

Minutes for March 12th, 2013 NEHERS Board

Start Time: 3.03 pm

Special Guest, Doug McCleery

- Results of CSG/McGrann ENERGY STAR total duct leakage survey
 - Briefly went over the results of the survey

Secretary's Report (Emelie)

- Approval of minutes of last meeting (Motion to approve: Mike – postponed to next meeting)
- NEHERS Biennial Report
 - Sierra and associates recommendation is to remain in VT
 - Emelie will look into the costs of an agent in

Treasurer's Report (*Lois*)

- Financial update
 - Not far behind last year for dues
 - Nothing out of the ordinary for the compilation report
 - Still waiting on some providers to renew
- Payables authorization
 - \$2,431.04 of payables for approval
 - (motion Peter, second by Mike, approved)

Training Committee (*Bruce*)

- Rater Training Update
 - Met once
 - Charter not finished yet, but started, ongoing
 - Talked about wrinkles in upcoming trainings
 - Schedule for future training? Fall schedule was briefly discussed for October/November
 - Enoch is going to try to secure a location for a fall Rater training
 - Trying to have an RFP put together by Late April/May for 2 fall trainings
 - Also continue to consider training in other areas
 - Also considering field inspector training
 - A student failed the test – the committee decided to make a policy that students would not be required to take the test. (Clean Edison has a pass guarantee where they will cover the cost of the second test if a rater fails)
 - Advertising PSD OH Rater training and ENERGY STAR version 3.0 training on NEHERS website
- Spring 2013 training class status (*Laurie*)
 - NJ class cancellation, only 1 person signed up
 - MA classes starting to pick up
 - Several inquiries about the June class

Professional Development Update (*Enoch*)

- March call

- Builder Tax Credit
- CET presenting on the topic
- Peggy MacCleod was going to present and they contacted them this morning and Mark Nuey is going to deliver the presentation
- We do not have the presentation of quiz available yet for submitting for PDC's
- Ideally going forward we would get the training slides one week in advance so the PD committee can review for accurate/appropriate content
- Laurie already applied for credits with the description and quiz
- Some concerns about vetting presentations before they air
- Eurihea recommends reviewing presentations before they air – Peter is not sure we should be in the position of approving presentations, the committee is going to discuss and come up with a recommendation to the board
- Future topics
 - Considering having Sam Rashkin deliver the Builder Challenge Home next month (April)
 - Mike could do a webinar on streamlining software for HERS ratings (May)
 - Eurihea on tentative list for this summer not ready in the near future on RemRate updates

Membership Committee (*Peter*)

- Membership status
 - Most of Providers have renewed, still waiting on 3 (Magraan, PSD, GWS)
 - Programs: JMC confused with manual invoice, getting payment soon
 - 8 associate members have renewed, still waiting on 11
 - 268 Raters have renewed
 - Possibly a new supplier member
 - 2 Areas to focus on: Supplier and Programs
 - BPCA has asked to get more than 1 contact member on the contact list so administrators can get the email but the database currently doesn't allow that. Can Laurie add a few more slots?
 - This is doable, Laurie given the go ahead
 - Any big Ratings company we are missing?
 - PEG is not a member but has ratings working in most states
 - Any training companys?
 - Everblue, clean Edison, etc. (not really a candidate)
 - Comfort Systems – newish provider (currently Rater member)

Technical Committee (*Tony*)

- Manual funding update status
 - NYSERDA/CSG
 - 4-5 active members, met at RESNET
 - Mike Burke from CSG helping coordinate
 - Tony sent note to technical committee about needs/time commitments, tasks, etc (has not yet heard back from anyone)

- Sent list to Mike Burke to see what tasks they can handle. CSG contracts with NYSERDA to implement new homes program
 - Pat Fitzgerald on NYSERDA would like to volunteer time working on manual in return for support, they would like us to provide manuals to the NY Raters
 - \$30-\$40 out of pocket expense to provide a copy of the manual – this has not been committed to
 - Separate section of the manual with basic information about programs available throughout the NE (general information)?
 - NYSERDA would take a section(s) of the manual and then the remainder would be put out for bid
 - Chasing funds – Laurie to manage
 - Talked during executive committee about chasing down the funds and decided that Laurie can handle this as part of her job description and extra hours
 - Getting comprehensive list of who the contacts are, who owes what, etc.
 - Laurie needs a comprehensive list of all players and amounts owed for invoicing
- Next Steps:
- Get funds
 - Get commitment from members of time availability

Code Committee (*Mike B*)

- Update on membership selection
 - Still need someone from NJ, looking for suggestions, finalizing this month

QAD Committee (*Emelie*)

- Update on membership selection
 - 7 members currently
 - Meeting last Thursday of every month
 - First task is to finalize the Help Line Process that was drafted during the 2010 QAD committee meeting

Communications Committee (*Matt – not in attendance*)

- Update on membership selection

Other Business

- Board & Committee time commitments
 - Everyone on the board is volunteer with other commitments
 - Need to have an idea of time commitment expectation for committees and board members
 - Laurie will send out an email requesting time estimates and expectations from each member
- Laurie DiDonato
 - Willing to move up to ½ time
 - Manual funding

- Committee support
 - compensation structure
 - Raise in hourly compensation preferred
 - 2 options looked at 1) a bonus structure 2) an hourly raise
 - Executive committee looked at average membership dues and average hours, after looking through this Laurie decided the bonus associated with the training was flexible and it would be nice to have a raise that was more stable rather than possibly unpredictable
 - Proposing a raise of \$2.50 (currently at \$20/hr)
 - She is administrative support for NEHERS (currently 50-60 hours per month), she is willing to go to 20 hours per week, but not much more than that
 - Is there an official job description?
 - “Administrative Assistance” hired to replace Peggy M who was the “Manager” or “Director”
 - Seen as the “glue that holds the Alliance together”
 - She is very consistent, professional, in general everyone feels she is doing a great job
 - The executive committee may want to consider a change in title for this position?
- (Lois Motion to approve \$2.50 raise, second from Peter – unanimous approval)**
- 2013 goals and priorities
 - Revisiting 2012 retreat notes and ideas (notes from this meeting are located on the google drive)
 - This topic put on hold for next meeting agenda due to time restraints
 - Suggestion to hold one again this year?
- 4:56pm (Motion to adjourn by Peter, second Lois)