



## NORTHEAST HERS ALLIANCE

### Board Meeting Minutes January 13, 2009

**Scribe: Peggy MacLeod**

Attendees: 2009 Board members: Margaret Song, Chris Gordon, Glenn Haynes, Kevin Stack, Brian Stanfill, Jim Hammel, Ed Minch and Robb Aldrich; and retiring 2008 Board members: Frank Migneco, Adam Gifford.

#### **Reading and Approval of Minutes of the Board Meeting of December 10, 2008.**

- Motion to approve by Frank; seconded by Kevin Stack. Minutes approved with no discussion.

#### **Reports of Officers and Standing Committees**

Nomination Committee. Kevin welcomed new board members and congratulated them. Glenn asked the new members to introduce themselves:

- Margaret Song: Senior Residential Programs and Marketing Coordinator at Cape Light Compact representing the Joint Management Committee of Massachusetts utilities. Involved in Cape Cod Green Affordable Homes for the Mass Technology Collaborative and other green home products. Home building is busy, and they have been piloting REGREEN major renovations.
- Chris Gordon: Implementation specialist at VEIC; Manages residential new construction program, VT Energy Star Homes service. VEIC has 11 HERS raters (employees or subcontractors), working with Energy Star, LEED, and soon with NAHB green building program. Also helps with VEIC marketing for new construction. Numbers of projects is fairly stable in VT because the interest in green building has gone up.
- Brian Stanfill: at MaGrann Associates, Brian leads a team of 6 raters on the NJ Energy Star Homes program - rating about 4,000 homes in 2008. MaGrann is interested in getting into existing home programs. There has been a drastic slow down in building starts.
- Jim Hammel: Has a small rating business in Syracuse area - rates about 20 homes a year, most of which earn LEED. He is also the Events Coordinator for the Building Performance Contractors' Association - in which 1150 people went through a series of trainings.
- Ethan MacCormick: *Did not attend.*

#### **Election of Officers**

Kevin did a go-around with existing Board members to introduce themselves also. Briefly:

- Kevin Stack - green builder, educator, rater. Frank Migneco, director of business solutions at EAM. EAM does consulting, ENERGY STAR Homes, and Program Design, and also is a Provider for some independent raters. Robb Aldrich, engineer with Steven Winter Associates. Mostly architects and engineers involved with sustainable consulting. LEED is big. Robb focuses on renewable energy in homes. Ed Minch - Energy Services Group - air sealing, ENERGY STAR, NAHB green - BPI work and retrofit Programs in NJ, PA, and MD. Adam Gifford, training manager for CSG division. One of Alliance founders and was President of Board 2 years. He does a lot of NE HERS trainings. Glenn Haynes now with Kima International. Energy

conservation program analysis using engineering and statistical techniques. Company does not do ratings. Organizational structure hasn't changed even with the merger with RLW Analytics.

- Kevin proposed we nominate Board Officers during the meeting as we are required by the IRS to elect officers by the end of the January. Nominations were as follows:
  - President – Glenn Haynes moved to elect Kevin Stack, seconded by Robb Aldrich. Kevin was elected.
  - Vice President – Kevin suggested Robb Aldrich. Glen moved. Margaret seconded. Robb was elected.
  - Secretary – Kevin asked Ed Minch to serve. Margaret moved, Brian seconded. Ed was elected.
  - Treasurer – Glenn Haynes suggested by Kevin. Ed moved, Chris seconded. Board voted. Glenn abstained. No discussion. Glenn was elected.Kevin suggested an officers meeting soon, and also suggested Glenn get in touch with Frank Migneco as soon as possible to transition the Treasurer duties.

### **Peggy's Status**

- Peggy read excerpts from her Monthly Status Report.

Frank reported on duties of Treasurer and help received by EAM. Linda Migneco at EAM spends an average of 4-10 hours per month to take care of the books. Suggested we convert to Quick Books, perhaps purchase a dedicated laptop to keep everything separate. Frank estimates that the Alliance could booking Linda's time at \$60 per hour. Kevin suggested that Board discuss this offline and make a decision soon.

Kevin made full recognition to Frank's exemplary service over his years on the Board and for setting up our fiduciary organization, helping get our taxes straight, and helping with incorporation as a non-profit. Kevin recommended working with EAM for accounting, and with Glenn's help may be able to reduce hours a little (hopefully to below \$500 per month). Peggy contributed that the new website will take credit payments for trainings and book orders.

### **Treasurer's Report:**

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|---|--------------|
| • January 1st Checking Account Balance:   | \$ 37,726.41 |
| • January 2009 Bank Deposits-To-Date:<br>(Further checks received but not posted) | \$2,825.00   |
| • January 2009 Expenses Paid:   | \$4,625.31   |

### Invoices for approval

- Peggy MacLeod
- Gale Turner (no action needed) 0
- Susan Martins (no action needed) 0
- R.L. Martin
  - Update training process page and Home Page, Added call download and quiz.
- Ron Natale refund
- SpeedBinder Inc

- CSG (RESNET Test Fees) (\$174 +\$50)
- Anticipated Checking Account Balance: \$ \$35,926.10  
after paying bills
- Money Market Account Balance as of 12/31: \$20,071.12  
(*earned \$18.66 in interest in month, \$71.12 YTD interest, 9-2-08 - 12-31-08*).

Moving into 2009 we are very healthy, especially in this economic environment and looking towards collecting 2009 member fees.

Kevin asked for approval to pay the individual invoices (usually he asks for the whole group approval).

- Peggy. Ed moved, Jim seconded, Approved.
- RL Martin. He's our current web master. Jim moved, Ed Minch seconded. Approved.
- SpeedBinder. Robb moved, Chris seconded. Approved.
- Refund for Ron Natale. Robb moved, Jim seconded. Approved.
- CSG – two requests. Robb moved, Chris seconded/ Approved.

We are a 501(c)6(). We do not have to file our taxes until May 15. Information for 2008 has already been sent to Michael Friedman. He's working on 1099 statements for Peggy, Gale, and Susan. He is already reviewing our tax statements. There are a couple of things that changed in the 2008 tax guidelines, and Frank suggested we invite Michael to present at the February meeting on these. After we file our return Michael reviews what we are doing then makes recommendations for future practices. Frank thinks he may recommend using QuickBooks in the future. We already implemented his recommendations from last year. Frank has been doing the bookkeeping function for 4 years, and is willing for EAM to do this going forward at an hourly rate. NEHERS accounts could stay where they are, if so. If NEHERS decides to do something else, he would help transition. Peggy could not do this function as there needs to be a separation between admin and financial staff. Treasurer works directly with finance committee, but Peggy is keeper of all official documents for the Alliance. She is sent backup copies for everything. Any changes to bylaws, they must be re-filed with the taxes. They also look to see Board members aren't overly compensated. For instance, so they had to explain that subject matter experts like Adam Gifford are not being paid, but is CSG. Frank explained the duties of the Treasurer.

Frank asked Peggy to send out the pdf of last year's tax return to the Board

- Kevin closed the meeting at 5 PM