

NEHERS 2016 Board Retreat Minutes

Energize CT Center: 122 Universal Drive NORTH, North Haven, CT 06473

Friday January 29th, 2016 10:00am- 4:00pm

- ❖ **Attendance:** Bruce Bennett, Mark Newey, Tony Lisanti, Jenn Parsons, Emelie Cuppernell, Laurie DiDonato, Peter Harding, Mark Hutchins, Doug McCleery, Peter Hubbe.
- ❖ Meeting called to order 10:30am
- ❖ Review/Approve previous meeting minutes
 - December: The Board reviewed the minutes and discussed needing to address some of the outstanding treasury account that needs to be closed as well as needing to review the website content and gather more photos. Others had praise for the Energy Gauge presentation that occurred earlier in January. It was a good opportunity to learn more about other software products on the market. Tony made the motion to approve December meeting minutes. Peter Hubbe seconded. All in favor. Motion passes. Minutes approved.
- ❖ 2016 Elections:
 - We reviewed all the current term expiration dates. Emelie and the Board decided that since Jenn Parsons was finishing Brenda's term, her reelection period will start December 2016. Two board members are up for reelection in December 2017. Three members are not eligible for reelection at the end of 2016. Emelie, Bruce, and Tony. The group needs to each look for new individuals to join the Board during elections at the end of the year. There will be up to 7 new Board members.
 - The Board discussed having board members change roles. Tony suggested we stay where we are. Frank discussed difficulty getting Professional Development topics and having the support to get new idea. The Board suggested enacting that each Board member comes up with a training idea and share it with the Board members. All board members will bring a training idea to the February meeting and who will present it.
 - Emelie made a motion to remain in their current committee role in 2016. Doug seconded. All in favor. Motion passes.
- ❖ RESNET Conference
 - A fair number of Board members are attending. Two might not.
 - The Board agreed to have a dinner all together again. Sunday night was the agreed upon dinnertime. Doug and Jenn will research where to have dinner. We will have approximately 20 dinner attendees. Current and past Board members are invited.
 - Peter Hubbe's company, ICF, agreed to fund the dinner at \$800.
- ❖ Hiring new part time position during Laurie's transition:
 - Laurie has a new part-time job and has to decrease her hours starting in April. She can stay on part-time to assist but her hours now need to decrease.
 - We need to hire a part-time person to work with Laurie to transition.
 - Peter asked about geographic constraints for the new hire. Laurie said it would be easier if they were in the western Massachusetts area. Laurie does have a friend, named Betsy, who is interested. The Board reviewed her resume. This candidate has another part-time job that is sporadic and works from home. The candidate is interested in having a more secure part-time job.
 - The Board discussed having an interview with Betsy to gain a feel for comfort with her. Peter Harding suggested having a three month probation for Betsy/the new hire to make sure they are a good fit for the organization.
 - Emelie will send the job description around for electronic approval. Board review and approval is needed by February 5th. Once approved, Emelie will set up a phone interview in February, the week after Board approval of the job description. Emelie and Tony will interview Betsy.
 - If selected, we can approve a job offer at our next Board meeting on February 16th. Laurie will send around her job contract for a template for a job offer.
 - Tony asked if it is possible for us not to open the job up for public. Peter Harding said it was fine.

❖ Financial Summary:

- Emelie is looking to create a synchronized historical compilation tracking document for our financials.
- Emelie displayed her initial attempt at a tracking document to the Board.
- The Board reviewed the different categories she had listed in the spreadsheet. The tracking document has historical compilation by expense category as well as other non-financial data, such as how many individuals we have trained. Emelie would like to have this finished by April.
- The industry had less of a training need in 2015 which resulted in less training income.
- Overall, the net assets are in a safe and healthy range.
- There may be a few more needed changes for the manual based on QA changes that RESNET might release and discussion might ensue regarding that topic at the RESNET conference in Arizona in late February 2016. We won't use much manual funds money for the website update unless it is specifically related to bettering the quality of the manual. Marketing of the manual won't be funded through the restricted manual funds.

