

Tuesday July 19th, 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: Tony, Jenn, Emelie, Doug, Betsy, Frank, Mark H, Bruce, Peter, Mark N
 - Absent: none

- ❖ **Announcement/Reminder**
 - Gift for Laurie?: Betsy said she would think about what to get her.
 - Reminder – we are skipping our August meeting and webinar.
 - The Board will have to have accounts payable approval through email. Emelie will set that up with Mark N. The Executive Committee will meet still. Betsy will set that meeting up.
 - Betsy 3-month probationary review (Early March Start)
 - This was discussed at last month's meeting.
 - Betsy disconnected from the call so that Board could discuss the results of the Executive Meeting discussion yesterday, 7/18/2016.
 - Emelie made a motion to move Betsy's salary from \$21/hour to \$24/hour with a 10% training bonus. Mark H seconded. All in favor of the motion. None opposed or abstained. Motion passes.
 - The Board discussed a change in title for Betsy. There are a few options for her new title. Organizational Coordinator, NEHERS Coordinator, NEHERS Organizational Coordinator, Assistant Director, Coordinator were considered.
 - Emelie made a motion to change Betsy's title to Organizational Coordinator. Frank seconded. None opposed or abstained. Motion passes.
 - Emelie will send Betsy a letter with the change of title and her increase in salary.
 - Emelie reviewed the Board's approval of her new salary and new title. Betsy approved. Both changes starting August 1st with the understanding that Laurie will be almost fully transitioned out of her support role.
 - Nominations Committee needed in September
 - This committee needs to be in place by October 1st.
 - "The Committee shall be comprised of five Members, none of whom shall be nominated for a current vacancy on the Board, and shall include two current Directors. The Committee term is one year. One of the Board members shall be appointed as Chair of the Committee."
 - Emelie suggested inviting Peter Harding and Eurieha Speciale to be on the committee.
 - Certain members aren't allowed to run again. But Emelie will look at the by-laws to decide if they can run for a different position or not.
 - Bruce was going to ask Kevin Hanlon to see if he would like to join the committee. Bruce also thought Mark Brooks might be a good candidate. Potentially Mike Browne as a candidate, if the bylaws allow previous candidates to run again. Emelie will look into this. Mark Hutchins thinks he can find a Rater or a Provider to fill his spot. Jenn Parsons will ask Nick Jones as a

program representative. Doug suggested Brett Preaver as a candidate. Nominations are open to anyone in the industry to join. An announcement will be made to solicit nominations.

- Betsy will send the template nominations solicitation email to send out to the membership.
- Laurie sent an email template to Betsy, and the bylaws read that each candidate must be supported by 6 individuals.
- The Board discussed that Board nominations should suffice for a way to approve candidates to run.
- The bylaws were reviewed and it stated that Board members can run for 6 consecutive terms. Which was contradictory to previous Board conversations understanding it was only 2 terms.
- The Board will revisit the bylaws in September. There may be a newer document on Google Drives that Emelie and Betsy will search for.
- It was suggested to put a committee together now only if the newer bylaws don't have a revised

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

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

- Approval of Minutes
 - ◆ May: Tony made a motion to accept May minutes. Mark H seconded. Most in favor. None opposed. Emelie and Doug Abstained. Motion passes, minutes approved.
 - ◆ June: Emelie made a motion to approve June Board meeting minutes. Doug seconded. All in favor. Frank, Mark N, and Peter Abstained. Motion passes.

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

- ~~CLEAR Result Registration to Accounting System — completed~~
- Betsy's ability to sign off/make decisions for minor things for the Alliance
 - Mark Hutchins stated that it would make sense to give Betsy the same level of minor approval and submission ability to prevent unnecessary delays in processing certain tasks. Emelie suggested there might need to be a financial limit set. This discussion was tabled for another meeting.
- New Credit card and close old account

