**Draft Minutes ANJEC Board of Trustees Meeting**

**17 December 2020**

**Meeting Conducted Virtually Via Zoom**

**Attendees**

Stephen Souza Barbara Vadnais Nancy Tindall Ed Difiglia

Jennifer Coffey Patricia Elkis Lee Farnham Jennine Tankoos

Ray Cywinski Marion McClary Gary Szelc Cinny MacGonagle

Leonard Berkowitz John Thonet Barbara Rogers

**Meeting Commenced at 6:35 PM**

* The meeting started with an official quorum.

**Approval of November Meeting Minutes**

* Len Berkowitz moved to accept the minutes as presented (minor edits had been made to draft minutes earlier as per Len’s direction).
* Nancy Tindall seconded the motion
* Minutes approved as submitted by unanimous vote

**Executive Director’s Report/Staff Reports**

* Discussion led by Jen – Report summarized in a slide show that was presented by Jen
* Focus of slide show pertained to Year 2 of the ANJEC Strategic Plan and where things stand at this point in time.
* Supporting Word document (ANJEC Strategic Plan Tracking) summarizes where Strategic Plan stands in December 2020 relative to annual goals set in January 2020 as per Year 2 of the SP; table shows what was accomplished and what tasks will be moved into 2021.
* Goals of SP discussed relative to contents of slide show and ANJEC Strategic Plan Tracking report as follows:
* **Goal 1 – Strengthen State-Wide the Influence and Capacity of Environmental Commissions**: Major 2020 accomplishments and review of what is planned for 2021:
  + Added two (2) new ECs – Paterson and Hackensack
  + ANJEC was instrumental in passing the plastics legislation
  + ANJEC currently playing major role in the pending Environmental Justice legislation
  + ANJEC currently playing major role in passage of Recycled Content Bill – S2515
  + Even though in 2020 Mansfield abolished their EC, due to election the composition and leadership of Township Committee changed and with incoming TC, the EC will be reinstated in 2021.
* **Goal 2 – Extend ANJEC Services to Meet Emergency Needs of Environmental Commissions**: Major 2020 accomplishments and review of what is planned for 2021:
  + Promote practices that increase diversity of EC membership (refer later to work of Policy Committee)
  + Develop resources that help ECs build on-line presence – Staff working to update ANJEC’s existing on-line materials, create new on-line materials, and convert/update older materials into digital format
  + Further environmental advocacy: emphasis placed on roll out of plastics legislation, campaigns pertaining to Recycled Content Bill and environmental issues/topics of interest for upcoming State election cycle (e.g., climate change and water quality)
  + Promote greater participation in diversity, equity, and inclusion initiatives
* **Goal 3 – Increase ANJEC’s Organizational Capacity to Better Serve Its Members** – Major 2020 accomplishments and review of what is planned for 2021:
  + Staff working on updating and digitizing existing ANJEC resource papers for subsequent distribution to ECs and members via ANJEC website
  + Increase use of social media to connect with diverse audiences
  + Develop climate action agenda for ECs
  + Fund raising training for Trustees
  + Enhance the Advisory Board’s engagement in ANJEC and with Board of Trustees
* **Goal 4 – Increase Membership in All Categories** – Major 2020 accomplishments and review of what is planned for 2021:
  + Discussion largely focused what will be done in 2021 to help meet this goal
  + Build an ongoing recognition campaign that highlights EC success stories that were influenced by ANJEC’s support/resources
  + Assess ANJEC member services to encourage more ECs to join ANJEC
* **More things planned for 2021**
  + 403b Retirement Plan for staff
  + Line of credit
  + Advocacy Policy
  + DRWI - Stormwater/green infrastructure and floodplain/riparian buffer projects
  + Work to promote Stormwater Utilities

