

Minutes for February 5, 2013

NEHERS Board Meeting

Meeting Start Time/Quorum Reached: 3.10 pm

Present: Laurie, Eurihea, Emelie, Lois, Matt, Mike, Bruce

Signed on Late: Enoch, Tony

Missing: Peter Harding

Housekeeping

- Board policy on submittal of documents, reports, etc. for Board vote consideration
 - Any documents that need to be submitted for Board meetings should be placed in that month's meeting folder on the shared google drive. All documents should be uploaded the Friday before the meeting by 9am for review by the executive committee and to be included in that meeting's agenda.
- Board policy on additions to the meeting agenda
 - To add an item to the next meeting throughout the month, email Eurihea and he will add it to the agenda
- Location of Board meeting documents on Google Drive
 - Shared with all Board members, can be synched with desktop (download google drive and it will show up as a separate drive and makes it easier to update information)
 - Each month's documents related to each meeting is in that month's meeting folder ex. 2013 meetings -> February
 - In an effort to cut down on emails all meeting related documents should be added to the folder
 - Laurie looking into an option for sending email notifications for added documents to the drive?
 - For now everyone can send an FYI email when adding documents to the drive that people needed to know about
 - The template for the charter is in the committees folder

Secretary's Report (Emelie)

- Approval of minutes of last meeting (motion by Emelie, second by Mike, approved)
- NEHERS Biennial Report
 - NEHERSA needs to change the physical location of the Alliance
 - Goal by next month to have all information pulled together on what the next steps are for filling as a non-profit, to move forward (MA is the thought for now with Laurie as the main point of contact)
 - April 30th is the deadline to report

Treasurer's Report (Lois)

- Financial update
 - Reviewed compilation report
 - We are about half way to where we were last year
 - The early bird deadline was the 31st for membership renewal, many are still trickling in
 - We are up \$15,000 from our financial position last year
- Payables authorization
 - Invoices for the month:
 - Motion to approve by Eurihea \$2,276.54, Emelie seconds, approved

Training Committee (Bruce)

- Rater Training Update
- Spring 2013 training class status (Laurie)
 - Laurie: finalized the schedule, NJ training in March CSG, new 4-day BPI professional training in April MA with BER and 6 Day fill training in MA with the BER
 - Currently 1 person signed up for 4 day course
 - PSD is holding a training in OH that they would like to partner with NEHERSA with Marketing - this will be discussed in a separate training committee meeting, later this week
 - Currently Bruce, Peter, Lois, Matt, and Enoch are on the training committee
 - Laurie to send out doodle poll to come up with time for meeting
 - Laurie is available to set up meetings/doodle poll
 - Committee charter not together yet

Professional Development Update (Enoch)

- February call
 - Enoch missing – joined 3:45pm.
 - Need Slides and Quiz 10 days before the training to Laurie for submitting to RESNET for PDC's
 - Laurie: February call is tomorrow with Greg Krantz doing the MA gray areas update
 - The introduction is challenging
 - Future topic: Tax Credit? Is this a subject for next, Enoch could present? Laurie to check with him on this
 - March? On hold for software update and RESNET (Eurihea gave presentation already, Emelie is giving one in February, this can be used with Enoch's info to pull together a presentation)
 - Future topics:
 - Mike has a presentation on streamlining software
 - Eurihea possibly has a presentation on software updates (May?)
 - Committee Charter not started yet

Membership Committee (Peter)

- Membership status
 - 2012 was lower than 2011: Lost a supplier member last year in 2011
 - Some of the membership funds were tallied in the wrong year
 - Lost a provider this year
 - Currently at 14,000 + once Lois deposits new membership funds
 - How much of 12 funds were meant for 2013 members fees?
 - 5 Provider have yet to pay
 - VEIC and Magrann choosing not to renew as training members
 - Currently about where we were last year

Technical Committee (Tony)

- Brought up the idea about the charter, but it is on the back burner with getting the manual stuff together
- Had a short call last week 5 or so people
- Went over the chart of items that needed to be updated in the manual, Tony added a few items and looked over the project manager description and set up some goals of having the manual update done by the end of the year
- Need to get project manager in place as a first priority
- Ok description in the meeting – looking to get it approved today, Laurie will send an email campaign out with the offer

- RESNET is a good opportunity to get someone in this position
- Committee is looking to meet at RESNET
- NYSERDA may have an ability to contribute via a fund
 - Hard copy to send to NYSERDA , Toni to email Laurie the address to send the manual to
 - CSG is willing to contribute time to update the manual
 - Could they help out with marketing the new manual? (Eurihea)
 - Could they help with the formatting and look of the manual, make it a user friendly format, good graphics, etc
- Should this be made available in electronic format? Purchasable on Amazon and other sites to bring in revenue
- A lot of graphic content in the manual (much of the is DOE and EPA graphics) this gets updated every 3-5 years
- No spot for graphic design in the budget
- Making sure that NYSERDA understands it is a universal resource and not a NYSERDA reference
- How much involvement/interaction do we want from NYSERDA and CSG in the manual?
- Subbing out may help eliminate some of the “cooks in the kitchen”
- The technical committee needs to take the lead on this with input/approval from the board

