

Meeting Minutes: July 21, 2015 NEHERS Alliance

Roll Call: Bruce Bennett, Emelie Cuppernel, Frank Swol, Tony Lisanti, Mark Hutchins, Jenn Parsons (late), Mark Newey

Missing: Laurie DiDonato (on vacation), Peter Hubbe

❖ Announcements / Reminders:

- Jenn will be joining late. Need to vote her into the Board.
- Peggy and Gail are available to order manuals and assist with electronic tests and orders.
- Emelie is going to do a summary of our budget overview
- Will skip August meeting
- Brenda has resigned from the Board based on bylaws. Jenn Parsons will take over as secretary.
- Emelie made a motion to vote Jenn Parsons in as a Board member to replace Brenda Watkins. Frank seconded. All in favor. Motion passes.

❖ Secretary Report:

- Minutes for June are completed and are in the Google Drive
- Mark made a motion to approve June minutes. Frank seconded. All in favor. Motion passes.

❖ Treasurer's Report:

- Credit card update: Mark Newey hasn't had a chance to get the credit card for Laurie, but will by our next meeting in September.
- Received Serra financial reports yesterday, and only had a chance to glance at them. Late getting them into his hands. They aren't on Google Drives yet.
- Fewer membership dues and fewer training profits this year as opposed to late year at this time. There may be a difference in membership push timing as opposed to last year though.
- There is an increase in manual sales. A decrease in expenses. We spent less on manual updates this year. Fewer credit card fees due to less credit card sales at training registration. Overall our net is down about \$3,000 but our expenses are down \$1000. Our invoice minus cost of goods is down \$5000. No significant changes in assets and liabilities.
- Accounts Payable: only 3 invoices in June. Mark Newey made a motion to approve the accounts payable in the amount of \$1258.94. Emelie seconded. All in favor. Motion passes.
- Mark will revisit the approval from last meeting to move money from operating account to manual account. He asked if anyone remembered what that transfer represented in terms of timeframe it occurred. Mark thought it would be easier to transfer money from operating account to manual account rather than cutting separate checks, but Emelie thought that we are supposed to keep them separate and track spend. Mark agreed thinking that in the future the transfers are harder to back track to. Discussion ensued and consensus was reached to order more checks to keep separate tracking.

❖ Standards Committee: Doug and Frank

- Doug missed the last committee meeting
- Frank was joined by Peter and Tony at the last committee meeting.
- They discussed the basement chart that Peter Harding provided the group. The discussed the classifications on the chart and if anything on the chart would tend to go against the new definitions that RESNET is going to release for infiltration and conditioned volume going forward (302). None of them had an issue with what was on there. Wanted to get that added to the manual at some point. Would be best to also include charts for guidance for crawlspace and attic variations to cover more content at one time.

Need to general the recommendations for crawlspaces and attics at the next meeting. Will give Peter Harding credit in the manual for furnishing the charts.

- Task force was not discussed at the committee meeting.
- Frank said that RESNET released something the morning of the committee meeting but they didn't have time to review and discuss yet. Training requirements and recertification. Conference attendance requirement was dropped. They dropped the professional development requirement completely. RESNET is going to put more effort to education rather than strict requirements. They will have a field test requirement every 3 years.
- Dean Gamble at EPA for an extra round of comments for Standard 380. They have some reasonable language to add that is reasonable requirements to collect Manual J, S, and D information for basement conditioned volume

❖ **Training Management: (Bruce)**

- Not much going on in Training committee. Didn't have a chance to meet since last Board meeting. Nothing new to report.
- Laurie will start to discuss the Linked-In survey. Emelie shared that 68 members completed it. Emelie said that at the next meeting they can review this survey result.
- The survey showed the 48 participants were interested in an ICC training. And a good percentage was interested in HVAC training.
- The next training is in September. Not sure on registrant status yet. Frank may have one attendee.
- Laurie will start the Linked-In advertising pilot and will monitor the costs and use associated with this method.

