

Tuesday November 15, 2016 1:00pm- 3:00pm

Board Meeting Minutes

Time: 1:00 pm **Web link:** <https://global.gotomeeting.com/join/122221509>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (805) 309-0033

Access Code: 122-221-509

Audio PIN: Shown after joining the meeting

Meeting ID: 122-221-509

- ❖ Roll call: Tony, Peter, Jenn, Frank, Doug, Emelie, Bruce, Mark H, Betsy, Mark N
 - Present (quorum = 5): Tony, Jenn, Frank, Doug, Emelie, Bruce, Mark H, Betsy, Mark N
 - Absent: Peter

- ❖ **Announcement/Reminder**
 - Gift for Laurie
 - Emelie getting basket to send to Betsy
 - Hope and Olive Restaurant gift card in the amount of \$200
 - ◆ Mail or Betsy could pick up

 - Information Security Policy
 - Jonathon and Randy said we should be fine. Nothing further to do with this.

- ❖ **Nominations Committee**
 - Members: Frank Swol, Doug McCleery, Jenn Parsons, Eurihea Speciale, Peter Harding

APPENDIX 1 Table showing Board election timeframe

Timing	Task
on or before October 1	Appointment of Nominations Committee;
on or before November 1	Candidates are presented to Board
on or before November 15	Candidates are presented to membership, invitation for petitioning
November 30	Deadline for petition submittals
on or before November 30	Appointment of at least two Inspectors of Elections to count Director ballots.
on or before December 7	Membership standing of petitioned candidates is verified
on or before December 7	Final slate of candidates is presented to membership, voting begins
December 15	End of voting period
on or before January 2	Results of vote announced to membership
on or before January 15	First meeting of new Board (outgoing Board members are also encouraged to participate), Officers are elected, priorities are established

- Current Slate – sent out Friday November 11th 2016
 - Betsy sent this out.
 - Folks have until the 30th to submit petitions.
- Appoint two Inspectors to count ballots by November 30th
 - Chair of nominations and staff (Frank and Betsy)
 - Count votes in Survey Monkey
- When will voting begin (on or before Dec 7)
 - Emelie made a motion to begin voting on Monday, December 5th. Frank seconded. All in favor. None Opposed. The Board decided to open voting on December 5th
 - Meet the candidate webinar is on the 7th
- Voting Closes Thursday December 15th
- Candidate Slate:
 - RATING PROVIDER - Three (3) open seats
 - 1) Mark Newey
 - 2) Bruce Bennet
 - 3) Rick Wertheim of United Way of Long Island
 - 4) Mike Browne
 - TRAINING PROVIDER - One (1) open seat
 - 1) Emelie Cuppernell
 - PROGRAM - One (1) open seat
 - 1) Peter Hubbe
 - RATER – One (1) open seat (1-year term)
 - 1) Tony Lisanti
 - 2) Matt Evans (Self-nominated)
 - 3) Scott Veggeberg

❖ **Secretary's Report (*Jenn Parsons*)**

- Approval of Minutes
 - ◆ October – Doug made a motion to approve the October meeting minutes. Mark seconded. All in favor. None opposed or abstained. Motion passes.

❖ **Treasurer's Report (*Mark Newey*)**

- New Credit card and close old account?
 - OR
- New Bank Account?
 - Mark has not had a chance to inquire about a new account yet.
 - Checking account with no fees that pays interest
 - Online access preferably with different permission levels (read-only versus full access)
 - Credit card for the organization that does not require staff member income and assets to be submitted
 - We need a Debit Card
 - Ability to deposit checks (electronic or mail options?)
 - Peoples United has been challenging
 - ◆ Ex. Ordering Checks
- Financial update

- Accounts Payable:
 - The charges from last month have been paid though show on the Accounts Payable report
 - Standard payments due for October. Betsy and Laurie, website updates, and bookkeeping charges.
 - Mark made a motion to approve October accounts payable in the amount of \$1,493.42. Jenn seconded. All in favor. None opposed or abstained. Motion passes.
- Compilation Report:
 - Our assets are lower than 2015 but our liabilities (payments due) is lower this period than last year.
 - Membership level is down in 2016. We are waiting for the JMC to pay their membership after the lobbying letter sign-off requirement they enacted.
 - Short term we need to move money from checking to savings.
 - ◆ Mark, Jenn, and Betsy will work to find login information for CHASE
 - ◆ Emelie will call CHASE to reset login and password

