

**Minutes for January 8th, 2014 NEHERS Board Meeting**

**Time: 3.00 pm**

Attendance: Eurihea Speciale, Bruce Bennett, Emelie Cuppernell, Lois Arena, Peter Harding, Laurie DiDonato, Mike Browne , Tony Lisanti, Frank Swol, Doug McCleery, Jennifer Parsons, Enoch Lenge

Absent: Matt Dudley

New Board Issues-

* Welcome to Doug McCleery and Frank Swol
* Vote to fill Program Member seat vacated by Enoch Lenge
  + Jennifer Parsons from CT Energy Efficiency Fund, United Illuminating Company is nominated to fill seat: Nomination by Eurihea Speciale, Seconded by Bruce Bennett- All in favor, none opposed.
  + Jennifer will remain in this position for one year, and then we will want to offer this seat to a different Program member, as CEEF will have had a seat for 2 terms. We would like to find a way for Jennifer to stay on the Board. Currently the only option for her to stay on would be if none of the other program members would like to nominate a representative.
* Voting new committee chairs & officers
  + Treasurer Vacancy- Jennifer Parsons nominated by Eurihea, Seconded by Doug McCleery, All in favor, none opposed.
    - Some concern that Jennifer might only remain on the Board for one year, because Treasurer Transition is difficult, but her location in CT will make the transition from Lois easier. Her location will dictate if we switch banks and to which bank we would switch to.
  + No one new expressed interest in running as President, Vice President, or Secretary
  + Eurihea Speciale, Mike Browne, Emelie Cuppernell nominated to remain as President, Vice President, and Secretary, respectively. Nomination by Jennifer Parsons, Seconded by Bruce Bennett- All in favor, none opposed.
  + Membership committee – Matt nominated by Eurihea as Chair, Second by Bruce Bennet, all in favor, none opposed
    - Bruce has offered to serve on the committee, but not chair
    - Frank Swol offered to serve and help out on committee
  + Training Committee – Bruce has agreed to chair the committee, Nominated by Eurihea, second by Mike, all in favor, none opposed
    - Peter Harding to a lesser extent will serve on committee
  + Professional Development Committee – Frank Swol nominated by Eurihea, Second by Doug, all in favor, none opposed
  + Technical Committee – Tony has taken on a heavy load this past year as the chair. Doug McCleery nominated as new chair by Eurihea, second by Frank, all in favor, none opposed
    - Tony will stay on the board to continue supporting the manual
  + QAD Committee – Emelie nominated by Eurihea, second by Frank Swoll, all in favor, none opposed
  + Communication Committee – Matt Dudley nominated by Eurihea, second by Jennifer, all in favor, none opposed
  + Nominating Committee, traditionally the outgoing members of the Board head up this committee
  + Energy Codes committee – Mike nominated by Eurihea, second by Frank, all in favor, none opposed
* We need to change Vermont address with Chris Gordon off the board. We now have an agent in VT but that address is not for mailing. We need a separate address for mailing. When we filed the report last year it listed the VT address. In order to change this to be Laurie’s address, me need to make a motion to make an amendment.
* Amendments for Vermont Secretary of State Biennial Report:

Motion: To make the following amendments in our Biennial report and pay the $25 fee required to make these amendments

1. Change the mailing address to: c/o Laurie DiDonato, 323 Lockers Village Rd, Wendell, MA 01379
2. Change President address to: PO Box 530, North Creek, NY 12853
3. Change Treasurer to Jennifer Parsons

With address: 180 March Hill Road, MS AD – 2A Orange, CT 06477

Motion made by Eurihea, second by Mike, all in favor, none opposed

* Laurie will make the adjustments
* New Bank:
  + Executive committee is recommending community Bank. Eurihea currently uses this bank and finds them easy to work with. They have locations in NY and PA
  + Emelie will open up account with Community Bank and add Jennifer as a signer
  + Jennifer lives close to a chase bank in CT, there is slight concern about having a bank in N, should we have a bank closer to Laurie?
  + How much can happen remotely? Adding signers?
  + Lois will get paperwork from Chase to get Jennifer switched over as the new signer with Chase
* Training Provider Application
  + Tony was randomly selected as the “CAZ Trainer” for the alliance when the renewal was submitted. All other current trainers were selected as “Rater Trainers” for the alliance.
* Eurihea has been reaching out to Steve Baden regarding the “RESNET HERS Index Consistency Task Force”. We would like to have NEHERS representation on the working groups associated with this. The following individuals volunteered to be on the group:
  + Mike Browne, Frank Swol, Bruce Bennet, Eurihea Speciale, Emelie Cuppernell, Tony Lisanti, Doug McCleery
* Eurihea pointed out that the CAZ requirement for trainers and Raters is not in the RESNET standards (or any document easily findable)
  + It seems clear this is being enforced despite the fact that it is not yet incorporated into the standards.
  + The main issue is that it seems the normal process was not followed:
    - RESNET is not incorporating amendments but rather adding appendices to the end.
    - They are on a 3 year cycle to updating the standards
  + Do we want to take action on this?
    - Eurihea suggests the training committee puts together a letter addressing the missing language in the standards and then if it will be added it should go through the proper channels.
      * Bruce no longer on the call, Laurie will bring it up in the next training committee meeting
      * Mike suggests Eurihea participates given that he is informed on it and has content to contribute. Eurihea agrees to do this.
* Secretary’s Report
  + Missing meeting minutes from December
  + Plan to approve December and January meeting minutes in February meeting
* Treasures report
  + Accounts Payable: Motion made by to pay total for December of $16,532.50. This includes both manual funds and regular Alliance invoices.
  + Eurihea is recommending we wait on the manual payments until the new account gets set up.
    - Concerns that the new account can’t be set up that quickly
    - Peter suggests not waiting and paying now out of current account
    - It would be cleaner accounting-wise to wait
    - If the account can be set up by Friday, January 17th 2014 we will pay out of new account, if not we will pay out of the current account
    - Once the account is set up then a funds transfer can take place
    - If the payment is not taking place asap then someone will contact Paul and let him know there will be a delay in payment
  + Paul Reymer
    - Has he finished? Many things still need to be updated. Eurihea does not believe it is close to a final product
    - MF area needs to be cleaned out, Gayathri will be going through it again
    - Mark is going to do a thorough review as part of CSG’s contribution
    - Tony is recommending we make the payment
  + Second with amendment made by Eurihea to pay Alliance funds now out of Chase account and hold off for now on Manual funds. If new account is set up by January 17th 2014 then we will pay manual funds out of the Community Bank account. Otherwise we will pay out of the Chase account.
    - All in favor, none opposed
* All board members should email Eurihea/Board a week in advance before the Board meeting for the Executive committee to review and include in agenda
* Board members should be prepared to give brief review of associated committees during the meetings
* In person meeting instead of February Board call
  + ACI NY?
    - Only Tony and Emelie will be there so it doesn’t make sense to do it there.
  + RESNET may be a better option, who is attending RESNET?
    - Jenn, Emelie, Tony, Peter, and a number of other people
    - The Alliance will be having a diner at the RESNET conference this year. Eurihea suggests we find a sponsor for our dinner. Any ideas?

Motion by Tony to end meeting, Second by Eurihea, all in favor, none opposed.