

**National Biodiesel Foundation**

**Meeting Agenda**

Monday, January 20, 2020  
Tampa Convention Center Room #36  
Tampa, Florida  
**2:00-4:00pm**

1. Welcome and Introductions Jeff Lynn
  
2. Foundation Operations Jeff Lynn
  - a. Discuss and approve November 2019 Minutes
  - b. Present and approve of financial report Lindsay Fitzgerald
  - c. Discuss November action items: Jeff Lynn

**November Action Item:** Jeff Lynn and Lindsay Thompson will work with the directors to develop job description for all four positions before the January meeting. (ongoing)

**November Action Item:** Lindsay will ask REG if NBF can hold the live auction for the Yellowstone trip at the REG reception.

**November Action Item:** Tom and SESI will determine what will be distributed during a general session at the conference. It could be the Winter Newsletter or another flyer.

**November Action item:** Directors interested in volunteering to be on the Beth Calabotta Sustainability Grant Committee should contact Susan Susanke.

**November Action Item–** Don Scott Don will write up his project and submit a grant request to the Foundation.
  
3. Update on Current Activities Tom Verry
  - a. NBF Role in National Conference (Presentation, Live and Silent Auctions, Newsletter) Tom Verry
  - b. Directors' fundraising activity update Jeff Lynn
  - c. Don Scott's sustainability proposal (see attached) Tom Verry
  - d. 2020 Congressional Tours Tom Verry
  - e. Beth Calabotta Sustainability grant update Tom Verry
  - f. Potential role with USDA BIP 2.0 grants
  - g. EPA Diesel Emissions Reduction Act (DERA) grants
  - h. Yellowstone update Tom Verry
  
4. New Business Jeff Lynn
  - a. Bylaws and board procedure review (see attached) Jeff Lynn and Justin LaVan
  - a. Yearly Review of NBF Strategic Plan (see attached)
  
5. Next Meeting – June 14<sup>th</sup> Washington, DC 2 to 4 pm
  
6. Adjourn