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

- Committee Update
 - House Size Adjustment, proposed amendment was issued November 15th. Comments are due December 19th. It will be discussed at the next Committee meeting December 11th.
 - Frank mentioned EPA is considering getting rid of the size adjustment factor, while this is a new addition for RESNET. Emelie mentioned that the size adjustment factor may help make the scoring fairer to smaller homes/apartments and doesn't give a large home an advantage.
 - Comments for Section 301, ANSI Insulation Grading section have substantial changes. The members on the call agreed in advance to the next meeting, December 11th, would review the proposal, provided questions via email to the group, and then will give the committee until December 19th to pull together a response submission.
 - Some of this material is being moved from Appendix A into this section. And it was reorganized. But other parts of the section are newly added/revised and require a review by the committee.
 - RFI certification process is taking up a lot of time and taking away Job Werks availability.
 - When the certification first came out, there were bugs in the links that were originally provided. Those have since been fixed.
 - There was a question raised regarding how this would impact HERS raters. The committee isn't going to comment on this.
 - The original timeframe was November 30th and implement in 2017, but now that timeframe seems to be postponed.
 - Betsy has an email into RESNET to inquire, but hasn't heard anything back yet.
 - **Betsy will send the links out to the group for their review.**
 - **Not commenting on the Job Werks proposal due December 3rd**
 - **Please review the RFI Certification proposal**
 - **Please review the size adjustment proposal**

❖ **Training Management (Bruce Bennett)**

- **REMEMBER TO FOLLOW ON LINKEDIN AND PROMOTE TRAININGS****
- Rater Training Upcoming:

- Next Training Date (1 registration)
 - Online: January 23 – February 3 (PSD)
 - Classroom: February 13 – 17, North Haven CT (PSD)
 - ◆ Group proctoring option – yes
 - ◆ 1 registrant as of November 15th
- Spring Training
 - 4 or 5 day?
- Other Items
 - Discussion on pricing:
 - ◆ Feedback from a current bidder was inquiring to change the policy that currently does not allow the winner of the bid to win more than 2 times in a row.
 - ◆ The current 2 bid structure isn't working, since it limits the competitive pricing ability and favors who had provided the last training for ease of use.
 - ◆ How can we encourage others to bid? Reach out to them individually to encourage to bid?
 - ◆ There are 4 training providers available to bid.
 - VEIC is already really busy and not interested.
 - ◆ Mark Newey suggested altering the pricing evaluation to share with the bidders a listing of acceptable price range, this would help in evaluating bids.
 - ◆ **Emelie thinks the Training Committee should review the options and provide a recommendation to the Board. The Board agreed.**
 - ◆ **In the meantime, the Bruce from the Training Committee will reach back out to the organization that inquired and let them know they will discuss the issue and get back to them.**
 - online webinar test prep for simulation exams
 - Group proctoring for current raters

- Job Werks
 - RFI
 - Rater Certification
 - Rater Renewal

❖ **Manual (Mark Hutchins)**

- Update: Contract signed with Quench Design Studio / Kendall Walker
- We need files from Rob to send to the new Design studio:
 - He can't find them anywhere on his hard drive.
 - Betsy can't find anything either. The files he sent were not acceptable.
 - Betsy asked Kendall Walker, the new Designer, the cost associate for sending the PDF version into an "InDesign" format, but Kendall isn't sure the cost and will get back to us.
 - The Board hasn't mentioned anything to Rob about transitioning to a new designer.
 - We have files he sent but with no images:
 - The full current manual is in PDF. But transitioning into InDesign may be costly.
 - The current document is 400 pages.
 - How do we proceed?
 - **Get a price from Kendall before proceeding. Tony thinks this is unfortunate but we might need to pay for this extra cost, since there is no guarantee that this wouldn't**

happen going forward if the Board continues to use his services. In the contract with Kendall, the Board has the rights to all of the files.

