

Meeting Logistics & Information

Date	Tuesday – November 28, 2017	Attendees
Time	1:00 – 3:00 PM	Tony Lisanti, Peter Hubbe, Frank Swol, Doug McCleery, Emelie Cuppernell, Bruce Bennett, Mike Browne, Betsy Ames, Nick Jones, Rick Wertheim
		Non-Attendees
Meeting Type	NEHERS Alliance – Board Meeting	
Facilitator	Emelie Cuppernell	Special Guests
		None
Web Link	https://global.gotomeeting.com/join/122221509	

Meeting Motions

<i>Motion #</i>	<i>Description</i>	<i>Motion Movement</i>	<i>Favor/Oppose/Abstain</i>
1	Motion to make Betsy Ames' mother's house the interim physical address for the NEHERS Alliance	Moved by Emelie Cuppernell Seconded by Nick Jones	11/0/0
2	Motion to approve Betsy Ames and Peter Hubbe as inspectors for voting of the new board members	Moved by Emelie Cuppernell Seconded by Frank Swol	11/0/0
3	Motion to approve of October Board minutes	Moved by Nick Jones Seconded by Doug McCleery	11/0/0
4	Motion to approve accounts payable for month of October in the amount of \$1,737	Moved by Frank Swol Seconded by Doug McCleery	11/0/0
5	Motion that the board approve or authorize Doug McCleery to make comments on RESNET Board proposed policy on RESNET <i>Access to Data in the RESNET National Buildings Registry</i>	Moved by Doug McCleery Seconded by Tony Lisanti	11/0/0
6	Motion to adjourn meeting	Moved by Emelie Cuppernell Seconded by Doug McCleery	11/0/0

Discussion

Announcements/Reminders:

- **Announcements** – No new announcements
 - Practical Sim no longer required for existing Raters
 - RESENT has dropped this entirely
- Insurance Renewal – Check & paperwork received
- NEHERS Mailing Address Change
 - Need a physical address for: Bank account, VT filing, Insurance paperwork
- Already have a P.O. Box for mailing
- Range of options presented
- ❖ **Motion 1** – Approval of physical address for the board
- Email Spam/Hacking – Resolved
- Peggy retiring from CET – Did she get a plaque already?
 - Mark N, Jenn, Mark H – Plaque or other idea?
 - Company that used to do plaques is now out of business

Announcements/Reminders (Action Items)

- **Action Item 1** – Figure out what we want to do with refunds for people who no longer want to take HERS test
- **Action Item 2** – Frank to follow up on plaque obtainment w/ new logo and design
- **Action Item 3** – Explore potential for giving all retirees/previous board members a complimentary membership

Secretary's Report (Nick Jones)

- ❖ **Motion 3:** Approval of prior month's board minutes
- Updating roles for board members on VT business site
 - This has been completed (Thank you Betsy!)

Treasurer's Report (Mark Newey, Frank Swol)

- **Topic 1:** Financial update
 - Accounts payable
 - Compilation report
- **Topic 2:** Closing of Old Bank Account
 - Betsy added to People's United Account – Done
 - Debit card for Betsy – Done
 - Movement of Chase money to People's United Account – Pending
 - Jenn needs to write a check for the max amount to maintain an account and send to Betsy
 - **Question:** How much do we leave behind? No activity on this account
 - **Question (2):** Is there a minimum account balance required for this account?
 - Frank Swol made account signer
 - Frank gets paperwork completed
 - Frank & Emelie get paperwork notarized
 - Check books (Main account & manual fund) sent to Frank from Mark
 - Frank & Mark to meet on intro to treasurer meeting; Topics include:
 - Accounts Payable
 - Check Writing
 - Spreadsheet Record of Expenses Paid
 - Depositing of Checks
 - Reviewing Financial Results

Treasurer's Report (Mark Newey) – Continued

- **Topic 3: RESNET refund**
 - Need to decided on what refunds we want to offer
 - Proctoring
 - Test setup
 - Webinar
 - *RESNET Refund Options:*
 1. **Option 1** – No refunds for webinar (\$0.00)
 2. **Option 2** – No refunds to people who took the quiz (\$4,230.00)
 3. **Option 3** – Partial refund to people who took the quiz (\$5,001.25)
 4. **Option 4** – Full refund to everyone (\$5,660.00)
- ❖ **Motion 4:** Approval of accounts payable for October

Treasurer's Report (Action Items)

- **Action Item 1:** Mark to talk to Jenn about writing check to bank. Jenn to call bank. Will need to figure out if she can remotely close the account; If not then is there a minimum account balance? Move all but the minimum balance
- **Action Item 2:** Intro to treasurer meeting between Frank Swol and Mark Newey to happen in near future
- **Action Item 3:** Need to check base with RESNET to see if they are going to refund us; Need to figure out/ask what RESNET will refund us for
 - **Action Item 3A:** Review *Refund Options* above and decide on which option we would like to persue
 - **Action Item 3B:** Write letter to RESNET for refund

