

## Minutes for May 14<sup>th</sup>, 2013 NEHERS Board

Time: 3.00 pm

Web link: <https://global.gotomeeting.com/join/801830933>

Attendance:

Eurihea Speciale, Laurie DiDonato, Peter Harding, Bruce Harding, Mike Browne, Enoch Lenge, Tony Lisanti, Emelie Cuppernell, Matthew Dudley

Absent: Lois Arena

Emelie suggestion: Keep discussion to high level bullet points and updates, keep committee level information in committees

- In the last few weeks we have not gotten through the entire agenda
- No one opposed to this, suggestion was well received by everyone, not formally voted on

Secretary's Report (Emelie)

- Approval of minutes of last meeting
  - Adjustments made:
    - Eurihea's last name misspelled
    - some attendees not included: Tony Lisanti, Mike Browne (Enoch Lenge and Mathew Dudley absent)
  - Motion to approve by Mike, Tony second – approved as amended
- NEHERS Biennial Report – **\*\*action item for April\*\*** due by end of month
  - Biennial Report Done, submitted and accepted
  - Change of Agent form still needs to be mailed, waiting for physical paper to be mailed by Lois so that it can be submitted to secretary of state in VT then process will be complete

Treasurer's Report (*Lois - absent*)

- Financial update – about \$25,000 below usual for this time for training, \$15,000 overall
  - Reviewed compilation, funds entered on manual sales are actually manual update funds, this is skewing the numbers
  - Down significantly in training
  - Costs of goods sold down slightly
    - The NJ training was canceled
    - Membership dues about the same
    - Cost of goods sold slightly down
- Payables authorization
  - 7 Items to approve (total \$12,605.87)
  - Laurie made a trip to check out training site after the last bad experience
  - Laurie's hours slightly lower than last month
    - RL Martin include half of annual web hosting fee
  - RL Martin invoice includes 2 different rates (\$90/hr for easy tasks, \$120 for registration, website and database updates). Annual hosting is \$20/month (seems on the high side to ES)
  - Gale payment is for training support and assistance for a month
  - No questions about account payables

- Motion to approve \$12,605.87 in payables by Peter, second by Emelie – approved
- Separate account for Manual funds
  - Exec Committee discussed, Eurihea suggests creating second checking account for manual funds to deliberately separate the manual funds and avoid confusion until the update has been completed
    - Peter expressed discomfort with this idea, recommended discussing with the accountants first, it is not necessary and could just be a separate line item, all funds are tagged
    - Eurihea says he has experience with companies doing this as a common practice
    - Tony comments that all associated funds would need to have a certain code, it may be more difficult to track cleanly
    - Peter concerned the funds would not appear on the same report
    - Eurihea stated that it would still be listed on the monthly activity; we would just have 2 “Comparative Statement of Activities” reports to review. It will still show up on the balance sheet, but will be a separate account
    - Lois will work with accountant to determine the best way to do this to allow tracking funds easily
    - If they have any hesitations or issues with this Lois will bring this up to the board at the next meeting
  - Motion for Lois to work with accountants to move manual funds to its own account by Eurihea, second by Tony - approved

#### Training Committee (*Bruce*)

- Rater Training Update
  - Discussing training proposal
  - Discussed restructuring, can we restructure trainings, sending a poll to training providers, option of online portion prior to classroom training
  - BPI HERS went well, Eurihea encourages doing it again but as a 5 day training
  - Eurihea is thinking of moving our training to full 7 days
- Spring 2013 training class status (*Laurie*)
  - June class – 4-6 so far, several inquiries (2-3 more expected)
    - Possible registrants were working through some funding logistics
- Fall Training RFP update
  - 4 responses to RFP’s received, made tentative decision
  - 1 cancelation in the spring due to low registration rate, by policy of the alliance that trainer is given right of first refusal on the fall trainings
  - Talked briefly about restructuring
  - Training providers will be polled for input on how to do the classroom online, and how to broaden the appeal of our trainings to a broader market
  - Eurihea offered to attend the next training meeting, he thought the BPI Rater training went well but should be a 5 day training, not 4. The regular Rater training should be 6.5 or possible a full 7 day training based on feedback from attendees.

- Peter thinks it is time to solicit feedback from the trainers about this and similar topics (format, length, sections, pre-class prep)
- People tend to sign up for a class last minute which can limit pre-class prep, a short pre-class online segment may help this

#### Professional Development Update (*Enoch*)

- May call – Software webinar (~40 in attendance)
  - No RESNET PDHs yet
- June 12<sup>th</sup> call – DET testing panel call (Eurihea, Tony, Mike, Richard Feasy?, folks from codes committee?)
- Future topic ideas
  - vapor barriers pros and cons
  - 2006 IECC vs 2009 IECC requirements
  - 2012 IECC
- Thoughts on skipping July? People tend to be on vacation and participation numbers may dwindle. August has been dropped in the past.
- Cancel August but keep July for now? Wait and see if we get registrants? We have the option to cancel “due to low attendance”

#### Membership Committee (*Peter*)

- Membership status
  - Joint meeting of membership and communications committee
    - Committee meeting summary
    - Looking at steps to change membership categories or add a different one
    - Possibly educational member for individuals involved with education in this industry
    - Provider category has a cap of 40 Raters at calculating fee, the committee is considering raising that cap to a higher number
  - Question asked: How many providers would this effect? The committee would consult the board before any action is taken on this.

