

**Tuesday April 19<sup>th</sup>, 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, Laurie, Emelie, Bruce, Mark H, Betsy, Mark N
  - Present: Bruce, Doug, Jenn, Emelie, Betsy, Tony, Mark N arrived late, Peter Hubbe arrived late
  - Absent: Frank Swol, Mark Hutchins, Laurie,
  
- ❖ Meeting called to order at 1:04pm
  
- ❖ **Announcement/Reminder**
  - Internal Discussions:
    - Frank had sent an email to the Board venting about the new Provider fee that is being issued by RESNET, under the assumption that the email was confidential to the board members only. Somehow it was forwarded to RESNET and Stephanie then sent Frank an email directly in response to his concerns. Frank was upset about this. As a reminder, the NEHERS is a closed group and candid conversations shouldn't be sent around/forwarded.
  - NJ Annual Report – Due May 1<sup>st</sup>
    - We are a registered business in both VT and NJ.
    - Registered Agent:
      - Renewal due this month for VT \$75: Vermont only needs the \$75 payment now, not an annual report review.
      - Renewal for NJ \$75 + fee for report \$25
        - ◆ We registered with NJ for the manual funding, we don't necessarily need to do this going forward
    - Registration in NJ is only because we were giving significant funding from NJ based utilities as a requirement. Tony mentioned that it was a difficult process to set up, but if we don't have any upcoming need for funding in NJ, we should not pursue this.
    - Emelie made a motion to renew in Vermont and not renew in New Jersey. Bruce seconded. All in favor. None opposed. Motion passes.
  
- ❖ **Secretary's Report (*Jenn Parsons*)**
  - Approval of Minutes
    - January Retreat
      - ◆ Doug made a motion to approve the meeting minutes from the January retreat. Bruce seconded. All in favor. None opposed. Motion passes.
    - February
      - ◆ Emelie made a motion to approve the meeting minutes from February. Doug seconded. All in favor. None opposed. Motion passes.
    - March

- ◆ Emelie made a motion to approve the meeting minutes from March. Bruce seconded. All in favor. None opposed. Motion passes.

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

- New Credit card received? Old account closed?
  - Waiting for Betsy to get up to speed, and then close old account and transition card to Betsy's name.
  - Betsy feels ready for the credit card responsibility.
- Financial update
  - Accounts Payable:
    - There were 2 additional invoices from Tidewater totaling \$496.44.
    - The \$303.94 aging invoice for Gale Turner has actually been paid, after the invoice cycle was displayed by the accountant.
    - Last month Serra mistakenly forgot to invoice us from last month and Mark didn't pay it. Mark will pay it now, which is why the line item is higher than usual in March 2016. It also included tax filing charges and the typical monthly charge.
    - "InCorp Services Inc." line item needs to be reduced to \$75 for Vermont incorporation fee only as we decided not to renew business certification in New Jersey.
    - Original Accounts Payable amount = \$17,276.11. Then we added in the Tidewater Catering invoices to total \$17,772.55. Then we subtracted the New Jersey Incorp renewal of \$75 to total **\$17,697.55 to pay**. Mark made a motion to pay the accounts payable in the amount of \$17,697.55. Emelie seconded. All in favor. None Opposed. Motion passes.
  - Compilation Report:
    - Our net income is almost exactly the same as last year at this time.
    - More training expenses and income. We are equalizing after that.

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

- Committee Update:
  - Met Friday the 15<sup>th</sup> to discuss the QA amendment standard. The amendments are made in chapter 1, 5 and 9. Comprehensive changes to further define QA oversight practices. There were 6-7 members on the call. There were some comments that will be submitted by the committee and some that need Board comments. Doug will upload the comments to a shared drive so everyone can see them. Bruce said the formatting on the spreadsheet was difficult to work with. Tony is putting in a comment to further define what is needed for virtual and pre-drywall needs.
- Quality Assurance Oversight Standard Amendment
  - Deadline for Comments: April 25, 2016
    - The formatting is specific and has to be in an "accept comment" format in order for the RESNET committee to pay attention to them.
    - A Summary of the comments the committee has thought of is as follows:
  - Provider renewal training: required for each provider. The new standard doesn't say who and where the training will be held. The committee proposed to make it webinar based and have 1 certified HERS Rater attend. How long of a training is unknown, which will be commented on in their committee submission to get it clarified.

- There are 2 different categories of Providers listed. There is also a provision to have both providerships within one organization. Frank wanted to clarify how the paperwork process will be handled for the 2 certifications.
- Section 101.3 states that all accredited direct and 3<sup>rd</sup> party providers must have oversight for Raters, making they are following provisions in Chapter 9. But if you are a direct provider and contract with a 3<sup>rd</sup> party provider, you are being burdened with extra oversight responsibility. The committee would like to add language to counteract this duplication: “Direct providers are not required to duplicate QA services that are assigned under contract to the 3<sup>rd</sup> party Provider.”
- Tony had an issue with section 904 that they discussed. It is a requirement to require 1% of QA field inspections, and in addition to that, one pre-drywall inspection. Tony proposes to require pry-drywall and would like photo documentation to be allowed for virtual QA. He also wants to limit the number of pre-drywall inspections to only one per Rater per year, unless you find something worrisome that will require more oversight.
- 103.4.9.2 is about the self-rating ban. The committee has 3 sections that they seek clarification on. Vendors are a concern. Does it also apply to design professionals?
- Probation section: The committee has concern over the grammar used in the section. The committee came up with proposed language to clarify this section.
- Frank stated that in Chapter 9, there is a “whistle blower” protection clause. The statues usually only apply within the organization that blows the whistle. But a subcontractor isn’t usually included. That concept doesn’t apply to this normal situation since this clause could negatively be applied too broadly.

