

Tuesday January 17<sup>th</sup> 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 N, Mike B, Betsy
  - Present (quorum = 5): Jenn, Doug, Frank, Emelie, Mike Brown, Betsy, Tony
  - Absent: Mike Newey, Bruce
  
- ❖ **Announcement/Reminder**
  - Election of officers and Committee Chairs
    - Generally this is discussed during the Executive Meeting, but they weren't able to hold one before this meeting.
    - Emelie displayed a chart of what the roles are after the voting has now been finalized.
      - Emelie expressed her interest in remaining President. Jenn and Betsy complimented her. Peter nominated Emelie for President. Tony Seconded. All in favor. None Opposed. Emelie abstained.
    - Tony is currently Vice President. Tony is OK to remain as Vice President but he is only under a 1 year term currently. This role ideally would be a "warm-up" type role for moving into role as President. Emelie made a motion to nominate Tony Lisanti for Vice President. Frank seconded. All in favor. None opposed. Emelie made a motion to nominate Jenn Parsons for the role of Secretary. Mark Newey seconded. All in favor. None opposed. Motion passes.
    - Treasurer role is currently Mark Newey. Switching banks is time consuming. We can't vote on this role until we hear from Mark since he wasn't on the Board call. Emelie mentioned that we can wait on this but should get into contact with Mark this week to decide.
      - Emelie made a motion to nominate Mark Newey for Treasurer. Frank Seconded. All in favor. None opposed. Motion passes.
    - Betsy said that Bruce said he would run for Training Committee Chair again.
    - Peter Hubbe said he would remain the Codes Committee Chair.
    - Emelie will continue with the Membership and Communications Committee
    - Doug and Frank were both on the Standards committee. Doug volunteered to stay involved. Frank volunteered to stay on the committee as well.
    - Mike Brown will take on the role as Chair of the Manual Committee.
    - For Professional Development, each board member has taken the role of determining a webinar for each month. Frank will remain the chair and will assist with the webinar hosting as much as possible.
  
  - Gift for Laurie
    - Emelie has card and box of items – sending to Laurie
      - Hope and Olive Restaurant gift card in the amount of \$200
      - A thank you card as well with some other goodies Laurie will appreciate. Emelie will send it to Betsy to fully assemble and give to Laurie.

- Annual Board Retreat? Location/Date?
  - Doodle Poll results: majority of members were in favor of this.
  - Last retreat: It was on January 29th 2016
    - Great attendance and very productive meeting in Connecticut in 2016
  - Suggested timeframe – late spring/early summer - April/May?
    - The group agreed this timeframe will work.
  - CT location was central for everyone
    - Jenn will reach out to the Energize CT Center to confirm the agreed upon date of May 12<sup>th</sup>.

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

- Approval of Minutes
  - December Minutes
    - Doug made a motion to approve the minutes from December. Mark Newey Seconded. All in favor. None Opposed. Mark and Jenn abstained.
- Biennial/Annual Report (due April 1<sup>st</sup> 2017):
  - Emelie showed the report from years past. Typically the Secretary submits is by April 1, 2017.
  - Emelie emailed Jenn the document for her to create and submit.

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

- New Bank Account?
  - Mark given decision power to return to chase as primary bank
    - 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?)
    - Mark has set a goal to start the transferring process by End of February with a full transition back to Chase by end of March.
- Financial update
  - Accounts Payable
  - Compilation Report
  - 1099 – Serra handling
    - Mark will send by Email the accounts payable for approval the week of January 17<sup>th</sup> since the reports weren't ready for showing by the meeting 1/17/2017.

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

- Update
  - The group discussed the outstanding comments for the treatment of attatics and crawlspaces call for comments. Doug looked through the proposed document and no other members submitted any comments and therefore closed without any changes.

- The group spent a lot of time discussing ANSI 301 standard for Multifamily buildings and the development of the 305 standard in the works. There was a technical reason as to why Standard 305 is in development instead of just adding it into the existing 301 standard.
- Doug had a conversation with Ben Adams, who is on the committee for standards updates at RESNET, to try and streamline the amendment making process with RESNET. Many NEHERS Board members expressed concern over the standards update process and how unclear it is. Mike Browne suggested creating a visual representation for the approval process similar to ENERGY STAR's process.
- Frank mentioned that there was a clothes dryer amendment that arose this morning. Relating to how to calculate the Energy Factor for clothes dryers using a multiplication correction factor. Mark Newey mentioned there already is one for washing machines in REM Rate.

