

Tuesday February 21st 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): Tony Lisanti, Jenn Parsons, Frank Swol, Doug McCleery, Emelie Cuppernell, Mike Browne, Mark Newey,
 - Absent: Bruce Bennett, Peter Hubbe,

- ❖ **Announcement/Reminder**
 - Executive Committee Meeting, Thursday prior to board meeting at 1pm?
 - The past few executive meetings have had low attendance.
 - Betsy sent out a poll to try and arrange a new time.

 - Gift for Laurie
 - Emelie has card and box of items – sending to Betsy
 - Hope and Olive Restaurant gift card in the amount of \$200
 - Emelie mailed it to Betsy! Betsy will give it to Laurie soon.

 - Annual Board Retreat – Reminder this is scheduled for May 12th at the e Energize CT Center.
 - Scheduled currently for 9-3. Emelie suggested having it start at 10am.
 - Confirmed attendance: Doug, Emelie, Jenn, Mark, Mike, Betsy, Tony
 - Can't attend: Frank

- ❖ **Secretary's Report (*Jenn Parsons*)**
 - Approval of Minutes
 - January Minutes:
 - Doug McCleery made a motion to approve the January NEHERS Meeting minutes. Mark Newey seconded. All in favor, none opposed. January minutes are approved.
 - Biennial/Annual Report (due April 1st 2017)
 - Jenn has not started yet, but will submit by April 1st.

- ❖ **Treasurer's Report (*Mark Newey*)**
 - New Bank Account
 - Mark - Goal to start by end of February and complete by end of March. Mark anticipates being able to work on this in more detail once he returns from the RESNET conference.
 - Mark Newey worked with Jenn Parsons to create his own personal User ID for the Chase login portal and it provides an enhanced and easy user interface.
 - Mark has transferred money into the checking account from the savings account to be able to pay bills out of the checking account without difficulty.

- New Webinar Registration Account:
 - The webinar registration fee for our online trainings is a new fee we need to account for on the compilation report. The accounting company will add it as a new line item on the report.
- Duplicates:
 - This was resolved. A higher amount showed on the compilation report that was higher than what we actually collected. The charges that attendees paid were showing up incorrectly but Betsy has since worked to resolve.
- Invoicing from Laurie:
 - The support role that Laurie has been providing is dwindling. She has asked what format she should still invoice us for: Perhaps monthly or a flat rate? Sometimes the amount of contact she and Betsy have are only 5 – 10 minute conversations.
 - Mark thought that flat rate would be too excessive. He suggested having her track and report every 2-3 months.
 - Betsy suggested that she personally track Laurie's time, since she knows how long she interacts with her for.
 - The Board agreed to allow Betsy to track the hours of interaction, send them to Laurie to approve monthly and then we will still receive the invoice monthly to pay Laurie.
- Financial update
 - Accounts Payable:
 - There is a usual charges but it appears that Serra didn't charge us for the regular bookkeeping fees in January and only invoiced us for their annual tax filing fee of \$185. Mark will email them to clarify. There were some raining binder costs incurred but all other charges are usual.
 - Mark made a motion to approve the Accounts Payable in the amount of \$2,649.81. Emelie seconded. All in favor. None opposed. Motion passes.
 - Compilation Report:
 - Mark showed the report and the new line added showing the webinar fee charges. Last year at this time we have brought in over \$9,000 of training revenue compared to last year. The training costs haven't been associated on the report yet.
 - 2016 Taxes update:
 - 1099's have been received.
 - Betsy and Mark are unsure if the full taxes have been filed. Betsy will reach out to make sure they have been completed.

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

- Update:
 - Doug was not at the last meeting, but Frank was.
 - Frank said that the meeting was short and not that many attendees.
 - There isn't anything currently out awaiting comment. The group discussed some of the more recent ratified items.
 - The group suggested making a more friendly user-facing response to the RESNET ruling so that members can better understand what new standards they need to adhere to. Betsy agreed to send anything out to members if Frank drafts the language.

