# Meeting Logistics & Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuesday – October 16, 2017</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1:00 – 3:00 PM</td>
<td>Tony Lisanti, Peter Hubbe, Frank Swol, Doug McCleery, Emelie Cuppernell,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bruce Bennett, Mark Newey, Mike Browne, Betsy Ames, Nick Jones, Rick</td>
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<tr>
<td></td>
<td></td>
<td>Wertheim</td>
</tr>
<tr>
<td>Non-Attendees</td>
<td></td>
<td>Peter (?), Bruce (?)</td>
</tr>
<tr>
<td>Meeting Type</td>
<td>NEHERS Alliance – Board Meeting</td>
<td></td>
</tr>
<tr>
<td>Facilitator</td>
<td>Emelie Cuppernell</td>
<td>Special Guests</td>
</tr>
<tr>
<td>Web Link</td>
<td><a href="https://global.gotomeeting.com/join/122221509">https://global.gotomeeting.com/join/122221509</a></td>
<td>None</td>
</tr>
</tbody>
</table>

## Meeting Motions

<table>
<thead>
<tr>
<th>Motion #</th>
<th>Description</th>
<th>Motion Movement</th>
<th>Favor/Oppose/Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Motion to approve Frank Swol as new treasurer of NEHERS Alliance; Term will</td>
<td>Moved by Emelie Cuppernell Seconded by Mark Newey</td>
<td>11/0/0</td>
</tr>
<tr>
<td></td>
<td>extend from October-December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Motion to approve of previous board minutes</td>
<td>Moved by Frank Swol Seconded by Nick Jones</td>
<td>11/0/0</td>
</tr>
<tr>
<td>3</td>
<td>Motion to approve of current (September) accounts payable</td>
<td>Moved by Mark Newey Seconded by Frank Swol</td>
<td>11/0/0</td>
</tr>
<tr>
<td>4</td>
<td>Motion to approve of current slate of candidates for board of directors</td>
<td>Moved by Emelie Cuppernell Seconded by Doug McCleery</td>
<td>11/0/0</td>
</tr>
<tr>
<td>5</td>
<td>Motion to approve membership annual dues for 2018</td>
<td>Moved by Emelie Cuppernell Seconded by Doug McCleery</td>
<td>11/0/0</td>
</tr>
<tr>
<td>6</td>
<td>Motion to adjourn meeting</td>
<td>Moved by Emelie Cuppernell Seconded by Doug McCleery</td>
<td>11/0/0</td>
</tr>
</tbody>
</table>
Discussion

Announcements/Reminders:
- **Announcements** – No new announcements
- Board introduction of each board member and board member roles
  - Mark Newey’s last board meeting – Congratulations Mark!
- **Motion 1** – Approval of new board treasurer

Secretary’s Report – Nick
- Board meeting minutes to be sent out a week before board meeting, so that board has a chance to read minutes before hand
- **Motion 2** – Approval of board minutes from previous board meeting

Treasurer’s Report – Mark Newey
- **Topic 1**: Changing of banking accounts for organization
  - For past few years we’ve had 2 different bank accounts (Chase / People’s United)
  - Betsy is the signer and gives access to account information online and credit card so that it comes right out of the account
  - Should be able to close old *Chase* account once Betsy gets new debit card
- **Topic 2**: Accounts Payable
  - Mark reviewed a list of current accounts payable items
    - Betsy Ames – Administrative costs
    - David Graff – Training house for class
    - Gale Turner – Manuals and other administrative work
    - Kavitha Chandra – Training house for class
    - PSD – Training instructor
    - RL Martin – Web-related fees / Webinar video
    - Serra & Associates – Monthly bookkeeping fees
    - Speedbinder – Manual binders for class
- **Motion 3** - Approve current (September) *Accounts Payable*
- **Topic 3**: Financial Statements
  - Part 1: Mark went over list of assets & liabilities; hardly any change YTD from last year
  - Part 2: Mark went over income and expenses; Gross profit down from last year; Total operations up from last year; Total Travel & Meetings up from last year; Total income down from last year – Still positive through year
  - NEHERS wrote letter to RESNET about our expenses in regards to changes in their exam
    - Wanted to ask RESNET for the cost of the time that it took to deal with the change
    - Also for the fees from the credit card refund
    - Time to coordinate, reserve location, lifeline, proctor

Treasurer’s Report (Action Items)
- **Action Item 1** – Mark to reach out to Jenn Parsons to send money from old account to put into *People’s United* account
- **Action Item 2** – Mark to work with Frank on transitioning of treasurer-related tasks
- **Action Item 3** – Mark to finish writing this month’s checks and then will transition to Frank

Nominations Committee
- Review of current slate of candidates for board positions
- New board members:
<table>
<thead>
<tr>
<th>Member Category</th>
<th>Incumbent</th>
<th>Running</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>Nick Jones*</td>
<td>Rob Salcido (Ekotrope)</td>
</tr>
<tr>
<td>Rating Provider</td>
<td>Doug McCleery* Frank Swol*</td>
<td>Leslie Badger (VEIC)</td>
</tr>
<tr>
<td>Rater</td>
<td>N/A**</td>
<td>Chris Mazzola</td>
</tr>
</tbody>
</table>

* Up for re-election
** Tony Lisanti at the end of his term

- Need to notify members at the end of this month with slate of candidates
  - Have until the 15th of November to send out to members
  - Deadline for petitioning is November 30th
- **Motion 4**: Approve slate of candidates for board of directors
- Last year in rater category we ran 3 candidates and had 1 petition
  - If previous candidates are interested again, we will need to check in with them
  - If we don’t get confirmation from other running candidates by Tuesday October 24, then we will send out the list of candidates with invitation to petition.

