

Minutes Finance & Executive Committee –March 14, 2022, 6:00pm Via zoom

The meeting was called to order at 6:06 p.m. Present were Donna Dickson-Noonan, Carol Ann Michalski, Donna Machala, Carolyn Scobie, Andrea Balcom, Erin Johnson, Libby Kelly and Brad Taggart. Staff: Jeanne Darling, Karen Graves, Chris Carpenter.

December Financial – Carol said she has reviewed the reposts and recommends approving them. Carol will meet with Jeanne and Chris on Friday at 11am at the Hamden office to sign off on a summary report for 2021.

Item 8 - 2022 Budget – a motion was made by Andrea, seconded by Brad to approve the 2022 budget. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Items 1-5

- 1) Year End 2021 – BSNEW
- 2) Year End 2021 – OPNEW
- 3) Year End 2021 – BS117
- 4) Year End 2021 – OP117
- 5) Year End 2021 – Statement of Cash Flows

A motion was made by Donna Dickson Noonan, seconded by Erin to approve the items 1-5 on the yearend report. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Items 6 & 7

- 6) Notes to the Financials
- 7) Grant/Proposals

A motion was made by Donna Machala, seconded by Brad to approve the items 6 & 7 on the yearend report. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Items 9 – 12

- 9) Liquidity Statement (Notes to the Financial)
- 10) Association Billable Rate (Clean Energy Hub)
- 11) Accounts Receivables for December 2021
- 12) Accounts Payables for December 2021

A motion was made by Brad, seconded by Donna Machala to approve the items 9-12 on the yearend report. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Item 13

- 13) January 2022 Transfers

A motion was made by Brad, seconded by Carolyn to approve the items 13 on the yearend report. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Affirmative Action Plan – Jeanne explained that the plan is sent to us from Cornell. It is designed to help review steps taken to increase diversity, equity and inclusion and incorporate actions into our programming. A checklist is provided to make sure the steps are being done. The plan must be signed by Jeanne and the board president and uploaded to the tracking tool. The Long Range committee will be asked to review the plan and all board members are encouraged to offer suggestions.

A motion to approve the affirmative action plan was made by Donna Machala, seconded by Libby. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Executive Session – A motion was made at 7pm to move to an Executive Session for the purpose of reviewing performance improvement was made by Carol, seconded by Carolyn. The motion was carried unanimously by the following vote: Donna Dickson-Noonan-yes, Carol Ann Michalski-yes, Donna Machala-yes, Carolyn Scobie-yes, Andrea Balcom-yes, Erin Johnson-yes, Libby Kelly-yes and Brad Taggart-yes.

Minutes taken by Karen Graves