



M-RETS efficiently tracks and verifies renewable energy generation in collaboration with stakeholders, facilitating renewable energy development in the public interest.

Board Meeting Minutes

Monday, April 8th, 2013

1:30 P.M. Central

Via: Go To Webinar

Board Members

Present:

- (1) Eric Jensen, **IWLA**
- (2) Pat Keily, **We-Energies**, *Acting President*
- (3) Dan Heim, **Exelon** -left 2:22
- (4) Jeff Cottes, **Manitoba Province Energy Division**
- (5) Susan Mackenzie, **MNPUC**
- (6) Illona Jeffcoat-Sacco, **NDPSC**
- (7) Janet McGurk, **IUB** left at 2:57
- (8) Ron Franz, **Dairyland Power Cooperative**
- (9) Larry Johnston, **SMNPA**, arrived at 2:49

Absent:

- (1) Deb Erwin, **WI-PSC**, *President*
- (2) Brian Rounds, **SDPUC**, *Secretary*

Others Present:

- (1) Amy Fredregill, **M-RETS, Inc.**, *Executive Director*
- (2) Eric Schroeder, **GPI**, *Treasurer*
- (3) Michelle Rebholtz, **MNPUC staff** – *Guest of Susan Mackenzie*
- (4) Walter Cox, **MAP for Nonprofits** – *Guest Speaker*
- (5) Zara Scharf, **M-RETS, Inc.**, *Program Analyst*

Proceedings

Pat called the meeting to order at 1:40 PM. The delay was due to technical difficulties.

1. Approval of Agenda and Minutes
 - a. MOTION by Eric to approve the February and March minutes. 2nd by Pat. Motion passed on a voice vote.
 - (1) Discussed Roberts Rules for accepting a consent agenda for approving all minutes at the next meeting if a quorum was not present at last meeting.
 - b. MOTION to approve the agenda -Eric moved 2nd by Pat. Motion passed on voice vote.

Closed Session – Board, Officers and Staff only

2. Executive Committee-
 - a. Pat provided a report from the recent Executive Committee meeting, including primarily personnel items. He reported that they have been reviewing drafts for the 2013 E.D. annual review and operational workplan.
 - b. The E.D. workplan and 2013 goals and objectives will be approved at the next Executive Committee Meeting
 - c. The committee also adopted a 2013 E.D. annual review timeline

3. Governance-
 - a. The board discussed the expiring term for the North Dakota board seat. The ND Commission sent the board a letter stating that there is no state staff person with time available to fulfill the board commitment. The board and staff thanked Illona for her commitment and investment in MRETS. We will continue to keep North Dakota in the loop as a key stakeholder.

Open Session

1. President's Report
 - a. Pat reported that he plans to check in monthly with committee chairs in advance of committee meetings and to check progress on accomplishing goals.
2. Management Report
 - a. Amy reported on completed tasks supporting the Strategic Plan with a new format tying tasks back to the Strategic Plan. She answered a question regarding the governance contract update in the written Management Report.
3. Financial Policy
 - a. Updates to the Policy document were presented. The board asked questions and discussed the policies implementation and use. Clarification was provided regarding budget variances; a variance could be due to higher than expected fee revenue.
 - b. MOTION by Pat to adopt the Financial Policy and 2nd by Jeff. Motion passed on voice vote.
4. Financial Report Plan
 - a. Financial Report Plan developed by the committee, with the assistance of Walter Cox at MAP for Nonprofits, was presented.
 - b. BOD engaged in discussion on location of financial reports, best use of data, key indicators for dashboard, notification methods, responsibilities, and action steps.
 - i. Requested that financial report become a standing agenda item.
 - ii. If red flag indicator displays, the committee will discuss and make a recommendation for the board to consider.
 - iii. Fee revenue, registry activity, and budget will be key indicators for dashboard. These will help the committee and the board be on top of trends when it comes time to discuss a draft annual budget and proposed changes to user fees.
 - iv. Will revisit dashboard status in 6 months to tweak to make a most usable tool.
 - c. MOTION by Eric J to adopt plan as proposed 2nd by Susan. Motion passed on voice vote.
5. Financial Briefing
 - a. Presentation by Walter Cox was followed by a lengthy board discussion of the audited financials that included questions for auditor, timeline to completion, board's financial tasks, and budget review.
 - b. Audited financials to be completed at the end of summer (Auditor- Created Financial Statements) should reflect adjustments that came up during the audit. These are the ones to publish and share unless you have to share earlier.

6. Executive Session

- a. The board again thanked Illona for her service.
 - b. MOTION by Larry to adjourn – 2nd by Eric Jensen. Motion passed on a voice vote.
- The meeting was adjourned at 3:31 PM. Minutes submitted by Zara Scharf.*