

WNCGBC Board Meeting

Date: January 6, 2009

Location: Earthfare Community Room



Boone Guyton	
Camille Victour	
Carl Donovan	
Chad Lloyd	
Daryl Rantis	
Emily Coleman-Wolf	
Hans Doellgast	
Isaac Savage	
Judy Dinelle	
Kevin Ward	
Marcus Renner	
Nancy MacDonald	
Paul Reeves	
Matt Siegel	

1. Present

- **Boone Guyton, Camille Victour, Carl Donovan, Chad Lloyd, Daryl Rantis, Emily Coleman-Wolf, Hans Doellgast, Isaac Savage, Judy Dinelle, Kevin Ward, Marcus Renner, Nancy MacDonald, Paul Reeves, Matt Siegel, Maggie Leslie and Candice Black.**

2. Orientation presentation by Matt (20 Minutes)

- The Executive Director welcomed newly elected board members and presented a slideshow on the various missions and initiatives of the WNCGBC.

3. Introduction of other staff members

4. Distribution of orientation packets

5. Distribution of strategic planning binders & brief summary

6. Planning session date reminder

- Set for February 7th at the NC Arboretum, 9:00AM-4:00PM.

7. Strategic planning buddy system

- New board members assigned existing member "buddy" with the expectation of a pre-February 7th planning session meeting to bring everyone up to speed.

8. Vote on Executive Committee

- Nominations fielded for Board Vice President, Treasurer, Secretary and an At-Large Executive Committee member. Nominations as follows:
 - Isaac Savage – Vice President
 - Emily Coleman-Wolf – Treasurer
 - Chad Lloyd – Secretary
 - Camille Victour – At-Large
- Action: Unanimous vote for the above members.
- Note: Kevin Ward and Marcus Renner continue their terms as President and At-Large Executive Committee Member respectively.

9. Assignment of other committees (speakers, financial, social, etc.)

- The Executive Director noted that the Board may want to consider expanding committees to more closely match staff functions (e.g. a HealthyBuilt Homes committee).
- Other suggestions included a fundraising and renovation committees.
- Emily noted that the social committee may be better subsumed into the education committee.
- Matt S. suggested that the creation of new committees should be postponed until after the February 7th retreat so they may more closely align to priorities set at this meeting.
- Committee assignment was tabled until after the February 7th retreat.

10. Committee Reports

- Education – Recent training provided to the Hendersonville HBA. Currently exploring 2009Q1 classes with Beverly-Hanks Realty.

11. Treasurer's Report

- Net Income for month - \$10,514
- Expenses for month - \$16,504

- ~\$29,000 positive variance in revenue over expenses noted for 2008 (preliminary).
- Total assets currently ~\$110,000.
- The Finance Committee was appointed as follows: Carl Donovan, Paul Reeves, Chad Lloyd. As Treasurer, Emily Coleman-Wolf chairs the Finance Committee.

12. Dashboard and financial review

- Draft financial/operational dashboard presented to the full board by Matt S.
- Discussion:
 - Board members will be expected to review prior to each meeting. Given the early date for board meetings each month, the dashboard timing will be based on the prior month's data (i.e. the March 2nd Board meeting will review the dashboard through January 31st).
 - Matt S. suggested certain metrics would be better provided on a quarterly (or longer) basis versus monthly.
 - Isaac S. suggested the dashboard be generated in the context of set goals vs. raw numbers. Hans D. reiterated that it be used to address salient metrics succinctly allowing the board to focus on its advisory role in promoting green building.
 - Further discussion was tabled until the next board meeting.

13. Directory- listings, ads

- Two directory listing categories brought to the board for final admission/denial: Homebuilders and Building Performance Contractors, a new 2009 Directory category.
- Homebuilders
 - Requirements: either 1) registered a HealthyBuilt Home or 2) submit a letter describing green techniques (board approval required).
 - Discussion:
 - ***Due to the sensitive nature of the deliberations regarding specific businesses, this section of the agenda is considered in executive session.***
 - Actions
 - Motion to approve staff recommendations (Camille V.). Second (Emily C.).
 - Unanimous. Motion passes.
 - Motion to approve "Maybes" from staff. Second (Isaac S.).
 - Ayes – 9. Nays – 4. Motion passes.
- Building Performance Contractors
 - Requirements: either 1) certified Building Performance Institute certification or 2) submit a letter describing green techniques as a building performance contractor (board approval requested).
 - Discussion
 - ***Due to the sensitive nature of the deliberations regarding specific businesses, this section of the agenda is considered in executive session.***
 - Unanimous. Motion passes.
 - **ADDENDUM:** Issue on the denial of **Applicant One** and **Applicant Two** was raised based on subsequent consideration by Kevin W. on 7 JAN 09. Discussion included reconsideration of written applications and the paucity of the language in the category's stipulations.
 - Motion to approve **Exception One** (Kevin W.). Second (Boone G.). Motion to approve **Exception Two** (Kevin W.). Second (Paul R.). Both considered in one vote (via electronic mail). Ayes – 11. Nays – 1. Abstentions - 1. Motion passes (8 JAN 09).
 - Note: 2010 Directory criteria discussion to be added to February Board agenda.

14. Conflict of Interest / confidentiality forms

- Tabled

15. ADDENDUM: ADA and Procurement Policies

- Americans with Disability Act and Procurement policies are required to be in place for federal grant applicants according to Matt S. Kevin W. asked for approval via email on 27 JAN 09.
 - Discussion:
 - Question raised by Marcus R. on spending limits on the part of staff that require board approval. Matt S. explained that the current financial policy provides a \$1,000 limit (anything exceeding this requires approval from the Treasurer or Board President).
 - Motion to approve (Kevin W.). Ayes 10. Abstentions – 3. Motion passes.

Adjourned: 7:59 PM.

**Next Board Meeting: Monday, February 2nd, 5:30 PM, Earthfare
Strategic planning retreat Saturday February 7th NC Arboretum (9:00AM-4:00PM)**