**Portion of meeting pertaining to Exec Director’s report closed. No motions or votes required.**

**Finance Committee Report**

* Materials provided to Board in meeting package included:
  + Minutes of Finance Committee Meeting
  + Financial summary P&L statement and supporting materials
  + Financial Summary Memo
  + Excel Spreadsheet – Comparison of Actuals vs 2020 Budget vs 2021 Budget
  + Financial Statement: January 1 – October 31, 2020 – Prepared by Karen Buchanan
* Discussion led by Len Berkowitz
  + Trends observed in October continued through November and are expected to remain so through end of year…basically we are operating at a net loss, but eventually this will be offset by PPP funds.
  + 2.5% loss experienced in November, in line with earlier trend
  + In October we experienced an approximate $17,000 decrease in investment revenue
  + However, investment revenue increased in November by approximately $54,000
  + Contributions continue to lag relative to last year and what was anticipated in the 2020 projected budget.
  + Expenses continue to run under budget.
  + Cash flow remains good. Yearend cash in hand approximately $345,000, which represents about 3-4 months of operating costs
* Review of 2021 Budget, discussion led by Len Berkowitz
  + Karen prepared budget memo…the following of which are highlights and points of interest relative to 2021 draft budget
    - PGR is high, but normal for ANJEC, due to grants normally received later in the year. Breakdown of PGR funding provided in memo.
    - Trustee Contributions included in Net Operating Income for 2021 and retained at $20,000 (same amount as 2020)
    - Corporate contributions expected to increase by $10,000 to $74,000
    - Corporate Foundation contributions same as 2020
    - Family Foundation 2021 contributions projected to total $52,500
    - Appeal Contributions left the same as 2020
    - Major Donor & Other contributions decreased to $20,000
    - Assume 2021 Congress will be a virtual event, and will generate same income as 2020
  + Although number of staff will remain the same, 2021 budget reflects a 2% across the board salary increase
  + Presently the 2021 budget showed $14,000 from reserve required to balance the budget, but Jen noted that Open Space Institute proposal (which is in works) should help narrow budget deficit and lessen the amount of reserve money needed to balance 2021 budget.

**Portion of meeting pertaining to Finance Committee, finances, and 2021 budget closed.**

* **Acceptance of Finance Report and Draft 2021 Budget:** 
  + **Motion made by John Thonet**
  + **Seconded by Gary Szelc**
  + **Motion passed unanimously.**

**Policy Committee Report**

* Discussion led by Patty Elkis focused on
  + Anti-Racism Training
  + ANJEC mapping effort
* Policy Committee had seven meetings this past year, with Diversity, Equity, and Inclusion the emphasis of committee’s work in 2020.
* Marion led a discussion reviewing Anti-Racism Training program. Patty, Jen, and Barbara Rogers also shared their experience to date. Although to date much of the program has been individualized, starting to get to point where training can be applied more broadly to ANJEC. Patty will try to share some of the material and information with the rest of the Board.
* Environmental maps still in progress, but draft maps circulate for our review and discussion. Highlighted (a) towns without an EC, (b) towns with an EC, but not member of ANJEC, and (c) how Environmental Justice areas overlap with a and b above.

**Portion of meeting pertaining to Policy Committee Report closed. No motions or votes required.**

**Governance Committee Report**

* Discussion led by Nancy Tindall and Steve Souza.
* Acknowledged the past contributions of the outgoing Trustees Nancy Tindall, Jennine Tankoos, Cinny MacGonagle and Len Berkowitz
* Steve discussed the vetting process and the work of Nancy, Meishka and Marion interviewing potential candidates.

* Nancy presented slate of nominees for Board of Trustees – Class of 2023 will include four (4) new members along with Gary Szelc (returning Trustee, Fanwood, Union Co.). Four new Trustees are as follows:
  + Dan Bachalis, Hammonton, Atlantic Co
  + Jennifer Feltis-Cortese, Hamilton Township, Mercer County
  + Brittany Musolino, Collingswood, Camden Co, and
  + Laura Szwak, Retired New Jersey Conservation Foundation (NJCF).
* Nancy reviewed the election process of the Officers as per the recently revised and updated ANJEC By Laws. Nominations were made and discussed. The new Officers are as follows:
  + Barbara Vadnais – President
  + John Thonet – Treasurer
  + Barbara Rogers - Secretary
  + Ray Cywinski – Immediate Past-President

**Motion to accept slate of incoming (Class 2023) Trustees and 2021 Officers**

* **Motion made by Nancy Tindall**
* **Seconded by Steve Souza**
* **Unanimous vote to accept motion, motion passed.**

**Portion of meeting pertaining to Governance Committee Report closed.**

**Development Committee Report**

* **Discussion led by Barbara Vadnais**
* Barbara reviewed how COVID affected fund raising and ANJEC support in 2020 and especially in past quarter. Jen added that biggest change was in drop off in small dollar donors.

**Portion of meeting pertaining to Governance Committee Report closed. No motions or votes required.**

**President’s Report**

* Ray expressed how special serving as the President of ANJEC has been. He reviewed ANJEC’s key accomplishments over the past two years, and the organization’s achievements and perseverance, even given the challenges arising in 2020 due to the pandemic.
* Special thanks and accolades were extended by Ray to all of the outgoing Trustees.
* Ray also thanked the hard work and dedication of the staff and Jen.

**Portion of meeting pertaining to President’s Report closed. No motions or votes required.**

**Open Discussion - Old and New Business**

* Jen will send out Doodle Poll to set date for January 2021 Trustee meeting

**With nothing left to review or discuss, Holiday wishes were shared by all and the meeting was adjourned at 8:30 PM.**