

Tuesday March 21<sup>st</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 Lisanti, Peter Hubbe, Jenn Parsons, Frank Swol, Doug McCleery, Emelie Cuppernell, Bruce Bennett, Mark Newey, Mike Browne, Betsy Ames
  - Present (quorum = 5): Bruce Bennett, Jenn Parsons, Doug McCleery, Emelie Cuppernell, Mark Newey, Betsy Ames, Mike Browne, Tony Lisanti
  - Absent: Frank Swol, Peter Hubbe (will arrive late)
  
- ❖ **Announcement/Reminder**
  - Annual Board Retreat – Reminder this is scheduled for May 12<sup>th</sup> at the e Energize CT Center.
    - Frank can't make this event.
    - Everyone else can still attend.
  
- ❖ **Secretary's Report (*Jenn Parsons*)**
  - Approval of Minutes
    - February:
      - Doug made a motion to approve the February 2017 Board Meeting Minutes. Emelie seconded. All approved. None Opposed. Motion Passes.
  - Biennial/Annual Report Complete! (due April 1<sup>st</sup> 2017):
    - Jenn completed this task. Charged \$20 on Chase Debit Card. Jenn also generated a document to track how to complete this process going forward. Betsy saved this process document to the shared drive.
  - Betsy will start attaching the meeting minutes to the calendar invitation going forward.
  
- ❖ **Treasurer's Report (*Mark Newey*)**
  - New Bank Account
    - Mark - Goal to start by end of February and complete by end of April
  
  - Laurie Invoicing – she is good with Betsy keeping track of her hours.
  
  - Financial update
    - Accounts Payable:
      - Mark hand edited a version of the Accounts Payable to show what charges have been approved but hadn't hit the book records yet.
      - Mark went over all the new charges. Some usual charges for Betsy's salary, bookkeeping, website system. Then some new charges for flyer printing for the RESNET conference, PSD payments for the February training. Fees for the filing of the Biannual report with the state of Vermont. And transportation costs at the RESNET conference.

- Betsy brought up that there was a discussion in the Training Committee Meeting on February 1, 2017 that PSD would have given NEHERS a \$500 discount for the February training. Emelie is going to ask her company internally if they had approved the verbal commitment to a lesser invoice amount. Betsy found an email that validates the discount.
  - Mark amended the \$13,780.65 and \$8,468 which amounts to \$21,748.65 which is less the \$500 PSD discount. Mark made a motion to approve all the outstanding accounts payable notices less the \$500 PSD discount to result in a total of \$21,748.65. Doug seconded. All in favor. None opposed. Motion passes.
  - Compilation Report:
    - Mark reviewed the report. We have less equity than we did a year ago, but that is slightly misleading because the training costs weren't accounted for at the same periods as this year. Next month the payments will true up and make the report look more even. We have a gross profit this year but about \$2,000 less than last year.
  - Taxes still in process
- ❖ **Standards Committee (Doug McCleery, Frank Swol)**
- Update
    - WER Index: Water Use equivalent that is equivalent to the HERS Index. Early in development. There are a lot of equations. Doug doesn't have all of the specifics on the equations. But it is open for comment until May 1, 2017. There was a webinar last week that was issued by RESNET. No meeting attendees participated though. Perhaps Frank but he wasn't present at the Board meeting.
    - Doug asked Betsy to see what day the announcement came from RESNET to direct people to the email to review the document and provide comments to the team. Emelie found the email. Doug said if anyone has any comments, to please reach out to him.
  - QA Genie: Tony mentioned this is a way to put some statistics together related to issues observed during QA processes. A way to generate reports to better train and help the industry to provide feedback to the providers based on the results.
  - Multifamily Guidelines:
    - Testing protocol added to 380
    - Standards for modeling and rating will be in standard 305
    - This hasn't been sent out of draft comment yet for public comment, not yet at least. RESNET hopes this summer it will be released. Possibly take effect in 2018.
  - ENERGY STAR EPA Multifamily Decision Tree:
    - Individual heat and hot water systems will now be optional for ENERGY STAR program.
    - The 80/20 rule is still in effect for dwelling unit % vs total occupy-able %. This rule will still drive many decisions on how to handle ENERGY STAR projects. This is because the MF guidelines are there to instruct the Rater on how to use REM Rate or other rating software to model more complex system.
    - Some state utility programs may adopt this or not.
  - Suggested Topic: REM DHW Inputs for MF units
- ❖ **Training Management (Bruce Bennett)**
- Winter Training
    - Profit Report:
      - Betsy has a few questions pending with Laurie about this and will report next meeting.

