

## Minutes for February 10, 2015 NEHERS Board

### Roll call

Emelie Cuppernell, Peter Hubbe, Mark Hutchins, Laurie DiDonato, Doug McCleery, Mark Newey, Tony Lisanti, Frank Swol, Brenda Watson

Absent: Bruce Bennett

### Announcement/Reminder

Board documents: on google drive if needed, Laurie has shared the link. If you need the link, contact Laurie at: [laurie@nehers.org](mailto:laurie@nehers.org) 978-544-8270

- RESNET: Discussion of promotional materials, funding of dinner, who will attend and dinner plans
- Committee Charter: Recommended that each committee chair read the charter for their committee and update it

### Secretary's Report (*Brenda*)

- Approval of Jan meeting minutes, Board unanimously approved
- Biennial report, Laurie is working on this as its due in April
- Laurie requested to be approved as a signer of routine documents for example, the W9. Would make process easier/faster when a document needs to be signed rather than wait for Board approval. Deferred to be discussed and/or decided on later as an example of what Laurie would be entitled to sign was not clarified for the Board

### Treasurer's Report (*Mark/Jenn*)

- Mark met with Jenn to discuss bank transition. He suggested opening a new account at Peoples Bank as it is near him. Jenn has sent him a check to open the account
- Mark recommended an Advantage checking account as it combines savings and checking with a reasonable balance requirement. The Manual account remains as is.
- Motion to approve Mark Newey as signer of new account as Treasurer
- Mark made a motion to open an Advantage checking account at peoples bank to transfer funds from old bank
- Emelie made motion to get Laurie a People's Bank debit card to make to purchases and grant online access to the account for Mark and Serra
- All motions passed unanimously, Laurie will send Emelie letter to sign for the Treasurer transition to Mark
- Discussion of accounts payable/invoices, motion made to pay five invoices for payment, motion to pay \$3,487.24 passed
- Suggested that budget be in google docs

### **Training Committee (Bruce)**

- Bruce absent from meeting. Laurie provided updated. There are four people signed up for the March training in NH
- RFP will go out for next two trainings (classroom portion)
- Emelie noted that the hybrid training worked really well last year and briefly discussed the HERS Intro Training for code enforcement. Would like to discuss at March meeting

### **Manual (Mark)**

- Manual is close to publishing, working with RESENT and Laurie to finalize
- Regarding the update and maintenance plan, an update will be given to trainers and providers of the process
- Discussion on marketing of manual to boost sales and get to larger audience
- Board approved of inserting Joe's business card in shipment of manual for the design and layout
- Web error when ordering more than 5 manuals, recommended that a message to contact Laurie be added to inform consumers
- For hard copy manuals, pre order forms will be made available, discounts on bulk orders were voted on previously

### **Professional Development Update (Frank)**

- January Webinar went well, over 100 registered and 60-70 attended, February webinar – wood burning stoves, Emelie will do intro
- Webinar suggestion for EPA Water sense in March
- No update for RESNET ANSI, attempts made to reach out to RESNET, no one has followed up with Frank
- Discussion on future webinars, IECC, HERS Path, ACCA, Manual J

### **Membership Committee/Communications (Brenda)**

- Suggested that board members post case studies on website, clarification on the website, streamline the information on the website and feature new raters on the website
- Would like to work with Laurie to help with website

### **Standards Committee (Doug McCleery, Frank Swol)**

- Committee has not met yet, no update on past agenda items
- Discussion on alerting members that this committee is now combine with QAD
- All providers were sent a QAD hotline contact for questions and comments

### **Energy Code Committee (Peter Hubbe)**

- Peter met with Mike Brown to get list of members

**Other Business**

- Emelie recommended that newsletter go under the Membership/Communications Committee
- Discussion of newsletter, what should go in it, frequency of publishing
- Newsletter is an opportunity to highlight member business and could drive traffic to the website
- Laurie's updated hours are in her email signature, M,W, TH 2pm-5pm and T,F, 9am-3pm

Meeting adjourned at 3:00pm