

Tuesday October 18th, 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, Emelie, Bruce, Mark H, Betsy, Mark N
 - Present (quorum = 5): Emelie, Doug, Frank, Jenn, Betsy, Mark H. Tony, Mark N, Peter H (arrived late)
 - Absent: none

Meeting began at 1:07pm

❖ **Announcement/Reminder**

- Gift for Laurie for her service to the NEHERS:
 - Laurie likes teas, herbal stuff, relaxation and massage, hiking books, fiction books. She shops Amazon and Barnes and Noble for books and DVDs. She does eat gluten free for foods and I am sure would appreciate anything like that, too. Also she likes restaurants like Gill Tavern, Great Falls Harvest, Hope and Olive, Peoples' Pint, and Rendezvous.
 - Recommendation?
 - Mark Newey suggested Hope and Olive restaurant since he is familiar with it. A value of \$200 was suggested. Betsy offered to arrange for the gift certificate purchase. Betsy will purchase it with the Chase Debit Card. Betsy will call and place the order over the phone. Emelie will put together a physical basket of appreciation for Laurie and then she will send it to Betsy to put the gift card into and give to Laurie.
- Support for RESNET Multifamily Standards Committee
 - Gayathri Vijayakumar is chair (Steven Winter Associates)
 - The Committee is taking up a lot of volunteer time – they are looking for Grants/Funds to help cover some of the time
 - Request from Gayathri: Can NEHERS help since it benefits all Raters and Providers by
 - Donating Funds
 - Waiving annual fees for 2017 (for Steven Winter membership dues of \$733.50)
 - Things to consider from Exec Comm:
 - Steven Winter is are currently a NEHERS member but aren't participating in any committees
 - What would NEHERS Alliance get in return?
 - ◆ Recognition?
 - ◆ More members?

- As another option, would anyone want to volunteer time? Maybe Standards Committee could help take on a section/item?
- This isn't something that NEHERS typically does. Emelie and Doug expressed concern that it might not make sense to donate to a RESNET standards committee since the Board works without compensation.
- Frank suggested it might be more appropriate to give funds if this was a national/regional solicitation for funds but it appears to only be local.
- Tony also found an old Manual fund invoice from Gayathri which she charged the NEHERS \$3,000 for her work.
- We will send a note back to Gayathri thanking her for asking us but that we are unable to assist financially.

➤ **Authorize.net:**

- Renewal completed
- Would like "all employees" to read and sign "Information Security Policy" but no need to return
 - It is a 24 page document listing the updated security policy for this service, which provides credit card transaction processing for our trainings, etc.
 - Betsy may be the only individual who could be considered an "employee" but she is actually a contractor.
 - Betsy said the main focus of the verification is to confirm that we are not storing credit card information for our customers.
 - Doug suggested having a phone conversation with our website developer to ask what their security policy involves since the Board didn't believe that we keep track of the credit card payments. The Board agreed to have Betsy reach out to the website developer to ensure the site meets the standards laid out in the Authorize.net Security Policy.

❖ **Nominations Committee**

- Members: Frank Swol, Doug McCleery, Jenn Parsons, Eurihea Speciale, Peter Harding
 - Vote: The Rater member slot will be a one (1) year term for the 2017 term only. This will return our turnover to a 4/5 split: Tony has this slot currently and agreed to make it a one-year term when the Board position is elected soon
 - ◆ Emelie made a motion to move the Rater Member term to a one-year term for the 2017 election period. Seconded by Mark Hutchins. All in favor. None opposed. Motion passes.
- The nominations committee reviewed the membership log and reached out to as many individuals as possible. There are certain members listed in particular categories that may not renew next year so opted not to run.
- Frank asked to give Tony the option not to run. Tony wanted to try and stay on the Board to continuity of the Manual committee going since Mark Hutchins is also leaving the Board.

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

➤ Current Slate:

- RATING PROVIDER - Three (3) open seats
 - 1) Mark Newey
 - 2) Bruce Bennet
 - 3) Rick Wertheim (nominated by Jenn Parsons)
- TRAINING PROVIDER - One (1) open seat
 - 1) Emelie Cuppernell
- PROGRAM - One (1) open seat
 - 1) Peter Hubbe
- RATER – One (1) open seat (1-year term)
 - 1) Tony Lisanti
 - 2) Matt Evans (Self-nominated)
 - 3) Scott Veggeberg (nominated by Frank Swoll)

- Frank made a motion to approve the listing of candidates on the slate for the 2017 election. All in favor. None opposed or abstained. Motion passes.
- Betsy read the by-laws that stated that from release of candidates through November 30th, petitions to be added to the candidate slate can be accepted. The current by-laws state that there must be 6 members in good standing that agree to the addition of the new candidate petition.
- Betsy will send out the candidate slate to the membership soon.

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

➤ Approval of Minutes:

- ◆ September minutes
- ◆ Emelie made a motion to approve the September 2016 Board meeting minutes. Frank and Mark H seconded. All in favor. Mark Newey abstained. None opposed. Motion passes.