- Looking at getting a location in Manchester.
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- Spring Training
  - Online (PSD) May 1<sup>st</sup> - May 12<sup>th</sup>
  - Classroom/Field (BER) May 15<sup>th</sup> – 9<sup>th</sup>, Fitchburg
  - There is a new insurance requirement that is being asked of NEHERS that will cause us to have to incur a \$104 additional charge to meet the requirement. The facility doesn't cost any money though. We will update our insurance. We are adding the facility as an additional insured on our policy.
  - LOBO Insurance Agency is our insurance provided. Emelie made a motion to approve the added insurance cost of \$104. Tony seconded. All in favor. None opposed. Motion passes. A check payment will need to be issued by Mark Newey.
- PSD delivering SIM practical webinar April 5<sup>th</sup>, 3-5pm
  - This was well received and PSD won't charge to do this again.
  - Betsy said we have already received 6 registrations.
- Group proctoring- dates are set for the following (\$75mem/\$100non-mem):
  - Manchester, NH April 14<sup>th</sup> 9am-1pm
  - Westborough, MA (LOCATION CHANGE PENDING), April 28<sup>th</sup> 9am-1pm
    - Peter Hubbe was looking for a site closer to the Cape instead
  - Hadley, MA, April 28<sup>th</sup> 9am-1pm
  - Orange, CT May 5<sup>th</sup> 1-5pm
  - Site in process in NY.
- HERS associate training- is this something we want to do? (see attachment):
  - Betsy wanted to see if this was something the Board wanted to pursue
  - She provided an attachment that RESNET provided.
  - Bruce said the Training Committee would review it.
  - Emelie heard it would create a lot of market confusion. It was mainly targeted at Code Officials to take to get a basic understanding of HERS but not be certified HER Rater.
  - Mark thought that it might be applicable for certain individuals if we can market it correctly and target correctly. CEU's are needed in some industries and this may be a good option.
- ❖ **Manual (Mike Browne)**
  - Releasing update in April:
    - Formatting change to Appendix H. There was a lot of potential confusion in this section since it incorporates a few other sections too. We need to add a header that says "Appendix H" on the confusing pages. But this change was difficult from a designer standpoint. It may cost \$500 to get done before April 1<sup>st</sup>. This will help with searching and to not have to rotate the manual on its side. Once this is completed, the designer said it would be easier to edit in the future.
    - Things may change in the Appendix sections with RESNET updates later in the year. It may not be a good idea to invest formatting dollars now if changes are coming. Tony thinks that

the information isn't searchable currently and Emelie mentioned she has trouble searching sometimes too. This is a time sensitive request to get into the April request. Emelie suggested a contractor work order be generated for this request. Mike Browne and Betsy will contact Kendall and then we can vote through email.

- Emelie made a motion to shrink text in Appendix H and put the header on the top with the assumption that the cost will be less than \$200. Doug seconded. All in favor. None opposed.

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

- ~~January – No Webinar~~
- ~~February 8<sup>th</sup> 3-5pm – RESNET Practical Simulation Exam Prep and Overview~~
- ~~March 8<sup>th</sup> 3:30-5pm (Jen) – Brief overview of Programs throughout NE~~
- April – April 5<sup>th</sup> Practical Simulation
  - Peter Hubbe?
    - ◆ Peter is working on a webinar topic but isn't sure yet.
- May – Frank Swol
- June – Mark Newey
- July – Doug McCleery
- August – Skip
- September – Bruce Bennett
- October – Mike Browne – some sort of prelude to the GreenBuild conference
- November – Tony Lisanti
  - Kevin Rose – Energy Codes and Zero Energy Buildings (RESNET)??
- December – Meet the Candidate
- Other Ideas:
  - RESNET MF SC (late 2017)
  - (BER?) Phius? Duct testing?
  - Bill Sphoon said he would do another one
  - NEHERS Survey on NE Programs – PSD

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

- JMC – letters resent for 2017:
  - Betsy, Peter, and Emelie have sent these letters in successfully.
- Survey from PSD:
  - Emelie thought this might be an interesting topic for a webinar. Might be more geared towards Program Members.
- Retrotec is becoming a sponsor member again this year, they are willing to spotlight NEHERS in one of their webinars, would anyone like to represent us?:
  - Betsy said she would be willing to represent us.
- Get program members from participants of March webinar:
  - Betsy wanted to know if we could solicit more Program Members from the participants on that webinar.
  - Jenn already sent a Thank You email.
  - Betsy and Emelie will discuss the best way to solicit those participants for membership.

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

- Update:
  - Did meet one time this year.

❖ **Other Business**

- New RESNET Fee Structure and method of notification:
  - Emelie thought that it might be nice to pull the Providers together to discuss this topic and provide feedback to RESNET about this.
  
- Political Climate
  - ENERGY STAR Support Letter from Alliance to Save Energy
    - ◆ Does NEHERS want to sign?
    - ◆ Tony said he thinks the more that sign it the better. And he is in favor. The Board discussed and decided that this doesn't constitute Lobbying since no funds are being used to lobby for our interest.
    - ◆ Tony made a motion to support the Alliance to Save Energy's online letter signing to support ENERGY STAR. Mike Browne seconded. All in favor. None opposed. Motion Passes. Emelie will submit the support letter on behalf of the NEHERS Alliance.
  
- ❖ Emelie made a motion to adjourn the meeting at 3:06pm. Mark Newey seconded.