- Transitioning Card to Betsy now that she is more situated in the program necessities. Once this is processed with Peoples United, we can open a credit card and close the debit card outstanding at Chase Bank.
 - \$1200 limit?: The most recent training had approximately \$1,000 worth of catering that Laurie needed to charge, and therefore a higher limit than \$800 may be necessary, which was originally suggested. Peter suggested \$1,500 as a safe limit. The dilemma arose when the Board discussed having to pay for RENET training fees on the card, which amounts to \$600-\$800 per student. Laurie didn't have an issue because the debit card didn't have a limit. But Peoples will only assigning one individual the authority to have a debit card. Emelie suggested opening a credit card at a \$1,500 limit for now, shutting down the old account, and then we can raise the credit card at Peoples when needed.
 - Mark N made a motion to work with Betsy to open a credit card and People United Bank with a \$1,500 credit limit to then close the Chase debit card. Emelie seconded. All in favor. None opposed. Motion passes.
- Last month when Mark was away on vacation, there was an invoice from Robert Engren, which was a revision of the NEHERS Manual. Mark wanted to know if this could come out to Manual Funds or general funds. Tony suggested it come out of the Manual funds.
 - Financial update
 - Accounts Payable:
 - All of the aging payments have been paid. Delayed payment with Mark N being on vacation.
 - General charges in June for Betsy and Gale, general website maintenance, and the general bookkeeping fee (which has increased slightly). Mark N made a motion to approve June accounts payable in the amount of \$1,991.47. Frank Seconded. All in favor. None opposed. Motion passes.
 - Compilation Report:
 - Mark reviewed the costs and liabilities columns. The staffing costs are up due to the Laurie/Betsy transition as well as more web design charges with the webpage update.

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

- Committee Update
 - They met this month to review. There weren't that many comments to share. Frank can't remember what he was supposed to send out to the group. Betsy searched for the committee notes and will email Frank.
 - Just today, there was notice for another request for comment by RESNET. A proposed amendment for appeals process timing. Due mid-August (August 19th or so) for comments.
 - There are some potentially big changes ahead with RESNET looking to move away from certain aspects of mechanical ventilation requirements.

❖ **Training Management (Bruce Bennett)**

- Rater Training Upcoming:
 - Fall Training: October in Connecticut
 - LinkedIn or Google Ads
 - Can Board members post to LinkedIn?
- New Sim Exam:

- Bruce discussed the option to have others come in to take the add-on exam. They are currently reviewing the proposal from PSD to add that module to the program.
 - “The RESNET HERS Practical Simulation exam will be ready for current RESNET Trainers to take on **May 16, 2016**. Because of the delay in releasing this exam, we will extend the time to take the FREE exam (for Trainers only) through **July 31, 2016**”
 - Dates to Remember:
 - FREE Test for Trainers only—May 16 – July 31, 2016
 - FREE training site—Now for anyone
 - Requirement for Rater Candidates—Begins July 1, 2016
 - Requirement for Existing Raters—By July 1, 2017
 - Cost of exam starting July 1—\$250.00
- Group proctoring at the end of the training for current raters who need to take the fourth test
 - There is a survey out for response right now for Rater’s to decide if this would be acceptable. Betsy said they can talk about that tomorrow at the meeting.
- ICC Training RFP from RESNET: “The 2015 IECC and the Energy Rating Index (ERI) Compliance Option”
 - Delivered only by RESNET Trainers
 - Approved for 8 CEU’s
 - Deadline of Dec 31st 2016 to apply
- NEHERS apply to ICC to receive credits for our webinars?
 - Tony thought that it would be a good point to research to offer code trainings to the industry, similar to what NYSERDA offers in NY.

❖ **Manual (Mark Hutchins)**

- Didn’t meet in June. Will meet Friday, July 22nd to discuss an addition into the Manual for October.
 - Members of the manual committee will provide comments for edit by Friday and then send to the Standards committee to approve.
- 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
- **Volume addendum?**
- **Feedback from members on the manual by end of August**
 - **Betsy sending announcement to members**

❖ **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 candidates?
- **Other Ideas:**
- **Floating:** Tony, QAD lessons from the field, Laurel Elam (confirmed at conference)

The software update has been shifted even further into the future. The September topic might not occur. Emelie will fill the slot with a different topic.

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

- Betsy is pulling together data and member lists. And sent out the 50% off membership drive outreach.
- Website update
- 2015 Membership Renewal
 - JMC, needs confirmation that NEHERS does not lobby
 - ◆ Where did we leave off on this?
 - ◆ We still need to provide a written statement to the Program Administrators.
 - ◆ Emelie will draft this and send to Peter Hubbe for him to send to the Program Administrators in Massachusetts.

❖ **Nominations Committee**

- What do the bylaws state is the maximum term requirement?
- An email will be sent out soliciting candidates once the Board can confirm what the current bylaw terms states. Or a general overview solicitation will be sent. Betsy reviewed the 2014 solicitation email and it was sent in October 2014. The Board decided to send out to solicitations. One soon and the other in September. Betsy will send this out soon.

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

- Committee update
 - Some work is in process. Will update next month.

❖ **Other Business**

- None brought up.

Emelie made a motion to adjourn at 3:14pm. Mark N seconded. All in favor. Motion passess.