#### ❖ **Training Management (*Bruce Bennett*)**

- Rater Training Completed:
  - March 7<sup>th</sup>-18<sup>th</sup> Online
  - April 4<sup>th</sup> – 7<sup>th</sup> Classroom, Wes NH
  - Based on test scores, the training was effective and the course evaluations went well.
- Rater Training Upcoming:
  - Fall Training RFP sending May-ish
  - Not put together yet, but won’t take much effort to clean up the existing template. Will send out mid-May, in time for Fall implementation.
- New JobWerks training ready for trainers in April?
  - There is a transition ahead for Rater’s to take this training in order to continue their certification. It was announced at the RESNET conference that April-July will be the first time this is offered. Emelie hasn’t seen a schedule for this training by RESNET yet. It is an online training. There may be a fee associated with it, but no Board members are sure yet.
  - What is the current requirement? Schedule?

#### ❖ **Manual (*Mark Hutchins*) Not Present at this meeting**

- Update:
  - Basement Chart
  - Next version due in April
  - Include ANSI/RESNET 380, review manual for needed updates
    - Mark took first cut at edits, needs standards committee review

#### ❖ **Professional Development (*Frank*) Revised schedule below**

- ~~January~~ – January 20<sup>th</sup> – Energy Gauge
- ~~February~~ – February 17<sup>th</sup> – EnerScore with Mike Browne
- ~~March~~ – Mark Hutchins: High Efficiency Heating: Parts and Purposes
- ~~April~~ – Ecotrope Software
- **Who's on MAY?:**
  - Doug would like to trade for June or July if possible. Bruce will take May slot. Bruce has to reach out to Bill at TruTech tools. He hasn't spoken with Bill since RESNET though.
- **May** – (11<sup>th</sup> or 18<sup>th</sup>) Bruce showcasing Bill from TruTech Tools
- **June** – Doug, ENERGY STAR design checklist
- **July** – Mark Newey, solar PV
- **August** – Emelie, The new software
- **September** – Peter Hubbe, Climate change, bigger picture, where hers fits
- **October** – Frank Swol Codes Update
- **November** – Peter Hubbe, Climate change, bigger picture, where hers fits
- **December** – Meet the candidates?
- **Other Ideas:** Tony, QAD lessons from the field, Laurel Elam (confirmed at conference) but needs to find a date that works.

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

- Website update <http://mojo.nehers.org/>
  - Some Glitches
  - Interface for inputting into the database not functioning properly
    - Jonathon on a solution
- 2015 Membership Renewal
  - ClearResult is a training provider with RESNET, maybe join NEHERS?? Mark checking
    - ◆ They haven't been bidding on trainings so let it lapse
  - JMC, needs confirmation that NEHERS does not lobby
    - ◆ NEHERS is a 501c6 organization
    - ◆ From IRS Website:
    - ◆ Suggested language: "NEHERS Alliance will not lobby government officials on public and government policy." This is the proposed language that doesn't prevent board members personally from lobbying or our respective organizations either.
    - ◆ Or: " Although, the NEHERS Alliance may participate in lobbying, as a sole activity, if it is germane to the accomplishment of its exempt purpose, e.g. promoting the common business interest of its members as specified. We have no intention to. "
    - ◆ Emelie suggested that we need to clarify the actual definition of lobbying. The Board decided that we should have a non-profit lawyer review what our statement should read.

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

- Committee update
  - The committee hasn't met. Peter will send around a Doodle Poll to set up the next meeting.

#### ❖ **Other Business**

- NEHERS And **Lobbying**
  - Are we willing to say that NEHERS will not do lobbying going forward?

- NEHERS can be provided funding from MassSave
  - Definition of Lobbying – we need their understanding of the definition and then we can comment on it
- 
- NY LRNC sub group? Or other state groups?
  - Memorandum of Support for MWHP Alliance?
  - New RESNET Fee. This is separate from the annual fee. It is a quarterly QA surcharge. Emelie wondered if we should write a Board approved response to RESNET against the fee. Bruce explained what RESNET said the fee will be put towards. Mostly QA related items.
  - Tony suggested sending an official thank you note to ICF for sponsoring the RESNET NEHERS Dinner in February. Use NEHERS letterhead and email it to ICF. Betsy will take this on.
  - Executive Committee meeting: Betsy wants to set it up at a recurring time. Emelie suggested 11:00am on Friday before the Board meeting.
  - **Emelie made a motion to adjourn the meeting at 2:52pm. Tony seconded. All in favor. None opposed. Motion passes. Meeting adjourned at 2:52pm.**