- Frank questioned one of the RENSET rulings related to clarifying when to use the latest version of REM Rate and it needs to be based on the date of construction and the permit date. There is a 6 month window for when to use the new version of REM Rate.
- Suggested Topic: REM DHW Inputs for MF units
 - Emelie brought up a suggestion to discuss at the next Standards meeting, after the RESNET conference.
 - Mike Brown suggested the usage of REM Rate on 4-5 story buildings. Guidance will definitely need to be provided from RESNET for incorporating 4-5 story units tall buildings into REM Rate more accurately.
 - The next call is March 14th

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

- Rater Training Recap:
 - Online: January 23 – February 3 (PSD)
 - Classroom: February 13 – 17, North Haven CT (PSD)
 - 6 Registered and attended
 - Slots on last day available for test proctoring
 - The trainings went well. We did hold the training at a loss.
 - Emelie mentioned that the interlacing software was difficult to navigate and the software was down during the planned time to take the practical SIM test was frustrating.
- Spring Training:
 - RFP sent out with deadline 1/20 – awarded to BER
 - Dates not set
 - Betsy will post once the dates are set.
- PSD delivered SIM practical webinar February 8th 3-5pm
 - # Registrants - 68
 - PDH Approval?
 - Hold again:
 - ◆ Emelie suggested asking the Training Committee for their opinion on holding this again.
 - ◆ Frank asked Emelie for her thoughts on the training. Now that PSD has navigated it, it will be easier to handle in the future. Doug supported holding a webinar again and video recording it again when there aren't any technical difficulties. PSD will be happy to deliver a training again at no cost if there are a good number of registrants.
- 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 (*Mike Browne*)**

- Update:
 - Mike is working on getting caught up to speed.
 - The group plans to have an annual Manual update rather than 2 per year. This will limit version confusion.

- Change pricing for Krigger book used during the training? The last time we purchased a number of them, the cost was less than the current price. On sale now for \$66.75 which is on sale from \$89.00.
 - There are no anticipated updates to the Krigger book anytime soon.
 - Mark Newey suggested that we should offer to sell the book as a way to encourage membership.
 - Emelie suggested ordering a group of 20 books. And a few members agreed.
 - Mark Newey suggested offering a \$9.00 discount off of the retail cost of a book (\$66.75 retail) to charge them \$57.75 per book. Emelie made a motion to purchase 20 Krigger books for upcoming trainings at \$66.75 per book. Dough seconded. All in favor. None opposed. Motion passes.
 - Emelie made a motion to offer for sale the Krigger books to members at a discounted rate of \$56.75 (\$10 discount) for anyone who purchases one. Frank seconded. All in favor. None opposed. Motion passes.

❖ **Professional Development (Frank)**

- Quiz Link is now automatic! This is an exciting enhancement for us.
- ~~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 – Peter Hubbe
- 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
- December – Meet the Candidate
- 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? (half hour of Jon's time)

❖ **Membership/Communications (Emelie)**

- JMC Membership:
 - All applications/letters received but missed the 2016 funding.
 - Emelie is redoing letters for 2017 and sending them out to each individual sponsor.
- Betsy putting together marketing materials for RESNET:
 - She is mailing them to Emelie to bring to RESNET.
 - ½ page flyer that lists the benefits for becoming an alliance member.
- Survey from PSD:
 - Good response rate.
 - Offered to share the results with the Alliance when the feedback is compiled.
 - Participants responded from all the states in the Northeast.

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

- Update:
 - Peter Hubbe isn't present on the call today.
 - Emelie didn't think there was a meeting recently.

❖ **Other Business**

- Dinner at RESNET, Sunday February 26th evening 7:30pm
 - Do we need more seats?
 - Location: Flourish <https://www.opentable.com/flourish-restaurant> 20min out, will need transportation
 - Location is secured. Dinner is at 7:30pm.
 - Transportation: Tony will ask the Hotel for transportation on Saturday the 25th and will send an email to the group to confirm how everyone will get to the restaurant. Emelie will touch base with Tony as well on Saturday.
- New RESNET Fee Structure and method of notification:
 - Many providers that never received the original notification email.
 - The fee structure is changing and they are adding costs to the Providers.
 - This will be brought up at the RESNET conference that RESNET needs to clarify via a policy how they communicate with Providers and when they will notify about the fee changes.
 - Steven Winter Associate Renewal Discussion
 - The increased fees with RESNET have caused Steven Winter Associates to not renew their membership for 2017.
 - Emelie will talk to them at RESNET to described the value and gather feedback.
- Political Climate
 - Update:
 - Members are welcome to share ideas on how / if the NEHERS can/should provide political updates to members/each other.
 - Influence:
 - Can we as an organization come together and promote factual training information related to building science and climate needs online? Showcase ideas in a non-political way.
 - We need to make sure we stay as non-biased as possible and as neutral as possible.
- Tony made a motion to adjourn. All in favor. None opposed. Meeting adjourned at 3:09pm