❖ **Training Management (Bruce Bennett)**

**\*\*REMEMBER TO FOLLOW ON LINKEDIN AND PROMOTE TRAININGS\*\***

- Bruce was not present on the call.
- Rater Training Upcoming:
  - Online: January 23 – February 3 (PSD)
  - Classroom: February 13 – 17, North Haven CT (PSD)
    - Final registration deadline January 13<sup>th</sup>
    - 6 Registered. We need 8 to be profitable. The training committee agreed to proceed with 7 registrants.
    - By 5:00pm on 1/17/2017, Betsy said she is getting confirmation or not from one person who was interested in joining last minute yesterday.
    - Frank suggested asking current registrants if they are willing to pay more for the training to run to cover the cost of the balance needed to break even.
  - Training approved for MA Workforce Training Program!
    - Betsy set NEHERS up in the system. She has to apply for each training individually to get it approved. It was too late to approve this February training.
  - Tracking success/Mentoring program
  - Spring Training
    - RFP sent out. No responses yet.
    - The deadline is Friday, January 20, 2017. Betsy will send another reminder.
  - PSD delivering SIM practical webinar for test prep February 8<sup>th</sup> 3-5pm
    - \$50 for members
    - \$80 for non-members
    - Betsy is testing the online capability to make sure it will launch properly and register properly.
  - Committee working on setting up group proctoring locations
    - \$75 for members
    - \$100 for non-members
    - NEHERS will require proctor to have taken the sim exam already

❖ **Manual (Vacant)**

- Kendall has merged the files we got from Rob.
  - Working on a second version with the links

- Betsy compiled some great notes to Kendall for her incorporation.
  - Betsy said a lot of charts and graphs were coming through as bold and others regular print. Visually it didn't make sense and was distracting. Kendall is working on the formatting when it transfers to PDF to make it look cleaner.
- October addendum posted to the website?
- Mark H wrote up procedures document for the amendment process and general guidelines

#### ❖ **Professional Development (Frank)**

- January – No Webinar
- February – RESNET Practical Simulation Exam Prep and Overview: February 8th
- March - Jenn - Programs throughout NE giving brief overview of opportunities: March 8<sup>th</sup> 3:30-5:00pm
- April – Peter Hubbe
- May – Frank Swol
- June – Mark Newey
- July – Doug
- August – SKIP
- September – Bruce Bennett
- October – Mike Browne – some sort of prelude to the GreenBuild conference
- November – Tony
- December – Meet the candidates webinar
- Other Ideas:
  - RESNET MF SC (late 2017)
  - (BER?) Phius? Duct testing?
  - Bill Sphoon said he would do another one
- Make PDF quiz link on website automatic?
  - Emelie made a motion to incorporate the PDF quiz link into the website to make the process more automatic. Mark Newey seconded the motion. All in favor. None Opposed. Motion passes.

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

- JMC – All applications/letters received but missed the 2016 funding. Redoing letters for 2017 with updated year.
  - Peter Hubbe said that once Emelie corrects the 5 individual letters with the 2017 date, she can email it to all 5 individual utilities.
- Betsy putting together marketing materials for RESNET:
  - These can be used to drive membership.
  - Betsy is sending a reminder for membership to Providers.
- Driving membership:
  - Betsy sending a promotional email to all providers asking if they have ratings in the NE and listing the benefits of being a member.
- Survey from PSD
  - Want to release the Providers and NEHERS Alliance for what works for them and what doesn't. There will be a small gift card reward for participating in the survey. Emelie will send the request for survey to use the NEHERS membership directory for Board approval soon. Results will be shared with NEHERS.

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

- Committee update:
  - Peter doesn't have a report since the group hasn't met yet.
  - The next meeting will be held hopefully in the beginning of February.

❖ **Other Business**

- Gary Klein's water conservation trailer is coming to Boston, MA. NESEA is going to be promoting the event. Perhaps the NEHERS can promote too, as a suggestion of Mike Browne.
- Dinner at RESNET:
  - Attendance: Sunday evening? Location? Invitation List
    - Yes: Emelie, Tony, Mark Newey, Frank, Mike Browne,
      - ◆ Need to invite past members:
        - There are about 29 former members.
        - The Board agreed that invitees can bring a guest.
        - RSVP date will be February 3<sup>rd</sup>. That will allow for attendees to figure out transportation as well as confirm the guest total for the restaurant.
        - Betsy will send the invitation to the entire Board member list with a February 3<sup>rd</sup> deadline.
          - Perhaps invite Laurel Elam who spoke at a NEHERS webinar. Emelie suggested the TruTech speakers as well.
      - Maybe: Peter (very unlikely), Bruce (?)
      - No: Mark H, Doug, Jenn
    - Date:
      - Sunday, February 26th at 7:30pm
    - Location:
      - Flourish (restaurant) in Fountain Hills, AZ

Emelie made a motion to adjourn the meeting at 3:00pm. Peter Hubbe seconded. All in favor. None Opposed. Motion passes.