### Nominations Committee (Action Items)
- **Action Item 1** – Betsy sending contact information to Peter Hubee to reach out to Scott Vegeberg
- **Action Item 2** – Tony Lisanti to reach out to Matt Evans (Newport Ventures) to let them know NEHERS is looking for commitment by 10/24/2017

### Standard’s Committee
- Doug McCleery, Rick
- Rick has agreed to co-chair *Standard’s Committee* with Doug
- Standard’s Committee met the second week of October
- **Topic 1**: *Threshold Rating*
  - Standard’s Committee had issued comments on the threshold rating and sent out an announcement to the general membership
  - Heard back from a couple of individual members on this
- **Topic 2**: *Building Size Adjustment*
  - Decided not to issue comments on this
- **Topic 3**: *Duct Leakage to Outside*
  - Decided not to issue comments on this – No consensus
  - Encouraged anyone that felt strongly on this to make comments on their own behalf
- **Topic 4**: *Financial Speeration Issue*
  - No comment
- **Topic 5**: Outstanding items for RESNET
  - **Question 1**: Can RESNET adopt a standard tree/cycle similar to the ICC code format?
  - **Question 2**: Can there be more transparency on the timing of proposed changes to the RESNET standards?
    - Proposed solution would be to adopt something similar to ENERGY STAR®
    - Problem is that we don’t necessarily know where RESNET is in a particular cycle when they send things out for public comment
    - At any given point it is unclear what the policy/standard is and what the purpose is
  - Discussion on outstanding items for RESNET to ensue at next Committee meeting

### Standard’s Committee (Action Items)
- **Action Item 1** – If we issue comments on something, then we should notify our member base that we are issuing comments (Good PR)
- **Action Item 2** – Doug to follow up with Laurel Elam about a timeline when RESNET issues changes
- **Action Item 3** – Investigate the potential to set up folder for minutes from Standard’s Committee meetings
Training Management – Bruce Bennett
- Sept 11-22 Online (PSD) / October 2-6 Classroom (Manchester, NH) (PSD)
  - 11 online, 10 in field
- Winter 2018 classroom training awarded to the BER, for Jan 22 – Feb 2 for online and Feb 12-16 for classroom in Springfield, MA
- Spring 2018 RFP is out (Due October 27th)
- Online training RFP going out in Winter 2018

Manual – Mike Brown
- Looking to get a parallel section in the manual for Ekotrope
  - Need to write software instructions for REM/Rate software instructions
  - Ekotrope made an associate member for access to manual
- We were doing updates quarterly for the manual
  - Now we are doing updates annually in April
  - Made them an associate member for access to manual

Professional Development – Frank Swol
- Mike Brown did October webinar
  - Feedback – Webinar went okay (had some technical difficulties)
  - Betsy has not yet heard back about RESNET credits
- November
  - If we have a BASF training, we are not going to do one on the Wed before Thanksgiving
- December
  - Meet the Candidate – Typically doesn’t go very well
  - Overview of ENERGY STAR® & RESNET Board Meeting

Professional Development – Calendar of Events
- 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 24th – Liang Gwee, Owens Corning Insulating Systems, LLC
- June 29th – Grade I Insulation Installation: Why Builders Should Care – with Jordan Doria of NAIMA/Insulation Institute
- August – Skip
- September – Chris McTaggart – Unified Energy Factor, inputting mechanical data. (In response to Kevin Hanlon’s request) NOTE: we will begin at 3pm, not 3:30pm on Weds, Sept 20th.
- October – Mike Browne – some sort of prelude to the GreenBuild conference
- November – [Tony] BASF?
- 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 Cuppernell, Betsy Ames

- Membership Fee Structure
  - Only change from last year
  - **Associate Sponsor** – Fee waived if offer discount to our members for first year / Promotional - $500
  - **HERS Program** – 10% discount off annual calculated fee
  
  ❖ **Motion 5** – Motion to approve membership annual dues for 2018

Membership/Communications (Action Items)

➢ **Action Item 1** – Emelie to reach out to program memebers who have not signed up to invite them to sign up again

Energy Code Committee – Peter Hubbe

- Update – Time to schedule (November)

Other Business

- RESNET Board
  - Emelie Cuppernell is running for RESNET Board

Motion to Adjourn

❖ **Motion 6** – Motion to adjourn meeting