❖ Membership and Communications:

○ **Membership Status:**

- Emelie and Laurie started tracking membership over the years by category type.
- "Raters" has increased but providers has stayed flat. There are 3 main organizations that have rater members.
- There are no current independent rater trainers.
- Peter Harding suggested that we increase the Sponsor membership and solicit for them at the RESNET conference. This is another way to gain webinar topics, to allow the sponsor's to present. The Board discussed the value of trying to solicit Programs (utilities and implementers) to join as sponsors. The value to Programs is that NEHERS is an organization that helps to improve the Rater community that does work for the Programs and having a stronger Rating community betters the result of the Program.
- The Board discussed having a manual given as a Sponsor Member benefit.
- Doug wondered if there were any membership categories that were underrepresented and hurts the Board's ability to gain members. Laurie thought that Programs and Associate Member categories could use more members joining.
- Tony mentioned that inviting code officials to join the membership might be beneficial. But the Board would have to offer continuing education credits in order to get them to join and participate.
- Emelie suggested having a quarterly membership meeting to discuss how to gain more attendance and participation. Tony agreed that that frequency is acceptable.
- At the February Board meeting, we will review the sponsorship/member categories and benefits with costs. Board members can hand this document out at the RESNET conference.

○ **Website:**

- The company is almost done creating our webpage update.
- The website needs more photos. The type of photos can range from: promoting rater training, a picture of the manual, a photo of the Board, people out in the field, etc.
- The Board needs to review the current photos, and there needs to be a deadline for review so that the website can go live.
- Emelie suggested coming up with categories of photos and assign a category to each Board member.
- Tony suggested using photos from the Building America Solutions Center website, which is allowable.
- Emelie assigned the header bar categories to review to each member: See Document in Google Docs for list of assignments.

- Peter Hubbe discussed topics of their meetings. Summaries are available in Google Docs. There was discussion around the 2018 IECC, positive and negative aspects. There is interest in trying to give feedback on items like the multi-family blower door requirement, move to prescriptive process, etc. The Committee will look into this possibility.
- Most states are jumping right to IECC2015, including NH, NY, NJ.
- Discussion around code books: should we help our members buying them. Doug says there is a website that provides them for free as they are public record. Techstreet may be a possibility for a sponsor member.

Standards Committee-

- Comments are due Feb 25th for latest change concerning multi-story buildings. Likely just closing a loophole, so not necessary to prepare comments.

Manual Committee-

- New version is planned for April with only change the addition of the basement chart.
- Regular Marketing should be planned, quarterly email blasts. First start with an email making clear the bulk and member discounts. Later we may try some kind of special limited time discount.

Training Committee

- RFP for next online training contract is out.
- Discussion on marketing challenges. Search Engine Optimization may be an important next step.
- Try adding webinar attendees to our mailing list
- Emelie will list it on Linked In.
- Other types of training were discussed, NATE, Watersense, ICC. For Watersense it was agreed that a co-marketing arrangement might work better than becoming certified ourselves.

Professional Development

- Discussion above ensued about having Board members each take a month and schedule a webinar training opportunity for the membership.
- It was suggested to have a QAD common issues with REM Rate files topic presented.
- Below is the list of who was assigned to what month with possible ideas for topics – topics can change.
 - Feb - Mike – Enerscore
 - March – Mark Hutchins – canned presentations
 - April – Mark Newey- solar PV and thermal
 - May – Dean – Energy Star update or board member –doug – hvac design checklist
 - June- bruce – ventilation
 - July – Tony QAD lessons from the field
 - August – probably not do - software, tax credits
 - September – Peter – climate change bigger picture
 - October – Frank Swol – codes update
 - November - Emelie
 - December -open
- Continuing Ed changes coming: It looks like there will be one more year to get pduc if the rater's certification is due to renew in 2016. After that there will be no more professional development.

4:00pm- Adjourn