Ohio Energy Project Annual Board Meeting and Retreat

Date: October 4, 2018 Time: 9:15 a.m.

**Location: Jefferson Country Club,**

**7271 Jefferson Meadows Drive, Blacklick, Ohio**

**Board Members Present:**

Dale Arnold, Ohio Farm Bureau Federation – President

Scott Potter, Ohio State University – Vice President

T.J. Faze, Vertiv – Treasurer

Barry Schumann, AEP – Secretary

Jackie Bird, consultant – Governance Chair

Andrew Finton, North Central Electric Cooperative – trustee

Jeanne Gogolski of EducationProjects.org – trustee

Holly Karg, American Municipal Power – trustee

Jill Kocher, Public Utilities Commission of Ohio – board partner

Chris Monacelli, Westerville Electric Division -- trustee

Susan Moser, Ohio Development Services Agency – board partner

Devin Parram, Bricker & Eckler – trustee

Tony Ramos, Northeast Ohio Public Energy Council – trustee

Janet Rehberg, Buckeye Power – trustee

Stjepan Vlahovich, Ground Level Solutions – trustee

Bill Yost, retired hydrologist – trustee

Ryan Steyer, OSU Moritz College of Law – board fellow

**Board Members Not Present:**

None

**OEP Staff Present:**

Shauni Nix, Executive Director

Sue Tenney, education director

Monique Heath, education coordinator

Jessica Sarber, education coordinator

**Call to Order and Welcome:**

President Dale Arnold called the annual meeting of the board to order and asked all present, including new board member Tony Ramos of Northeast Ohio Public Energy Council and board fellow Ryan Steyer, to introduce themselves.

**Approval of Minutes:**

Arnold noted August 2018 board minutes had been distributed electronically prior to the meeting, and asked if there were any corrections or additions. Arnold called for a motion. Scott Potter moved to approve the minutes; Janet Rehberg seconded. Arnold called the vote. Motion carried.

**OEP Year in Review:**

Shauni Nix introduced a visual year in review slide show produced by Monique Heath. The slideshow highlighted in text and photos a very productive year reaching teachers, students and community members.

**Resolutions:**

Dale Arnold shared the following slate of candidates to hold office until October 2019: President – Scott Potter; Vice President – Devin Parram; Treasurer – T.J. Faze; Secretary – Barry Schumann; and Governance Chair – Jackie Bird. Hearing no other nominations, Arnold called for a motion. Bill Yost moved to approve the slate of officers; Jackie Bird seconded. Arnold called the vote. Motion carried. Shauni Nix led a round of applause for Arnold in appreciation of his leadership.

Dale Arnold noted a request was made to increase the Chase Bank credit card limit from $25,000 to $50,000. Shauni Nix explained the organization uses Chase credit card account to cover many of its expenses and from May through August the credit card balance often nears $50,000 making timing of charges difficult. Arnold called for a motion. Scott Potter moved to increase the Chase credit card limit to $50,000; Jackie Bird seconded. Arnold called the vote. Motion carried.

**OEP Notebook and Board Responsibilities:**

Shauni Nix and Jackie Bird noted that each board member received an OEP notebook that included on the inside front cover a list of the Ohio Association of Nonprofit Organization’s “Ten Basic Responsibilities of a Nonprofit Board.”

**Adjournment:**

With annual meeting agenda business concluded, Arnold called for a motion to adjourn. Bill Yost moved to adjourn the meeting; Janet Rehberg seconded. Arnold called the vote. Motion carried.

The annual meeting adjourned at 10 a.m.

*-Recorded by B. Schumann, secretary*

**Board Retreat Notes**

**Updated Mission/Vision and Long-Term Sustainability Goals:**

Facilitator Kim Sharp led the group in a discussion about mission and vision statements, including qualities of good statements and a review of the current statements: Mission -- We facilitate students’ and teachers’ understanding of the science of energy and its efficient use, in order to empower the next generation of energy consumers. Vision -- We will be the premier energy education resource for students and educators.

Sharp asked the group to update the mission and vision statements in small groups for 20 minutes. She then asked each group to share their updated statements and led discussion around what each group and the collective body considered the key elements of each draft statement.