Nominations Committee (Tony Lisanti, Emelie Cuppernell, Mike Browne, Bruce Bennett, Peter Hubbe)

- Current slate of Candidates approved
- Slate of Candidates:

Member Category	Incumbent	Running
Associate	Nick Jones*	Rob Salcido (Ekotrope)
Rating Provider	Doug McCleery* Frank Swol*	Leslie Badger (VEIC)
Rater	N/A**	Chris Mazzola
* Up for re-election		
** Tony Lisanti at the end of his term		

- 2018 elections – Petitioning period ended Nov 30th
 - Nothing received from member base
 - Betsy sent reminder about deadline Nov 15/16
- Need to vote on inspectors needed for member voting
- ❖ **Motion 2:** Approval of Betsy and Peter as inspectors for board member voting

Standard's Committee (Doug McCleery, Rick Wertheim)

- **Topic 1: RESNET Proposal Comments**
 - *Financial Separation* – Comments made; Submitted to RESNET
 - *Registry Data Access* – Comments due Nov 30th; Will submit to RESNET
 - *QA Agents* – Issued comments on QA agents
- **Topic 2: Discussion topics for RESNET**
 - 3-year cycle of adoption
 - Need more transparency about timing of proposed changes (Similar to EPA with ENERGYSTAR® transition)
 - Need folks to join call with Laurel Elam about a timeline when they issue changes

Standard's Committee (Doug McCleery, Rick Wertheim) – Continued

- ❖ **Motion 5:** Move that the board approve or authorize Doug McCleery to make comments on RESNET Board Proposed Policy on RESNET Access to Data in the RESNET Building Registry

Standard's Committee (Action Items)

- **Action Item 1:** Doug to finalize comments and submit to RESNET
- **Action Item 2:** Doug to reach out to Rick Dixon and Laurel Elam at RESNET

Training Management (Bruce Bennett)

- Sept 11-22 Online (PSD) / October 2-6 Classroom (Manchester, NH) (PSD)
 - 11 online, 10 in field
 - Completed - \$3,454.26 (Profit)
- Winter 2018 classroom training awarded to the BER, for Jan 22 – Feb 2 for online and Feb 12-16 for classroom in Springfield, MA
 - 3 registrants to date
- Spring 2018 RFP awarded to PSD
- Online training RFP going out in Winter 2018
- Owning our curriculum – Committee will be looking into the specifics of how much curriculum is involved in the classroom portion of the training

Manual (Mike Browne)

- Looking to get a parallel section in the manual for Ekotrope
 - Need to write software instructions for REM/Rate software instructions
 - Ekotrope made an associate member for access to manual
 - Made them an associate member for access to manual

Professional Development (Frank Swol)

- Mike Brown did October webinar
 - Feedback – Webinar went okay (had some technical difficulties)
 - Betsy has not yet heard back about RESNET credits
- November
 - If we have a BASF training, we are not going to do one on the Wed before Thanksgiving
- December
 - *Meet the Candidate* – Typically doesn't go very well
 - *Overview of ENERGY STAR® & RESNET Board Meeting*

Professional Development – Calendar of Events

- ~~January – No Webinar~~
- ~~February 8th 3-5pm – RESNET Practical Simulation Exam Prep and Overview~~
- ~~March 8th 3:30-5pm (Jen) - Brief overview of Programs throughout NE~~
- ~~April – April 5th Practical Simulation

 - ~~April 12th Peter Hubbe – Smart Devices~~~~
- ~~May 24th – Liang Gwee, Owens Corning Insulating Systems, LLC~~
- ~~June 29th – [Grade I Insulation Installation: Why Builders Should Care – with Jordan Doria of NAIMA/Insulation Institute](#)~~
- ~~July 19th – [Impact of Moisture Infiltration and Ventilation in the Northeast – with Doug McCleery of MaGrann Associates](#)~~
- ~~August – Skip~~

- ~~September – Chris McTaggart – Unified Energy Factor, inputting mechanical data. (In response to Kevin Hanlon’s request) NOTE: we will begin at 3pm, not 3:30pm on Weds, Sept 20th.~~
- ~~October – Mike Browne – some sort of prelude to the GreenBuild conference~~
- November 29th – BASF – Frank moderating
- December 13th – Meet the Candidate + overview of ES meeting and RESNET Board meeting (Ben Adams?)
Doug, Frank, Nick
- January –
- February -
- Other Ideas:
 - RESNET MF SC (late 2017) – Emelie asking Gayathri about January 2018
 - Bill Spphoon said he would do another one
 - NEHERS Survey on NE Programs – PSD

Membership/Communications - Emelie Cuppernell, Betsy Ames

- Spreadsheet sent to provider members
- Year-end membership renewals will be going out in early December
- Emelie to reach out to program members

Membership/Communications (Action Items)

- **Action Item 1** – Emelie to reach out to program members who have not signed up to invite them to sign up again

Energy Code Committee – Peter Hubbe

- December 7th – 11:00 AM

Other Business

- Political Climate

Motion to Adjourn

- ❖ **Motion 6** – Motion to adjourn meeting