

Tuesday September 20th, 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 Cuppernell, Jenn Parsons, Tony Lisanti, Betsy Ames, Mark Hutchins, Bruce
 - Absent: Mark Newey, Doug McCleery, Frank Swol, Peter Hubbe

- ❖ **Announcement/Reminder**
 - Rater Training Provider Accreditation Renewal:
 - \$1,750 is the cost annually due Oct 31st.
 - Emelie made a motion to approve the Rater Training Provider Accreditation renewal fee in the amount of \$1,750. Bruce seconded. All in favor. None opposed. Motion passes.
 - Last year Tony Lisanti was listed as the Rater Provider. Tony will be listed again this year.

 - Betsy to sign documents on behalf of the alliance?:
 - Emelie suggested that we make a motion to formally vote to have “Betsy approved to sign documents on behalf of NEHERS, after obtaining Board approval.”
 - Betsy agrees to this functionality in her position.
 - Emelie made a motion to have Betsy approved to sign documents on behalf of NEHERS. Tony seconded. All in favor. None opposed. Motion passes.

- ❖ **Nominations Committee**
 - Members: Frank Swol, Doug McCleery, Jenn Parsons, Eurihea Speciale, Peter Harding
 - “The Committee shall be comprised of five Members, none of whom shall be nominated for a current vacancy on the Board, and shall include two current Directors. The Committee term is one year. One of the Board members shall be appointed as Chair of the Committee.”
 - Select meeting date and chair:
 - The chair has to be a current Board member
 - Betsy will send out a Doodle poll to the 5 above listed members to schedule a meeting.
 - A list of candidate nominations is due by the next board meeting.
 - 1-year term for one (1) or two (2) board members
 - Need a proposed solution from nominations committee.
 - Emelie proposed having one or two positions up for nomination this year to determine what position has a 1 year term and the rest continue with the two year term. This will alleviate the unbalanced ratio of positions turning over at the same time.
 - Tony nominated his position to have a one year term. That will make 4 turn-over in 2017 and 5 turnover in 2018.
 - The nominations committee will provide any alternative suggestions at the next board meeting.

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 |

- Who is running again this year and who is not:
 - Bruce Bennett - will run again.
 - Peter Hubbe – will run again.
 - Emelie Cuppernell – does plan to run again.
 - Mark Hutchins – will not be running again. He will recommend an alternative member for nomination. Mark will send the nominees contact information to the Nomination Committee Members.
 - Tony Lisanti – will run again.
 - **Mark Newey – unknown during the Board meeting.**
 - Emelie will send a confirmation email to the others listed above soon.
 - Betsy will send out a nominations solicitation email to piggyback on a webinar marketing email. Betsy will also obtain from the nominations committee the point-person for interested candidates to contact.

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

- Approval of Minutes
 - ◆ July – Mark Hutchins made a motion to approve July meeting minutes. Emelie seconded. All in favor. None opposed. Motion passes.

❖ **Treasurer's Report (Mark Newey)**

- New Credit card and close old account
 - No debit card available with current account at People's United Bank (new account)
 - Credit card to Betsy?
 - ◆ We cannot get one with current back without tying it to an individual's credit information.
 - ◆ Betsy doesn't feel comfortable providing this information. The Board agreed this wasn't appropriate either.
 - New Bank Account might be needed. The Board would like to find an account with the following:
 - Checking account with no fees that pays interest
 - Online access preferably with different permission levels (read-only versus full access)

