

## NORTHEAST HERS ALLIANCE

### Board Meeting Minutes May 11, 2011

#### Attendees for Meeting:

X	1	Brian Stanfill
X	2	Chris Gordon
X	3	Eurihea Speciale
X	4	Glenn Haynes
X	5	Lois Arena
X	6	Michael Chesney
X	7	Mike Browne
X	8	Peter Harding
X	9	Robert Delfino
X	Staff	Frank Migneco
x	Staff	Peggy MacLeod

- Approval of Minutes from Last Meeting
  - Approved
- Treasurer's Report
  - Total expenses to be approved: \$11,394.18.
    - Glenn/Eurihea/Approved
  - \$11,000 was transferred from money market to checking account in April
  - Total income was \$23,621.05
  - Question about \$637.50 invoice from CSG for trainer to work 3 hours with a previous training student who missed the field testing in the November training. The cost seems exorbitant, but we had agreed to pay them for the estimated 3 hours it would take at their usual hourly rate. This was motioned to approve and approved but a commitment was made to be more fiscally responsible for future expense oversight.
- Supplier Membership
  - Retrotec was added as a member (waiting for check)
  - DOW is close to committing to membership
  - Frank and Peggy to meet with Mike Chesney and Jon Martin to figure out how the banner for supplier members will be added to website.
  - Eurihea – asked whether there are NEHERS members from outside the northeast? Yes, we have invited providers from outside the region (Guaranteed Watt Systems).
- Energy Star 3 training.
  - May 17-18 has 20 students.
  - May 27-28, NH v.3 training with Wes Riley
  - Mike Browne's v.3 training. They will pay the collaboration fee and for the materials but not need help on logistics. The Lexington class has overflow (16), and another one will be scheduled for the 6 on the waiting list.
  - BPI for certified raters will be held in late June in Western MA. Frank working on marketing with Lisa from CET.

- BER requested training support on v.3 training. Proposal will be going out to BER shortly.

### ***Training Strategy Discussion***

The Alliance, CSG and VEIC rater training curriculum was made available on a royalty free basis for any trainings the Alliance put on. We have the MOU. Before that we thought we needed to rely on training curriculum from our Training Members. The curriculum could be used by any RESNET accredited Training Provider. This gives us a quality product established and proven.

- Decision was made to move forward with a training strategy that goes out to bid to NEHERS training providers

NEXT STEP: Executive committee and training committee create an agreement in principle in the direction we are discussing.

### **Technical Committee Report (*Brian*)**

- Manual update process & funding
- Brian, Peter, Peggy had a meeting with Richard Faesy last Friday; Richard was involved in the last couple of Rater Training Manual updates;
- Previous organization
  - Project Manager did heavy lifting; A technical team did the writing
  - Funding for 2007 re-write was around \$10,000. Richard said to raise twice that much
  - We reviewed lists of the utilities in some states; Richard agreed on approaching a few utilities for funding.
  - New issues: Utilities would be interested in multi-family ratings. Richard suggested we run an initial multi-family workshop to uncover the issues that need to be documented
- Mike suggested we put the writers and project managers into a RFQ. Definitely anyone who wrote the first versions. As a group we want to be confident of material.
- Peggy said the last two versions had a review by the funders/utilities.
- Peggy recommended that we go out to bid for a desk-top publisher.
- Possibly look for another printer who can also do just-in-time mailing, if a better cost than the labor it costs now to wrap and send.
- Peter will work with Brian on defining a temporary project manager position

### **Administrative Support Review**

Peggy offered a proposal for the Board to consider a new part-time administrative staff that would learn and be responsible for the more repetitive administrative tasks that existing staff are doing, and at a much lower cost.