#### Communications Committee (*Matt*)

- Update on membership selection
- Meeting update
  - Combined with Membership committee
  - Met last month with Laurie, looking to extend outreach to different institutional partners with programs, may be a way to get larger participation quickly
  - Discussed how to get emails out to multiple program members, or several people within a provider member that would like to get our emails.
  - We are not reaching the full potential of supplier and program groups – looking to pursue this further
  - Very few or no mailing that just had to go to members, so the committee is making sure additional individuals associated with that membership are on the list.
  - People are not actually logging on to the website very often

- Have not yet discussed the ideas that Laurie brought up in review regarding website updates and such. They did discuss surveying the members to get feedback
  - It is working well to combine the communications and members committee at the moment; does it make sense to have a combined committee? No, but combining the meetings for now is useful.

#### Technical Committee (*Tony*)

- Manual funding update status
  - Budget
  - Job postings
- Tony has been the interim project manager until it was determined someone was necessary, the committee is ready to move ahead with getting a PM in place.
  - NYSERDA/CSG
- Revised after last meeting, Tony originally thought there was a trade-off understanding with NYSERDA for their help in updating the manual however Mike Burke made it clear they are not asking for anything in return for their contribution
- This commitment is not tied to a certain number of manuals. They have already started working on their portions.
  - Asked Rob Salcido for proposal for slab floor
  - Asked Gayathri for a proposal for MF sections
    - They offered Project Manager position also
    - Peter H expressed support for this option
  - Paul Reymer of Heyoke Solutions submitted formal proposal for ventilation
- Approvals
  - Suggestion made by Peter that all decisions do not need to come to the board for every decision, this can slow down progress if the committee needs to bring every consideration in front of the board
  - Any approval needs to go through and be approved by the technical committee, and does not need to necessarily be micromanaged by the board with some caveat
  - The PM position should have board approval
- Tony made a motion to allow technical committee to make decisions for expenses for up to \$3,000 without prior board approval, second by Peter - approved.
  - Tony has given the “go ahead” to NYSERDA to get started on their sections and they have
- Digital Copy
  - Old paper binder copy has its place but the committee feels going forward we should move to a digital version
  - An embedded link to a standard rather than including the language from the standard would make updates either or unnecessary
  - Eurihea has information that we could get digital copy fully funded
  - NYSERDA has mentioned funding for turning the manual into a digital version

- Approval for PM Description? Tony will send it to Laurie to send out to NEHERS members, if we don't get enough feedback we will move to plan B (TBD). Eurihea recommend sending out as RFP listing information we are requesting
- Funds update (*Laurie*)
  - NJ application requires being registered as a business in NJ, might need an agent in NJ.
    - NJ needs a “stronger statement” regarding why this is not at competitive bid
    - Peter suggested calling to clear up what the issue is with formatting, etc to fast track this, what exactly are they looking for?
    - We may need to reach out to someone else to get this moving, Laurie has called multiple times already, it's not clear that he knows what he is talking about
    - Peter suggests that Eurihea as the president calls
    - Who originally helped us get this commitment? Should we involve them? Ben Adams? Mike Ambrossio? It was Mike at applied energy
    - Eurihea is unavailable, Tony volunteered to call to try to straighten it out

#### Code Committee (*Mike B*)

- Meeting summary
  - Resolved to pursue coming up with language to share with states language in codes that they feel are vague and should be changed
  - Seen some result in MA already
  - Good dialogue happening
- MA code developments

#### QAD Committee (*Emelie*)

- QAD email/hotline
  - Lots of activity (although internal) with qadcom hotline
  - Sending out a summary of April topics to all QAD members
  - Will not be meeting twice a week instead of once
    - One will be open to all QAD members, one is internal
  - Just got a new member Frank Swol (EAM associates)
- Developments

General meeting reminder to be brief, possible speed up the minutes and financial section  
Laurie offered to ask everyone in advance if they have anything to talk about otherwise remove from the agenda.

Eurihea requested that everyone try to make it on time

Eurihea made motion to adjourn, second by Emelie – approved, adjourned.

Other Business [NOT DISCUSSED]

- Board & Committee time commitments – Laurie compiling info for discussion
- 2013 goals and priorities
  - Revisiting 2012 retreat notes and ideas
  - Suggestion to hold one again this year?
  - Budget for 2013/2014
  - Projecting growth, staffing projection, using subcontractors for specialized ongoing projects
  - Website maintenance, updates, etc.