- **Mark Hutchins will ask his wife who uses InDesign in professional work what the cost / time would be for transferring from PDF.**
- **Doug suggested asking Rob what is holding him back from providing us with this document. Is he incompetent or dishonest?**

Addendums in October

- 1) Volume changes have been added.
- 2) Training changes? Not making changes that have not been approved by RESNET
 - a. Considered but not implemented
- 3) Created a tracking sheet of updates.

❖ **Professional Development (*Frank*)**

- ~~January~~ January 20th -EnergyGauge
- ~~February~~ February 17th -EnerScore with Mike Browne
- ~~March~~ -Mark Hutchins: High Efficiency Heating: Parts and Purposes
- ~~April~~ -Ecotrope Software
- ~~MAY~~ -Bruce, Measuring ventilation equipment, what complies with new 380 standard (Bill with TruTech "willing")
- ~~June 8th~~ -Doug, ENERGY STAR design checklist
- ~~July 13th~~ -"Solar Hot Water -The Best Rectangle for the Job"
- ~~August~~ -Skip
- ~~September~~ -Emelie, The new software
- ~~October~~ -Frank Swol Codes Update
- ~~November~~ -Peter Hubbe, Climate change, bigger picture, where hers fits
- **December** - Meet the candidate, Tony, QAD lessons from the field, Laurel Elam (agreed to do 30min)
 - **Betsy has sent an email out to everyone to ask for them to participate on the Candidates call. Send another reminder when we get closer.**
- **2017 Ideas**
 - **January might be too early to have a presenter given the Board election**
 - **Emelie suggested a technical rating webinar. Perhaps Bill who presented before on ventilation.**
 - **Maybe Eurihea would be interested as well.**
 - **Chris on Passive House standards is an option.**
 - Utility Program Update for HERS Rater involvement
 - Jenn will contact the utility representatives around the Northeast to join in on a webinar.
 - **RESNET MF SC (late 2017)**
 - **Jan?**
 - **Feb?**
 - **March?**

❖ **Membership/Communications (*Emelie*)**

- Renewed "energyratings.org"?
- VOTE:

- New sponsor membership structure-Fees and benefits structure 2017:
 - Emelie and Betsy had a lot of conversations regarding the proposed structure.
 - ◆ Basic Membership (\$0 membership for first year and \$250 per year afterwards)
 - ◆ Promotional Membership (\$500 membership fee, get Basic benefits plus can host a webinar)
 - ◆ Emelie made a motion to approve the new Basic and Promotional Member sponsorship structure. Seconded by Peter. All in favor. None opposed or abstained. Motion passes.
 - 2016 Membership Renewal
 - These rates haven't been reviewed/ revised in many years:
 - ◆ Mark suggested reaching out for input on what the levels should be at a later date for the Associate Sponsor field.
 - ◆ Emelie will table this for a later meeting.
 - ◆ In the meantime, Emelie made a motion to accept the current rate structure for Northeast HERS Alliance Membership Categories excluding the Associate Sponsor . Frank seconded. All in favor. None opposed or abstained. Motion passes.
 - JMC, received lobbying statement and sponsorship application
 - Name a Program:
 - Massachusetts: MassSave Program, Peter Hubbe is the contact
 - NJ New Homes: Residential New Construction Program of Clean Energy Office
 - CT: Energize CT RNC Program – Jenn Parsons is the contact
 - New York: Michelle Tinner
 - New Hampshire:
 - Pennsylvania:
 - Rhode Island: (closed market model)
 - Maine: Efficiency Maine
 - Vermont: Efficiency First (closed market model)
 - Other Ideas for prospective members
 - This will be discussed at the next meeting.
- ❖ **Energy Code Committee (*Peter Hubbe*)**
- Committee update:
 - No recent meeting occurred.
- ❖ **Other Business**
- **The Future**
 - **Emelie suggested holding a survey email to Members to know what benefits they would like to see.**
- ❖ **Doug made a motion to adjourn the meeting. Emelie seconded. All in favor. Meeting adjourned at 3:08pm.**