Net Subtotal</b>	<b>(\$62,921)</b>	<b>(\$3,742)</b>	<b>6%</b>
Release from Restricted	\$73,107	\$13,689	21%
<b>NET budget for fiscal year</b>	<b>\$10,186</b>	<b>\$9,948</b>	

**Total NERC cash on hand as of February 28, 2017: \$611,961**

Restricted accounts balance as of 2/28/17: \$197,078

**NERC unrestricted cash on hand as of 2/28/17: \$414,883**

**Combined (NERC, ERCC, and TPCH)**

	<b>FY 17 Budget</b>	<b>Accrual to Date</b>	<b>% of Budget</b>
<b>Revenue</b>			
Conference Sponsorship	\$12,000	\$13,000	108%
Grants/Consulting	\$411,135	\$233,612	58%
Interest	\$3,185	\$1,707	54%
State Membership Dues	\$197,508	\$84,560	46%
Advisory Membership Dues	\$159,000	\$127,875	75%
Registrations	\$47,490	\$52,023	93%
State Travel Accounts	\$4,720	-\$600	-13%
<b>Total Revenues</b>	<b>\$835,038</b>	<b>\$512,176</b>	<b>61%</b>
Released from Cash Reserves	\$0	\$0	0%
<b>Total Revenue</b>	<b>\$835,038</b>	<b>\$512,176</b>	<b>61%</b>
<b>Expenses</b>			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,800	\$2,988	79%
Contract Services	\$34,915	\$21,305	61%
Equipment Purchases	\$12,000	\$1,415	12%
Equipment Repairs	\$1,500	\$1,025	68%
Gifts & Awards Given	\$2,075	\$1,284	62%
Insurance	\$4,000	\$1,028	26%
Internet	\$1,925	\$1,260	65%
State Travel Costs	\$6,500	\$5,213	80%
Office Supplies	\$1,400	\$792	57%
Permits	\$1,200	\$979	82%
Personnel expenses	\$432,322	\$223,600	56%
Raise/bonus fund	\$10,000	\$6,398	64%
Postage	\$440	\$235	53%
Printing (copying)	\$1,000	\$621	62%
Professional Services	\$270,820	\$230,742	68%
Promotion & marketing	\$1,200	\$785	65%
Program - Meeting Expenses	\$61,792	\$18,654	67%
Registrations	\$3,000	\$566	19%
Rent	\$13,000	\$8,754	67%
Subscriptions	\$5,250	\$2,376	45%
Telephone	\$3,100	\$2,420	78%
Travel	\$29,812	\$24,917	84%
<b>Total Expense</b>	<b>\$901,551</b>	<b>\$557,358</b>	<b>62%</b>
<b>Net Subtotal</b>	<b>(\$66,513)</b>	<b>(\$45,182)</b>	
Release from Restricted	\$65,985	\$13,689	21%
<b>NET budget for fiscal year</b>	<b>(\$529)</b>	<b>(\$31,492)</b>	

**Total combined cash on hand as of February 28, 2017: \$798,703**

Restricted accounts balance as of 2/28/17: \$197,078

**Net unrestricted cash on hand as of 2/28/17: \$647,971**

**Attachment B:  
Votes Taken by NERC Board of Directors  
Between Board Meetings**

**November 3, 2016 – February 28, 2017**

**Vote to Approve NERC Board of Director Meeting Minutes from November 2017**

- Vote completed December 2, 2016
- Approved