

**NORTHEAST PUBLIC POWER ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES  
March 13, 2020  
Cranwell Resort and Spa  
55 Lee Road Lenox, MA**

Present (in person)

Mr. Jeff Cady, chair; Mr. Justin Connell; Mr. James Bakas; Mr. Bill Bottiggi; Mr. Mike Cloutier; Mr. Jonathan Elwell; Mr. Jonathan Fitch; Mr. Scott Hallowell; Mr. Paul Heanue; Mr. Mike Kirkwood; Mr. Jim Lavelle; Mr. Nick Lawler; Mr. Craig Myotte; Ms. Patty Richards; Mr. David Schofield; Mr. Todd Shea; Mr. Panos Tokadjian; and Mr. John Tzimorangas.

(via the phone)

Mr. Reginald Beliveau;

Absent

Mr. John Driscoll; Mr. Rick Hendershot;

Staff

Ms. Bonnie Biocchi; Ms. Elizabeth Dailey;

Call to Order

Mr. Cady called the meeting to order at 8:59 a.m. Mr. Cady called for a motion to amend the agenda to include a discussion of Covid 19.

Consent Agenda

The Board approved the consent agenda, as amended, which included the minutes of the November 22, 2019 meeting (Mr. Schofield abstained), the Executive Director's March report, and the appointment of Mr. Justin Connell and Mr. Brian Thomson to the A & R Committee.

Mr. Cady announced the resignation of Mr. Craig Myotte and thanked him for his years of service to the industry and to NEPPA. He made a motion to appoint William (Bill) Humphrey, Village of Lyndonville Electric, to fill the vacancy created by Mr. Myotte's resignation. The board voted to appoint Mr. Humphrey to the Board. Mr. Humphrey will serve until the August Board meeting and will have the opportunity to be elected at that meeting.

Financial Reports

Mr. Kirkwood presented the financial reports which were accepted. Ms. Biocchi revisited the discussion regarding the process for bringing the budget into balance. To establish 3-5 yr. plan for creating zero net income budget Ms. Biocchi suggested revising the strategic plan to determine what goals and initiatives to fund. Under consideration for adjusting the budget process are:

- Revision of Fees/dues structure.
- Less conservative projections
- Determine what is necessary for Cash Reserves on hand.
- Use of investments to tackle bigger ticket items
- Review criteria for event venue selection and event fee increases.

- Determine additional Revenue streams.
- Review of Staffing – are we right sized for growth?

#### Committee Reports & APPA Fly-in

Mr. Heanue updated the Board on the APPA Fly-in which was termed successful. It was felt that the biggest value is in making personal connections with staffers and having a presence. Members who attended felt that modest impact was made on our advocacy efforts given that Congress had been in recess the previous week and we met mostly with staffers. There was some discussion regarding de-coupling our efforts from APPA and finding other ways to support the APPA fly-in. It was suggested that we should consider specific “asks”. This would allow us to further expand and enhance NEPPA’s fall fly-in. Ms. Biocchi and Mr. Heanue will be proposing some options to the A & R Committee at their next meeting.

Additional Committee representatives presented brief updates on the current projects and status of their committees to the Board. These reports were strictly for informational purposes and no Board action was required.

#### New Business

##### Mutual Aid:

Mr. Lawler informed the Board that there had been one Mutual Aid event to date this year. He also commended the Mutual Aid Software Sub Committee which is working hard to find the appropriate solution for NEPPA mutual aid. The committee developed an RFP, held a pre-submission meeting and to date, 7 organizations have indicated interest in submitting proposals. The deadline to submit is March 13<sup>th</sup> with demonstrations and review of proposals to be completed by early April. The subcommittee plans to recommend two solutions to the full Mutual Aid Committee to review and view product demos. The Committee will make a recommendation to the Board in May. Expected launch of the new software is September 2020. The Board asked Mr. Lawler to extend its gratitude to the Mutual Aid Software Subcommittee for their efforts.

Ms. Biocchi discussed the status of the Mutual Aid Agreement stating that over 65 systems had signed. Ms. Biocchi will continue to follow-up with the remaining unsigned systems to determine their desire to participate. It was suggested that none of the NY systems be included in the agreement as they would be covered under the APPA Mutual Aid program.

#### *AGENDA ADDITION: COVID 19*

The Board discussed the rapidly intensifying situation with the Covid 19 virus. The Pandemic is starting to affect systems in a variety of ways. It was suggested that NEPPA could help track what systems are doing to keep their employees and the public safe and to share information and resources as they become available.

#### Governance and Strategic Planning:

The Board held a lengthy discussion about the strategic plan and governance. Given the previous day's governance session facilitated by Tim Blodgett, the Board discussed the roles of Committees as they relate to the overall operations of the organization. There was a discussion by some board members to leave Mutual Aid "as is" but no vote was taken. To further study and make recommendations about the roles of Committees and to whom they report, it was decided that two working groups would be formed. One would focus on NEPPA's governance structure and alignment with the by-laws and the other would begin to review and provide input into the strategic plan. The Executive Committee will look at the Governance issue and Mr. Cady will appoint a strategic planning sub-committee to help update the Strategic Plan. The work of these Committees will be done simultaneously with the intent to come to the May Board meeting with recommendations.

#### Executive Session

On an individual voice vote, with all Board members voting in the affirmative, the Committee went into Executive Session at 12:10 p.m. and concluded their business at 12:19 p.m.

#### Adjourn

There being no further business, the meeting was adjourned at 12:19 p.m.

Respectfully submitted,

Michael Cloutier  
Secretary