Next meeting – Tony to present on “What is the plan” for getting this done

- There are a number of organizations that might be interested in taking on the re-write as a contract job, send RFP to multiple engineering companies? Not much of a budget...
- One contract rather than a project manager with lots of different organizations

Project manager Description: Read aloud by Eurihea

- We are currently 2/3 at our mark for funding
- Peggy a good candidate?
- Should this be a fixed amount contractor rather than an hourly position?
- Time estimates seem short
- Looking to approve, for people to submit cover page and resume
- Currently budgeted for 40 hours
- Tony: Is money in the bank or pledged?”
 - It is not yet in the bank, but pledged
 - We have money in the bank and could possibly get started with hiring a manager
- Bruce: many people looking for an invoice

Motion to approve project manager description

- not approving at this time, Tony will work with the committee to come up with a recommendation to get a project manager or RFP route
- Lois suggested to Tony to talk with Peggy about the past manual rewrite and how challenges/successes in the past

Code Committee (Mike B)

- Update on membership selection
 - Charter sent to the committee and posted on the google drive
 - Drafting a list of potential members (some members and some non-members)
 - Odd numbers of members make it easier to vote
 - Thinking of getting a person from each state, Joseph Hill in NY, Greg Krantz with ICF, Richard Faesy, Wes Riley in ME,

QAD Committee (*Emelie*)

- Update on membership selection
 - Charter Drafted
 - QAD committee member list started, still looking for more members from other providers and states

Communications Committee (*Matt*)

- Update on membership selection
 - Draft of Charter started
 - Trying to figure out how large the membership should be
 - Glen Haynes may be interested in participating in this committee

Other Business

- Committee Charters – status updates
- Giving digital copy of Manual to NYSERDA – no, but will mail a copy
- EPA questionnaire RE: total duct leakage requirements for ESv3
 - Ben Adams magraan supporting CSG with NYSERDA,
 - Total duct leakage requirements for ES is a serious challenge
 - Ben is proposing to put together a questionnaire 10 questions, to all Raters in the NE to approach the EPA with recommendations on a amendment to either the testing procedure or the requirement
 - The problem is that builders are dropping out of the program or not meeting the standards because of total duct limit
 - Toe kick registers' are an issue because they cannot be sealed well during the testing – possibly changing the testing procedure
 - Eurihea will get a copy for the Board to review and email vote on this by the end of the week
 - They are looking to submit something to the EPA at RESNET
- RESNET Conference
 - Member and friends of NEHERS dinner (*Eurihea*)
RESNET Dinner
 - Found a BBQ rib place with a good menu, 5 miles from the conference center, inviting past board members, instrumental folks to the manual update, some from EPA, some from MA, pat fitsgerald, greg kratz, people helping with the funding, Ben Adam, etc.
 - Looking to get the board's approval of paying for the dinner and drinks
 - \$50/head for food
 - \$25/alcohol
 - Total of about \$95/person with tax and tip (The Board members will pay for ourselves)
 - 30 invited (10 people on the board)
 - Requested budget of \$2,000 to invite guest
 - Motion to approve by Emelie – Lois seconded, approved
 - No vote by Matt (seen as reward for solicitation of funds)
 - Clarity by Eurihea that this is dinner for Alliance and membership support, funded by NEHERSA bot manual funds
- Laurie DiDonato compensation structure
 - Two tiers to consider: Raise in hourly compensation vs. bonus based on membership

- Lois to look into average membership over past 4 years & hours worked by Laurie in past year, so we can compare – this will all be compiled for next month
- Peggy has said she is interested in putting in some hours with NEHERS.
 - Here are some things she offered to help with:
 - covering for me during a vacation,
 - Covering for Gale now (she's going to stay in Missouri as her mother declines).
 - editing or writing work related to the manual rewrite
 - editing parts of the website
 - She is willing to discuss hourly rate based on the nature of the assignment
 - Ask Laurie what her needs are – would Laurie like to do some of these things instead of Peggy?
- Laurie would get first priority for covering tasks, Peggy could cover Laurie's vacation
 - Manual editing possibility?
- Mike Burke w/ CSG expressed interest in serving on a committee – Technical & Codes
 - Tony has added him to the technical committee

Motion to adjourn (Bruce) Second (Matt) - approved