



# Board Orientation Agenda

This meeting may be recorded and photographed.

Thursday, March 12, 2026

**TIME:** 9:30 am – 2:00 pm (PT)  
**LOCATION:** Confluence Technology Center  
285 Technology Center Way (on the Chelan PUD campus)  
Wenatchee, WA  
Methow Conference Room  
**ATTENDEES:** Board Members, NEEA Staff  
**WEBINAR:**

## Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/24371133811057?p=YByyLulqXYUoyTaNLt>

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## Orientation Objectives:

1. To gain enhanced understanding of Market Transformation and how to support this work as a Board member.
2. To gain a shared understanding of the responsibilities of Board members and Board Officers as well as NEEA staff responsibilities.
3. To provide a venue to ask questions about governance, process and NEEA's purpose.
4. To provide a forum to know other Board members outside of the Board meeting.

## Agenda

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9:30 – 9:35 am      **Orientation called to order** (Gilbert Archuleta)

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9:35 – 9:50 am      **Introductions and Agenda Review** (Gilbert Archuleta, Becca Yates)

1. Overview of agenda, review objectives and desired outcomes (Gilbert Archuleta)
2. Review NEEA Board Norms and Board discussion (Joe Fernandi)
3. Exercise: Board Members orientation objectives – what do you hope to learn? (Gilbert Archuleta)

***Desired Outcome:*** *Get to know each other, align on meeting objectives for the orientation*

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9:50 – 11:30 am      **NEEA’s Business Model and Approach to Market Transformation**  
(Board Members & NEEA staff)

1. *Video: NEEA’s Unique, Proven Approach*
2. NEEA’s Mission & Purpose (Becca Yates)
3. NEEA’s 2025 – 2029 Strategic Goals (Becca Yates)
4. *Video: What is Market Transformation?*
5. Why Market Transformation (Jeff Harris)
6. *Video: Intervention*
7. Market Interventions and Board discussion (Jeff Harris)
8. *Video: Case Study: Ductless Heat Pumps*
9. Breakout group discussion: Ductless Heat Pumps (Gilbert Archuleta)

***Desired Outcome:*** *Understand alliance business model*

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11:30 – 12:00 pm      **BREAK – lunch served**

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12:00 – 1:00 pm	<b>Understanding Bylaws, Board Member Roles &amp; Responsibilities, Board Norms, Governance and Stakeholder Committee Structures</b> , (NEEA Board Members; NEEA staff)
	<ol style="list-style-type: none"> <li>1. Introduction of Board Officers and Committee Leadership (Gilbert Archuleta)</li> <li>2. Board officer responsibilities (Joe Fernandi)</li> <li>3. Board Committee structure (Joe Fernandi)</li> <li>4. Board Member roles &amp; responsibilities (Gilbert Archuleta)</li> <li>5. Board decision making and agreements (Gilbert Archuleta, Becca Yates)</li> <li>6. Understanding nonprofit Board Member duties and legal obligations (Geoff Schiveley)</li> <li>7. Board and Executive Director roles (Becca Yates)</li> <li>8. Navigating disagreements (Kyle Roadman)</li> <li>9. Board mentorship program (Becca Yates)</li> <li>10. NEEA staff leadership (Becca Yates)</li> <li>11. NEEA stakeholder committee structure (Becca Yates)</li> <li>12. Bylaws/Policies/Guidelines/Charters: guide to the NEEA Board Manual (Becca Yates)</li> </ol> <p><i><b>Desired Outcome:</b> Understand Board governance, Board Member and NEEA staff roles &amp; responsibilities, Board norms, and advisory and stakeholder collaboration approach</i></p>
1:00 – 1:30 pm	<b>Financials</b> (Kyle Roadman, Kyle Burchard) <i><b>Desired Outcome:</b> Understand Board financial oversight</i>
1:30 – 1:45 pm	<b>Business Processes</b> (NEEA staff) <ol style="list-style-type: none"> <li>1. Key processes to help manage to NEEA’s 5-year business plan (Virginia Mersereau)</li> <li>2. New Strategic Opportunity Screening and Review Guidelines (Jeff Harris)</li> <li>3. Portfolio management and Initiative Lifecycle (Becky Walker)</li> </ol> <p><i><b>Desired Outcome:</b> Understand NEEA’s business processes</i></p>
1:45 – 2:00 pm	<b>Q&amp;A and Discussion, Wrap Up and Next Steps</b> Exercise: <ol style="list-style-type: none"> <li>1. Review the list of Board Member objectives established at the beginning and identify ones for follow up (Gilbert Archuleta)</li> <li>2. Identify list of Board learning objectives for follow up at future board engagements (Gilbert Archuleta, Becca Yates)</li> </ol>
2:00 pm	<b>Adjourn Board Orientation</b> (Gilbert Archuleta)