Sharp then shared the sustainability objectives outlined in the 2016 OEP Strategic Plan and Update. The plan identified six broad objectives: Continue current funding sources; Attract more partners; Initiate OEP board development program; Develop solid financial governance; Create internal talent management program; and Create marketing and branding plan.

Sharp asked each small group to take 20 minutes to review the objectives to assess which sub-objectives have been met and which still require work or adjustment. Sharp then asked each member of the group to select their first and second priorities among the six objectives and to write on a sticky note why that objective is important and how they can help address the objective. After each person attached their notes to two of the six objectives posted on the wall, Sharp led discussion on the top three objectives as measured by the number of sticky notes affixed.

After lunch, Sharp led additional discussion on the draft mission and vision statements with the group agreeing upon these draft versions: Mission – Inspire students to be energy innovators; Vision – To be the most influential energy educator in all Ohio schools. Several board members volunteered to continue crafting the statements in order to share final drafts for consideration at the December board meeting.

Sharp also continued discussion on the strategic objectives. OEP staff will document discussion highlights for further consideration at future board meetings.

**Yearly Calendar:**

Shauni Nix shared a draft 2018-2019 calendar of OEP meetings, meeting topics and events. Since the OEP board conducts six meetings through the year, T.J. Faze identified the August, December, February and June meetings for review of quarterly financials. Nix said optional informal board gathering and/or board committee meetings are suggested during the six months without official board meetings. The draft calendar shows:

* July – Informal/committee meetings
* August – Full board meeting, Q4 review of financials, year-end results
* September -- Informal/committee meetings
* October – Full board annual meeting/retreat with elections, resolutions and a financial report.
* November -- Informal/committee meetings
* December – Full board meeting, audit, Q1 review of financials, board and member self evaluations.
* January -- Informal/committee meetings
* February – Full board meeting, Q2 review of financials, Form 990, social hour
* March -- Informal/committee meetings
* April – Full board meeting, board training for new members, conflict of interest forms signed
* May -- Informal/committee meetings; May 8, Youth Energy Celebration at the Columbus Zoo.
* June – Full board meeting, Q3 review of financials

**OANO Awards Event:**

Shauni Nix noted that the OANO 2018 Ohio Nonprofit Excellence Awards event will be held November 8, 2018, from 11:30 a.m.-2 p.m. at the Ohio Statehouse Atrium, 78 S. High St., Columbus. OEP will be formally recognized as a recipient of the OANO Standards of Excellence Certification. OEP is also nominated for two different OANO award. Board members are invited to attend the luncheon event. Cost is $45.

**Member Recognition:**

Shauni Nix closed the retreat by asking Dale Arnold, Chris Monacelli, Holly Karg and T.J. Faze to the front of the room to be recognized with gifts presented by Sue Tenney, Monique Heath and Jessica Sarber on behalf of the organization. Nix recognized Arnold for his years of service and leadership to the board. Nix recognized Monacelli, Karg and Faze for planning and coordinating the retreat. The group joined in a round of applause.

The retreat ended at 2:55 p.m.

*-Recorded by B. Schumann, secretary*

**Upcoming OEP events:**

Energy Efficiency Professional Development – Oct. 9, 2018, Columbus

Youth Leadership Summit – Oct. 10, 2018, Cincinnati

Youth Leadership Summit – Oct. 16, 2018, Bowling Green

Youth Leadership Summit – Oct. 18, 2018, Canton

Youth Leadership Summit – Oct. 23, 2018, Lima

Youth Leadership Summit – Oct. 24, 2018, New Philadelphia

Youth Leadership Summit – Oct. 25, 2018, Columbus

Energy Workshop – Oct. 30, 2018, Portsmouth

Energy Workshop – Nov. 2, 2018, Chillicothe

Energy Workshop – Nov. 7, 2018, Cincinnati

Energy Efficiency Professional Development – Nov. 8, 2018, Columbus

Energy Workshop – Nov. 13, 2018, Canton

Energy Workshop – Nov. 14, 2018, New Philadelphia

Energy Workshop – Nov. 27, 2018, Toledo

Energy Workshop – Nov. 29, 2018, Columbus

**Board Meeting – Dec. 6, 2018, Worthington**

Board members are encouraged to attend any OEP event. See [www.ohioenergy.org/events](http://www.ohioenergy.org/) for information on more upcoming events or contact OEP staff for specific event information.