- Debit or Credit card for the organization that does not require staff member income and assets to be submitted
- Ability to deposit checks (electronic or mail options?)
- Peoples United has been challenging:
 - ◆ Ex. Ordering Checks
 - ◆ Different permission levels on the website account
 - ◆ Won't give us a credit card without personal credit history
- New Banks to consider:
 - People's Bank (not People's United) but they may be limited in Massachusetts only
 - TD Bank (plenty of locations)
 - Others? Perhaps Chase again since we still have a small account open with them?
- Financial update:
 - Accounts Payable
 - Emelie asked why the checks are showing up unpaid.
 - Betsy confirmed that the checks from last month went out, but late. This is why those charges show up in the owed column.
 - The "current" tab is accurate according to the most recent invoices.
 - Emelie made a motion to approve the August Accounts Payable in the amount of \$3,371.13. Tony seconded. All in favor. None opposed. Motion passes.
 - Compilation Report:
 - This report doesn't fully show the refunds or signs ups from the training.
 - The Net income is slightly down from this time last year.

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

- Committee Update:
 - Doug and Frank are not present on the Board call today.
 - Emelie and Tony couldn't make the meeting last month.
 - Betsy said the committee is working on the 380 that is currently out for review.

❖ **Training Management (*Bruce Bennett*)**

- Rater Training Upcoming:
 - Fall Training
 - CANCELLED
 - Next Training Date:
 - No date scheduled yet.
 - Emelie suggested polling the registrants to see if there was a time they could come back for a training. Bruce agreed. Emelie and Betsy will work on contacting the registrants to possibly reschedule.
- Pricing for online webinar test prep for Simulation Exam and group proctoring:
 - Bruce said the committee is working on this. It was discussed at the last meeting.
 - The committee needs the Board opinion on how much to charge. Does the Board want to make a profit? Or just cover costs?
 - The committee is looking at sites for no charge to keep costs down.
 - The committee would like to research if CEU's could be obtained for this training. RESNET hasn't made a decision yet.
 - Another organization was going to charge \$100.
 - The exam is 4 hours long.
 - The RFP was sent out and no proposals were submitted. They may need to reissue the RFP.

❖ **Manual (Mark Hutchins)**

➤ Update:

- New manual pricing chart approval:
 - During the meeting that included Tony and Mark, they discussed a discount for Raters on the cost of the manual. They wanted to figure out from the Board what that discount should be.
 - Emelie asked for a proposal for what the discount should be.
 - Mark asked how much we currently charge and what profit is made from our pricing currently. Betsy responded with: \$75
 - Gale Turner's assembly time is the only part of the cost that has some flexibility in the pricing of a manual's creation and shipping.
 - The Board reviewed and thought a \$10 discount might be the most affordable discount option per manual. The current standard cost is \$121 for 1-6 manuals, 6-16 is \$115, and 16 or more is \$99 each.
 - The Board decided not to discount the Manual because becoming a Member of NEHERS costs less than the manual and they get a manual with registration. The committee will discuss if a discount is needed.

❖ **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 candidates? And possibly combine with another topic?
- **Other Ideas:**
- **Floating:** Tony, QAD lessons from the field, Laurel Elam (confirmed at conference)

Frank is prepared for the October webinar. Emelie completed the September webinar and Betsy submitted the RESNET credit information but hasn't heard back yet.

❖ **Membership/Communications (Emelie)**

- We got a few new Providers and individual members this past month.
 - These were in response to the membership marketing push Betsy completed.
- Website update:
- 2015 Membership Renewal
 - JMC, needs confirmation that NEHERS does not lobby. JMC isn't going to provide the Board with guidance on what lobbying is.
 - Proposed language to consider is: “The NEHERS Alliance does not lobby any government officials on public and government policy.”

- Emelie made a motion to approve the statement “The NEHERS Alliance does not lobby any government officials on public and government policy.” Mark seconded. All in favor. None opposed. Motion passes.
- Emelie will email Peter Hubbe and let him know of this statement and how to make it formalized for the JMC.

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

- Committee update
 - Will be meeting next week.
 - No other updates.

❖ **Other Business**

- **Gift for Laurie**
 - **Betsy offered to reach out to Laurie’s husband to inquire about a gift.**

Motion to adjourn made by Emelie. Jenn seconded. Meeting adjourned at 2:43pm.