**Agenda for March 11th, 2014 NEHERS Board**

**Web link:** https://global.gotomeeting.com/join/801830933

**Time: 3:03 pm meeting started**

**Present: Doug M, Eurihea S, Michael Browne, Laurie DiDonato , Bruce Bennett, Emelie Cuppernell,** Frank Swol, Jenn Parsons (left 3:50pm), Tony Lisanti (Late arrival)

Absent: Matt Dudley

* **Announcement/Reminder**
  + Manual edits due by last week….. are any complete?
    - Many are complete but waiting on a few
    - Hard due date of COB, Wednesday, 3/12/14
    - Please Track Changes in review mode
  + Need group (2-3) to work on and make decisions RE: manual cover page, graphic design, layout, etc. and how to publish as online version
    - Any volunteers?
      * Frank Swol has an internal person who can assist
      * Eurihea tentatively nominated Matt as chair of the nominations committee, Frank will forward his contact to him
      * Laurie will be part of this committee
      * Mike can participate after April
      * Goal for a new look/layout by the end of June
    - Eurihea and Jenn will be working on budgeting over the next few weeks so will not be available for this committee
* **Secretary’s Report *(Emelie)***
  + Approval of minutes of last meeting
    - February, 2014
    - Tony’s edits incorporated, one left out that was a post meeting comment about CSG Rater training
    - Motion by Eurihea, second by Frank, all in favor, none opposed
* **Treasurer’s Report *(Jennifer)***
  + Financial update
  + Payables authorization
    - Registered agent fee ($150 for 2 states), do we need NJ?
      * Jennifer made a motion to *not* continue incorporation in the state of NJ, second by \_\_\_\_\_
        + Comment by Emelie: this was originally set up to accept NJ manual funds, this was a big lift to add, do we have a need for this going forward?
        + For only $75 maybe it’s worth keeping it
      * Jennifer withdrew original motion to drop NJ
      * Jenn deposited $22,140 into new account for manual funds
      * Chase account now has non-manual funds only
      * Technical committee approved payment to Lauren McFeely for manual funds
      * Late submission from R.L. Martin, now included
      * 30 days past due fee from Serra & Associates for $160, but Jenn sent the check
      * Jenn made a motion to approve $5,037.50 second by Emelie, all in favor none opposed
    - Have annual report due for NJ in April, $50 fee
  + Separate account for Manual funds – update
* **Training Committee *(Bruce)***
  + Rater Training Update
  + New Training Proposal Update
    - Received 2 responses to the RFP
    - Committee meeting tomorrow to go over classroom component and review/decide on RFP’s
    - Update will be sent out by the end of the week
  + NEHERS Training Provider renewal update?
* **Technical Committee *(Doug)***
  + Tech committee update on the manual
    - Edits are coming in, a lot of questions coming in along with it. Lauren is looking at pulling these all together.
  + Manual budget status
  + Price of manual decision
    - Printed – currently charging $80-$100, costs ~$50
    - Online
    - Long discussion about how to price these and what options should be allowed?
      * Only online, only printed, or discount for both? The new manual committee should discuss this going forward and come up with a reccomendation. This is common with other agencies that publish standards/reference guides
    - Do we need a separate manual subcommittee going forward
    - What will we charge for upcoming CSG training? What if updated manual is not available? For now we are assuming the updated manual will not be available and if the CSG training goes through we will use the current manual at the current price.
  + Vote on expansion of management & editing budget
  + Review of manual before and after Raymer edits

Tony made a motion to approve up to an additional 75 hours at $30/hr to pay Lauren for the final manual edit push. Second by Frank

* + - * Tony thinks her contribution so far has been very satisfactory over the last few months
      * All in favor none opposed
* **Professional Development Update *(Frank)***
  + Future topics
    - March – Tremco Barrier Solutions (sponsor), James Wells presenting – need moderator
      * Tony knows James but will not be available on the call
      * Frank volunteered to do intro
    - April – Multifamily w/ Gayathri
    - May – whole house monitoring (swap w/ QA updates?)
    - June – QA updates – summary of updates to the RESNET QA standards, Eurihea will see what availability he has for this. The QAD committee could also take it on
* **Membership Committee *(Matt)***
  + Membership status
* **Communications Committee *(Matt)***
  + Update – website, marketing plan for 2014
    - PSEG is the new LIPA, reach out to them to see about getting them as members
* **QAD Committee *(Emelie)***
  + QAD email/hotline – announcement of updates to QA standards language
  + Developments – no new developments
* **Code Committee *(Mike B)***
  + NE code developments
  + No new developments

Survey sent out from the BER to gauge interest in a petition to remove/edit the current requirements for CAZ testing. Deadline for submitting comments is soon.

Motion to adjourn made by Eurihea, second by Tony, all in favor none opposed.

* **Other Business** 
  + 2014 goals and priorities:
    - NEHERS Core Strengths:
      * Monthly webinars
        + One month to make up already, but have sponsor calls to fill in gaps
      * Rater Trainings
        + Training restructuring project
        + Schedule and fill 4 classes
      * Reference/training Manual
      * Membership/sponsorship
    - Budget for 2014 – volunteers needed
    - 2014 bi-annual retreat – where to hold?
    - Need to select new bank for deposit account: need more permanent solutions
    - Community Bank NA in NY a possibility
    - Projecting growth, staffing projection, using subcontractors for specialized ongoing projects
    - Website maintenance, updates, etc.
  + RESNET matters:
    - RESNET HERS Index Consistency Task Force: <http://www.resnet.us/blog/wp-content/uploads/2013/10/Findings-and-Recommendations-of-the-RESNET-HERS-Score-Consistency-Task-Force.pdf>
      * Working group volunteers/nominees
        + Frank, Mike, Eurihea, Bruce, Tony, Doug
        + Sent to Steve Baden, no news yet