❖ **Treasurer's Report (Mark Newey)**

- New Credit card and close old account?
OR
- New Bank Account?
 - Checking account with no fees that pays interest
 - Online access preferably with different permission levels (read-only versus full access)
 - Credit card for the organization that does not require staff member income and assets to be submitted
 - We need a Debit Card
 - Ability to deposit checks (electronic or mail options?)
 - Peoples United has been challenging
 - ◆ Ex. Ordering Checks
- Suggestions for a new bank to consider: TD Bank? Peoples Bank (MA)? Chase?
- Mark doesn't have a preference for what bank to choose. He said it would be more convenient to use a bank with a branch near his physical location. He says it would be confusing to have 3 banks open at the same time. Emelie suggested going back to Chase. Mark doesn't know much about them. He researched that there is a branch near him currently.
- Mark will investigate TD Bank as an option. There aren't any branches for Chase Bank near Western Massachusetts.

- Financial update
 - Accounts Payable:
 - Mark made a motion to approve the September \$1,929.42. Frank seconded. All in favor. None opposed. Motion passes.
 - Compilation Report:
 - Mark shared that our total account balance is \$3,000 is less than a year ago. We had \$5,000 in checks that we were going to enter last year at this same time. However our total liabilities report shows that we have less liabilities this year than last year. We basically have \$9,000 more than we did one year ago. Next month we may take a hit because we aren't holding the training next month, as compared to the training we held last year at the same time.

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

- Committee Update

❖ **Training Management (Bruce Bennett)**

PLEASE follow NEHERS on LinkedIn!

- There is a link we can provide to follow Northeast HERS on LinkedIn:
https://www.linkedin.com/company/northeast-hers-alliance?trk=company_logo
- Betsy will add this link to the website.
- Rater Training Upcoming:
 - Next Training Date
 - Online: January 23 – February 3
 - Classroom: February 13 – 17, North Haven CT
 - Pricing for online webinar test prep for Simulation Exam and group proctoring

- The RFP was recently cancelled as it was issued for a 4 day request. Folks responded with a 5 day need for training. This will be discussed at the next Training committee meeting.

❖ **Manual (Mark Hutchins)**

➤ Update:

- Manual Updates in October:
 - Won't add new addendums unless RESNET approves them.
 - The group created a tracking sheet for changes that will be made. This will allow purchasers to know what has changed from each edition.
 - They are updating the RESNET standards Appendix's when RESNET completes them.
- Approval of new person to do editing:
 - Unhappy with some of our work with Robert Engman
 - New quote for work from Kendall Walker from Quench Design. At a price of \$80 per hour. We currently pay Robert Engman \$940 upon completion of scope of work and \$60 per hour for additional design work.
 - The reason the Board is unhappy with Robert Engman, is because he doesn't seem to listen to directions given by the Board causing more time on his part to edit the manual as well as costing Betsy/Laurie extra time to remind him and double check he made the changes.
 - Betsy will follow up with Robert to obtain the most recent version of the manual for the Board so that we can pass it along to a potential new editor.
 - Mark H made a motion to approve having Quench Studies become the new editor of the NEHERS Manual. Emelie seconded. All in favor. None Opposed. Motion passes.
 - Betsy will follow up with Kendall from Quench and Emelie will sign when Kendall produces a formal contract.
- What's up with the online version (Not searchable, view is off for printing)
 - Members Corner on NEHERS Website: The website requires some download time when you go to get it. The type of browser to open also matters. Also, printing the entire document isn't possible from this function. You can download only portions that can be printed.
- Mark H won't be running for reelection in 2017. He created a document that shows his work to date so that someone can take over chairing the committee in 2017.

❖ **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 candidate, Tony, QAD lessons from the field, Laurel Elam (agreed to do 30min)
- **2017 Ideas:**
 - RESNET MF SC (late 2017)
 - Potentially have the 3 remaining Board members come up with ideas for 2017. Doug, Frank, and Jenn.
 - Frank would like to repeat his October 2016 seminar in 2017 sometime as code adoption progresses.

❖ **Membership/Communications (Emelie)**

- Continue using “energyratings.org”? This used to be used.
 - \$15/year for domain
 - Emelie isn’t sure if anyone still uses this link. If we renew, what number of years can we submit renewal for?
 - Frank and Doug suggested selling off the website domain.
 - Tony suggested keeping it for 3 years so that we don’t lose any historical links to it.
 - Tony made a motion to renew the domain name “energyrating.org” for the next 3 years at a cost of \$45.00. Frank seconded. All in favor. None opposed. Motion passes.
- New sponsor membership structure:
 - The current structure is \$500 for Basic and \$750 for Promotional level. We only have 1 signed up under Basic currently.
 - Two tiers of sponsorship:
 - Basic Partner Membership
 - Promotional Membership
 - This new membership tier structure will help promote certain HERS related equipment to the members at a discount by the tech company to spread their sales and help our membership. Laurie also mentioned that the CEU’s are going to be going away through RESNET soon and will likely reduce our membership benefits that our members receive, so this new addition will be helpful.
 - Peter suggested collecting the money upfront, rather than giving them the first year free.
 - Emelie wasn’t sure if we should approve the discount proposed by the Membership Sponsors. These details need to be figure out further.
 - A Board VOTE will be conducted later on after this is ironed out further by the committee.
- 2015 Membership Renewal
 - JMC, received confirmation that NEHERS does not lobby!

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

- Committee update
 - They held a meeting.
 - There were various code hearings held in October.
 - A few members thought that solar should be included in the ERI (Richard Faesey from VT).
 - The committee talked about what the different states are up to for code adoption.

❖ **Other Business**

- **None mentioned.**

- ❖ Emelie made a motion to adjourn. Mark Newey seconded. Meeting Adjourned at 2:59pm