❖ **Manual (Mark Hutchins):**

- Had a meeting this past Friday.
- Constantly monitoring feedback from members for edits on content and format. No one has commented yet with changes.
- They talked about getting approval from technical and standards committee regarding the basement conditioned/unconditioned space decision to get it into the manual changes next round in October. Want to add attic and crawlspace guidelines too if they can get updates in in time for October training. Otherwise they will wait to fit it in in April changes.
- Marketing discussion took up the rest of the meeting. How to market the manual to our current list. Code officials were a new group they were thinking about marketing too since 2015 IECC will include HERS Ratings as a requirement for performance path. Our manual will help them understand the process.
- Laurie took great notes and will share with the group. Will share marketing plan they discussed.

❖ **Professional Development: (Frank)**

- Skipped this month's presentation due to non-attendance.
- Will schedule in August with Emelie offering to give a presentation. NEEP will join her on the presentation on their residential asset ratings program throughout the Northeast. Some local municipalities are looking at adding this into their MLS to drive retrofits. Emelie will discuss how this will relate to HERS Raters and how they can get involved.
- Questions arose about when Laurie will be back on vacation to assist with this webinar. Emelie thought she would be back. Emelie will make sure introductions occur just in case Laurie isn't there
- Also, Frank got a positive response for Steven Baden to speak on a webinar for NEHERS. The top 10 changes that raters need to be aware of. September or October meeting availability. We should give him some guidance: QA status, revisions to testing standard, and other topics were suggested for him to discuss with the webinar participants.

- Other topic suggestions for the remaining 3 slots in 2015: Frank will think about one and will think about what topic he could provide.

❖ **Membership / Communications:**

- Emelie said that membership and communications was handled by Brenda and asked if Jenn Parsons would take over.
- Jenn Parsons said that she would consider taking it over.
- Emelie made a motion to approve Jenn Parsons as the Secretary of the NEHERS Alliance. Seconded by Mark Newey. All in favor. Motion passes.
- Emelie will leave membership committee as vacant for now, since no one volunteered. We will discuss at the next meeting.
- Website: We have a quote from the Martin's to update our website. Mark Hutchins said that the quote was reasonable. The website will be mobile compatible, our current one is not. Login will be easier. All documents will be moved over from existing site and tested. Cost is \$4,500.
- Using manual funding to promote marketing the sale of it was discussed. Eurihea, former president of NEHERS was very interested in marketing it heavy, through Amazon and other sources. But it is costly to market on Amazon. We discussed adding a banner ad to our new website and will ask the Martin's for a quote for this functionality. We are going to approve the current quote and ask for this and see if it is extra.
- Emelie made a motion to approve the website redesign quote from the Martin's for \$4,500. Jenn Parsons seconded. All in favor. Motion passes.

❖ **Energy Code Update: Peter Hubbe**

- Peter is on vacation.
- Jenn Parsons expressed having interest in joining the committee.
- There isn't a regular schedule for meeting.
- NEEP wanted to join the call when meeting invites occur.

❖ **Other Business:**

- Emile brought up that NESEA is interested in trading membership contact lists with us. So that they can offer PDH credits for their courses.
- They are offering us the \$500 level of their membership if we give them our membership listing. We will get a membership with NEHERS too for job announcement advertisement, member logo on website, and logo on manual. Mark Newey thought that trading memberships was good for promoting our membership and theirs.
- Motion made by Mark Hutchins to accept trading memberships with NESEA. Mark Newey seconded. All in favor. Motion passes.
- Mark Newey inquired about a retreat. Emelie mentioned they are usually held in September every other year. The last one was held September 2014. The group agreed that an October retreat would be ideal this week. Once per year might be a good idea going forward. Laurie will send out a doodle poll to try and find a date for the retreat date.
- Tony mentioned that a General at Westpoint is going to order a manual and potentially more for their engineering department.

Next meeting will be in September. Motion made by Tony to adjourn. Emelie seconded. All in favor Meeting adjourned at 2:58pm.

