



# Minutes

## Sustainable Westchester Executive Committee Meeting

**May 18, 2016 Noon**  
**Town of Mamaroneck**  
**Conference Room D on the First Floor**  
**Mamaroneck Town Center**  
**740 West Boston Post Road, Mamaroneck, NY 10543**

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1. Present: Nancy Seligson, Herb Oringel, Peter McCartt, Sara Goddard, Dan Chorost, Heliana Higby (for Mayor Spano); Leo Wiegman
2. Heliana moves to approve minutes of April 20, 2016 Executive Committee meeting; Peter McCartt seconds. **Unanimously approved.**
3. Nancy noted that the Personnel Committee's search for Executive Director is following methods approved by the Board and that were used during our last search for an ED. Sara agreed that the PC is functioning well, and noted that the process is ongoing and that no recommendation from the PC has yet been made. Screened-out candidates have been notified; others remain in play. During our last ED search, the PC provided the Board with a summary of each interviewed candidate and a recommendation by the PC. The EC **unanimously agreed** that Nancy should ask Chris Burdick to circulate an email to the full Board stating that the PC process is unfolding as authorized and is on course, and that requesting that Board members not on the PC refrain from commenting upon or interceding in the PC process until the PC makes a recommendation.

Second-round interviews with two ED candidates are set for May 25. Because we may not have a PC recommendation by the full Board meeting set for June 22, the EC asked Leo to expand the role of Jenna Amundsen (already on board with SW as a CCA staff person) so that she may assist with SW program administration until such time as an ED is hired and starts work.

4. Leo provided a financial update by distributing and explaining statements on financial activity and monthly overviews. It was noted that Westchester Community Foundation approved a revised calendar (9/1/16 to 8/31/17) for the grant awarded to SW.
5. Dan reported that a June 1 meeting with Pro Bono Partnership has been arranged to discuss SW's governance structure; SW attendees will be Laura Rossi, Chris Burdick, Sara Goddard and Dan Chorost.
6. Peter discussed the status of the SW website redesign and relaunch; the committee plans to review a blueprint of the new website on May 19. All is going well and according to schedule.
7. The RFP for outside legal services will be discussed on June 1 (see item 5, above), then issued.
8. Herb and Leo reported that the response deadline for SW's accounting and auditing services RFP is May 19, and that we already have one positive response from Jitasa. Herb, Leo and Peter noted that their interaction with Jitasa has been excellent, and that its response is on-budget (\$9k/year). The Finance Committee will circulate a recommendation for accounting/auditing services by Friday, May 22.
9. Dan provided a summary of the state of negotiations with NextEra, which has been preliminarily selected as the best responder to SW's Municipal Solar Buyers Group RFP. While much progress on negotiating appropriate legal agreements has been made, NextEra's position on several critical aspects of the agreement is unsatisfactory to SW. While we are trying to work through the issues, if NextEra does not yield it may be necessary to go to our second-preferred bidder.
10. Adjournment

Respectfully submitted,

Dan Chorost  
Co-Secretary

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