



## Board of Directors Meeting

Wednesday, May 8, 2019

Meridian Institute

1800 M Street, Suite 400N, Washington DC 20036

Main number: 202-354-6440 ♦ Dalia Johnson cell: 202-812-2324

8:15 to 8:30 a.m. Assemble – Continental Breakfast will be served

***Strategic Planning Meeting - 8:30 a.m. to 2:00 p.m.***

### PRE-WORK

1. Please review the included power point slides and survey results, and identify 2-3 important take-aways that you believe are important for us to focus on at our meeting on May 8.
2. In particular, please review the strengths and weaknesses. Do you agree with them?
3. Reflect on your vision for the future of NEEF. In 3 years, when this plan is complete, what would look different?

### Strategic Planning Agenda

- 8:30–8:45 a.m. Welcome & Introductions & Set the Stage**
- The purpose of this segment is to build context for our time together, establish ground rules, review the agenda and discuss and agree to desired deliverables.
- 8:45–9:45 a.m. Review Survey Results & Discuss Implications**
- 9:45–10:45 a.m. Future State**
- The purpose of this activity is to generate group alignment about the future direction of the organization.
- 10:45-11:00 a.m. Break**
- 11:00-11:45 a.m. Agreeing on Future Opportunities**
- We will review the SPOT (strengths, problems, opportunities and threats) analysis as gathered through the survey and interview results and from that analysis begin to distill the opportunities that NEEF needs to embrace to realize its future outlook.
- 11:45–12:00 p.m. Gather Lunch**
- 12:00–12:30 p.m. Working Lunch**
- 12:30–1:45 p.m. Defining Strategic Priorities from Opportunities**
- The purpose of this activity is to collectively agree to 3-5 strategic priorities that will move NEEF into the future, and that align our current realities to our future vision.
- 1:45–2:00 p.m. Closing Thoughts/Next Steps**



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***Governing Board Business Meeting - 2:10 p.m. to 3:30 p.m.***

- 2:10-2:15 p.m.**      **Introduction – NEEF Vice Chair**
- *Call to Order*
  - *Approve Minutes from October 2018 Board Meeting and April 2019 Special Meeting*
- 2:15-2:25 p.m.**      **Development Report**
- *VP of Development Update*
  - *YTD Budget and Pipeline*
- 2:25-2:50 p.m.**      **Governance Committee Report**
- *Vote on new Chair and Vice-Chair*
  - *Discussion of EPA Board Nominees*
  - *Bylaws Revision*
- 2:50-3:00 p.m.**      **Finance Report**
- *Audit Results and 990 Status*
  - *Current Financials*
  - *Retirement Plans*
- 3:00-3:10 p.m.**      **Programs Report**
- *Updated Department Structure and Vision*
- 3:10-3:30 p.m.**      **Executive Session**
- 3:30 p.m.**            **Adjourn Board Business Meeting**



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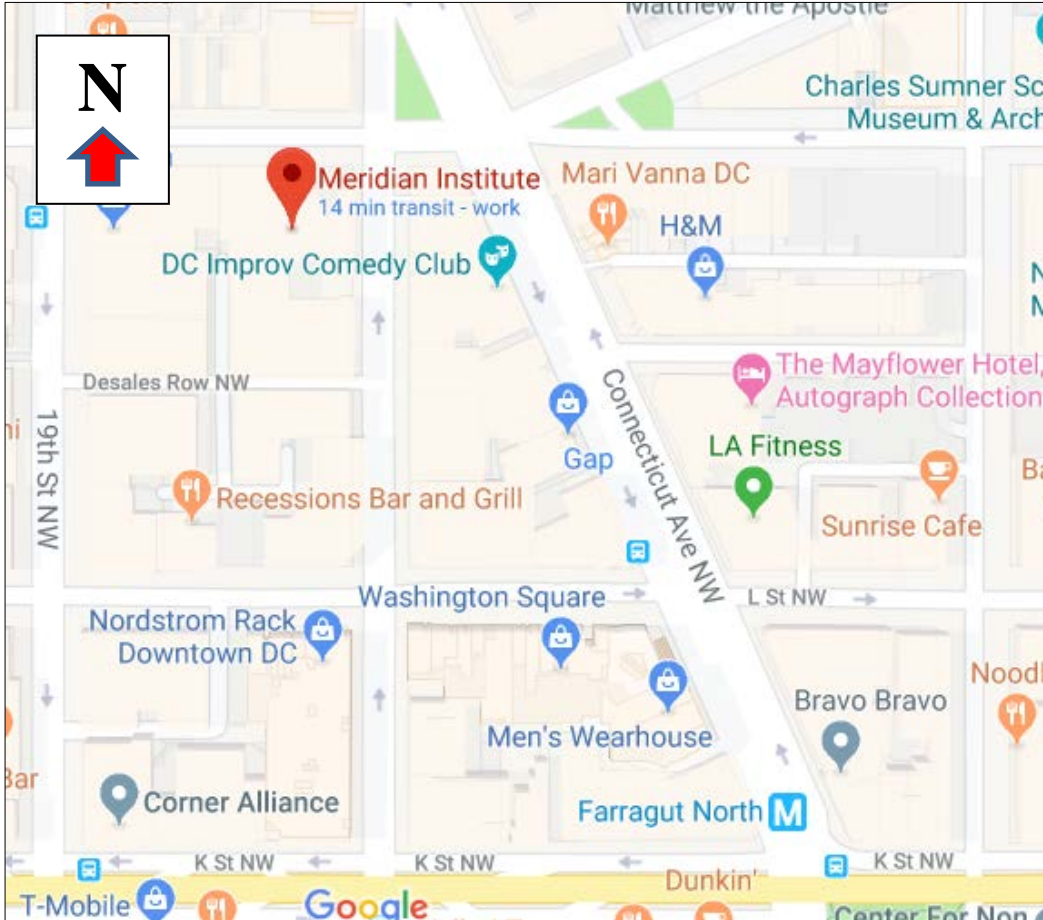
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### Map of Meridian Institute



#### Link for Directions

<https://goo.gl/maps/2ZRdcEQUUSaMGmCy9>

**Closest Metro: Farragut North**

**Parking: 1800 M Street NW, entrance on 18<sup>th</sup> Street  
or 1850 M Street NW, entrance on M Street**



# Happy Hour

You are cordially invited to join NEEF staff for drinks and conversation. We would love to see you there!

Tuesday, May 7<sup>th</sup>

5:30pm to 7:00pm

Urbana at the Hotel Palomar  
2121 P Street NW  
Washington, DC

Please RSVP to Dalia at  
[djohnson@neefusa.org](mailto:djohnson@neefusa.org)