

Tuesday April 18th 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): Doug McCleery, Emelie Cuppernell, Jenn Parsons, Mike Browne, Betsy Ames, Tony Lisanti, Mark Newey, Bruce Bennett
 - Absent: Frank, Peter (Arriving 30 minutes late)

❖ **Announcement/Reminder**

- Annual Board Retreat – Reminder this is scheduled for May 12th at the Energize CT Center.
 - 9-3pm
 - Mark, Mike, Tony, Emelie, Betsy, Jenn, Bruce. Need to confirm Peter and Frank.
 - This will replace the May call-in Board Meeting
 - We will spend extra time discussing each individual committee to assess progress, offer suggestions to guide along, etc
 - Jenn will order catering for the lunch through Koffee Katering.
- Greenbuild Marketing Partnership
 - Emelie summarized the needs to supporting GreenBuild
 - Will be held November 8-10th
 - Mike Browne has attended and is in support of our support of the event
 - Mark Newey and Tony also offered their input stating that their organizations are in support of this event but they haven't attended.
 - NEHERS support will include 2 discounted 3-day passes, which is about a \$300 discount. This was appealing to Board members.
 - Emelie made a motion to partner with GreenBuild per the Sponsorship Agreement. Doug seconded. All in favor. None opposed. Motion passes. Emelie will fill out the form and send it back to the conference organizers.
 - Mike will plug the GreenBuild event at his scheduled webinar with NEHERS in June.

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

- Approval of Minutes
 - March Minutes
 - Emelie sent via email last week. The Board reviewed on the call.
 - Tony made a motion to approve March 21, 2017 meeting minutes. Mark Newey seconded. All in favor. None opposed. Motion passes.

❖ **Treasurer's Report (Mark Newey)**

- New Bank Account

- Mark - Goal to start by end of April. First steps are to get new checks from Chase account and to get a debit card for Betsy. Following steps are to start transferring other automatic payment processes into the Chase account.

➤ Financial update

- Mark on 3-21 looking for breakdown of \$1137.88
 - Mark tried to get clarification from our web developer on these 2 different charges. Authorize.net (front end monthly fee) and WorldPay (an assortment of fees for each type of credit card used). This total's about 5% of our sales. This is a higher percentage than we had anticipated. This is a topic for future discussion. Especially if we cancel or refund payment, we pay the fee again.
 - There was discussion on how to redesign our credit card payment options to discuss if we want to start charging slightly more for our online fees or increase our pricing overall to account for this extra expense.
- Accounts Payable
 - Most charges our are regular monthly recurring fees
 - There was some charges for the manual editing process, through Quench Design
 - Serra & Associates also charged for our annual tax filing fee but it doesn't seem to include the regular monthly service fee
 - Mark made a motion to approve the Accounts Payable through March 2017 for \$3,536.19. Doug seconded. All in favor. None opposed. Motion passes.
- Compilation Report:
 - Mark went through the reports and noted that we have \$24,000 less than we did at this same time last year. But we have less liabilities by \$14,000. This is because the training income is less than last year. Fewer manual sales as well. There were higher training expenses this year though. There are longer courses this year than last year, which creates more expenses. We also had to purchase Krigger books this year which cost more than last year. There also was a larger expense at the RESNET dinner this year compared to last year.
- Taxes Complete:
 - All complete.

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

- Update:
 - Didn't meet yet for April. Next scheduled meeting is Wednesday April 19th
 - There was another round for comments on a RESNET proposal release April 18th. Some slight changes and a chart were added. The chart looks like the NEHERS version created.

❖ **Training Management (Bruce Bennett)**

- Training committee meeting postponed until April 25th.
- Generally meet once per month
 - Emelie mentioned it would be helpful to have more frequent trainings on the calendar farther in the future so that people who check the website will see something planned at least.
- Winter Training
 - Profit Report:

- We reviewed a spreadsheet for training expenses and income tracking log that Betsy generated.
- Spring Training
 - Online (PSD) May 1st - May 12th
 - Classroom/Field (BER) May 15th – 9th, Fitchburg
 - ◆ Certificate of insurance was handled through Betsy for this facility use
 - 8 Registered / 9 needed and 9 online only registrants.
 - ◆ The registrants come from all around the Northeast and includes DC and Iowa.
 - This training should be OK to run as it stands today.
 - The discounted early bird price really helped people make the decision to take the training. It used to be \$100 but was increased to \$200 and that generated a higher sing-up rate.
- PSD delivered SIM practical webinar April 5th, 3-5pm
 - 34 Attendees
- Group proctoring- dates are being rescheduled for the following (\$75mem/\$100non-mem):
 - Manchester, NH April 14th 9am-1pm
 - Westborough, MA, April 28th 9am-1pm
 - Hadley, MA, April 28th 9am-1pm
 - Orange, CT May 5th 1-5pm
 - The software was producing glitches and was very stressful for Emelie when she had to proctor it. The Tech support was outrageous and nightmarish according to Emelie. She talked to Doug Donovan about it first week and the new version will address about 60% of the bugs and won't have the browser issue. It will be ready mid-May.
- HERS associate training- is this something we want to do? (see attachment)

❖ **Manual (Mike Browne)**

- Update Released!
- No other updates to share.

❖ **Professional Development (Frank)**

- ~~January – No Webinar~~
- ~~February 8th 3-5pm – RESNET Practical Simulation Exam Prep and Overview~~
- ~~March 8th 3:30-5pm (Jen) – Brief overview of Programs throughout NE~~
- ~~April – April 5th Practical Simulation

 - ~~April 12th Peter Hubbe – Smart Devices~~~~
- May – Frank Swol
 - Wasn't present on the call. He is catching up from vacation. No other updates discussed.
- 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
 - Pulled together from Betsy.
 - Peter Hubbe wasn't on the call when this was discussed. No other updates.
- Survey from PSD
 - Emelie is still pulling this together to share with the Board in the future.
- 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 was going to look into when the Retrotec webinars are being held to share with members.
- Sending letters to participants of March webinar
 - Betsy and Emelie will be sending letters to the Program participants on the webinar to have them join as an NEHERS member. The proposed fee structure was based on the number housing starts.
- Looking into new Fee Structure
 - Jenn suggested basing the fee structure on the number of residential customers in service territory of the state/utility. Or Betsy offered a flat rate vs % of housing starts in the state (whichever is lower). Mike suggested a differing level sponsorship option. We would have to create ways to get the higher payment members more attention/benefits. Betsy then suggested having a benefit to higher paying sponsors to have their program information displayed publicly to anyone who visits the website as a benefit.

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

- Update

❖ **Other Business**

- Doug did some PHIUS testing on a 50 unit multifamily building and got 04 ACH50 for the entire building.
- Bruce asked if you can do a guarded test for Passive House compliance. Doug wasn't sure. Tony thought that it depended upon the program. PHIUS may have a restriction Tony thought, that they want to see the compartmentalization.
- Political Climate: no discussion

❖ Meeting Adjourned at 2:45pm