

Minutes for April 9th, 2013 NEHERS Board

Time: 3.00 pm

Web link: <https://global.gotomeeting.com/join/801830933>

Present: Eurihea Speciale, Peter Harding, Emelie Cuppernell, Bruce Bennett, Laurie DiDonato, Tony Lisanti, Mike Browne

Absent: Lois Arena, Enoch Lenge, Matthew Dudley

Secretary's Report (Emelie)

- Approval of minutes of last meeting
 - February minutes approved
 - March minutes: Peter Harding motion, Mike Browne second - approved
- NEHERS Biennial Report – ****action item for April**** due by end of month
 - Due by the end of the month, decided to get an agent for switching registered agent address
 - Spoke with InCorp, \$75 for state filing fee and \$99 annual with discount for signing up for multiple years. This would allow us to complete annual report online with new VT agent and not have to switch state, Emelie recommends going with them as the registered agent.
 - Save \$55 by going with InCorp for 2 years
 - Emelie made a motion, Peter second – approved
 - Laurie recommended going with InCorp for NJ as well
 - The fees are slightly different for NJ
 - Certificate of good standing was already received
 - Emelie made motion to use InCorp for both, second by Eurihea - approved

Treasurer's Report (*Lois – absent*)

- Financial update – reviewed by Eurihea. So far this year we are roughly \$20,000 below where we were last year – still waiting on MA payment, training so far this year has been significantly lower, next month should make up for some of the gap.
- Total assets are up from last year by \$7,200, getting in a good financial position, may start thinking of leveraging this financial position to offer better services to members
- Financial information does NOT include manual funds, these needs to be kept in a separate account for balance review, tracking, etc. We need to have Sierra set this up – Laurie will send a notice to Lois.
- What is NH scholarship fund? This was for a training – this item on financial statement just needs to be cleaned out
- Payables authorization
 - Reviewed Accounts payable for March
 - Laurie's hours have gone up as expected – spread out overall in Alliance activity
 - Emelie made a motion to approve – second by Bruce, approved

Training Committee (*Bruce*)

- Rater Training Update
 - Charter has been completed
 - Discussed Trainings and what the revenue driver is – How many events do we need to hold to break even? The committee concluded that it is better to have a few full trainings than more training with fewer attendees.
 - Trying to make a better effort this year into marketing our trainings. Some ideas:
 - Idea of marketing the training as an start up platform for new employees in this industry – as a building science primer
 - Laurie exploring some mailing lists – she found that they are not a good business strategy, may decrease the value of having the email address – only email people that have signed on rather than purchase a list.
 - Improving the website would help market trainings as well as NEHERS support
 - Asking members to help market trainings?
 - Anyone with ideas for other markets to reach out to should send their ideas to Laurie
 - Are we capturing information on how training attendees heard of us or why they chose us?
- Spring 2013 training class status (*Laurie*)
 - April class filling up – over 10 students (one cancelation)
 - June class – one so far, several inquiries
 - Fall classes – 1 in CT, 1 in East MA
 - RFP going out next week

Break even number for classes sometimes ends up in a loss when adding the second trainer until an additional student signs up. This happens with all trainers that have a higher fee structure.

Generally this is dealt with by requiring an additional student to register or asking trainer to manage one more student with the one trainer

Other areas for training?

 - NY typically owned by community colleges
 - Local programs often drive demand (stretch code in MA)
 - Not many members promote the NEHERS Alliance on their websites
 - Do we not want people attending for some days? (course work but not field portion? This could help fill class/allow greater profitability assuming it doesn't push to the second trainer requirement
 - Target code officials? Possibly an option
 - Should NEHERS exhibit at an event?
- RFP will be sent out this week – Laurie was waiting on approval – talk later this week if we want to include any suggestions made during this meeting

Professional Development Update (*Enoch – missing, Eurihea reviewed*)

- March call – Tax credit webinar (~40 in attendance)
 - Only 1 quiz taken so far
- April call – Paving the way to Net Zero Energy Homes - DOE Challenge Home overview
- Future topics
 - May call – Mike Browne (co presentation at RESNET conference) – software (integrating software)
 - Eurihea has a presentation (may be ready this fall)

Membership Committee (*Peter*)

- Membership status
 - Providers: MaGrann owes \$\$
 - Currently 16 Provider members (same as last year) who have signed up 315 Raters (increase from last year 270)
 - 14 Independent raters down from last year 20 but still up overall 329 Raters
 - 2 less Training Providers: MaGrann & VEIC
 - Same number of associates as last year
 - Programs: all renewed
 - Hoping to get ZIP folks as a sponsor member – Peter is following up with them
 - EFI? Nutone? Does anyone have a contact or connection? If so please direct to Peter H

Technical Committee (*Tony*)

- Manual funding update status
 - NYSERDA/CSG
 - Mike B from CSG responded with portions of the manual they were willing to take on with the current contract CSG has with NYSERDA – this is about 20% of the manual. In trade NEHERS will provide them with training manuals
 - This is not in writing and should be** Be careful in determining what the quid pro quo is. We want to be sure we are not giving away something of greater value than we are receiving.
 - Technical committee meeting call – consensus was to move ahead with this contribution. Does anyone object?
 - Refund??
 - Trying to identify subject matter experts for each task and then allocate \$ to each
 - Is there a formal process that needs to be followed for this? (TL)
 - Update budget on where funds will go (PH)

- Evaluating whether or not a project manager is necessary (May just be Tony Lisanti and bank the \$)
- Creating a shared folder online? How will this be managed? Not yet determined
- There is a budget for editing/formatting (ES) recommends hiring a “one-stop shop” for this.
- Do we offer an electronic copy going forward?
- Now have the editable word document version of the manual from Peggy
 - Can give to CSG to get them started editing
- The Board would like to see the comprehensive plan for going forward to vote on
- (TL) worried about spending too much time organizing and not getting it done
- Can Mike solidify what the expectation is in # of manuals, etc. What are the details here?
- Chasing funds – Laurie to manage
 - NJ application requires being registered as a business in NJ, might need an agent in NJ
 - Invoices all sent, except to NJ & LIPA – no checks yet, RI says “in the mail”
 - LIPA just asked for the request letter again – Laurie sent
- Talked in Exec Com meeting about what to do with \$ left over, maybe we keep some aside to hire a project manager or pay an individual to maintain updates. Do we need a maintenance budget?
- (ES) Suggested the Technical look into finding a part time project manager for now and for maintenance.

Code Committee (*Mike B*)

- Update on membership selection
 - 12 members selected (all states represented)
 - Meeting once per month, 4th week per month, Wed. 3-4pm
 - First meeting coming up
 - ES recommends changing the meeting to 2 hours

QAD Committee (*Emelie*)

- Update on membership selection
 - 6 members selected
 - Had 1st meeting on April 1st
 - Set up QADcom@NEHERS.org and testing email at the moment – need to make some adjustments to make sure it functions properly
 - Will be sending a notice to all QAD’s in the NE about emailing the QAD committee with questions
 - Each month at the meeting we will go over all questions that came in – reach consensus, send report, decide if anything needs to be added as an amendment to the NEHERS manual
- Meeting once per month, last Thursday of the month, 3-4pm

- Eurihea: Commenting period for Chapter 9 of the RESNET standards was closed a week and a half ago – the RESNET committee will begin reviewing these soon
 - QA for ENERGY STAR – could the committee address this? Eurihea has found issues with it

Communications Committee (*Matt*)

- Update on membership selection
- Matt finished charter and posted to Google drive
- Working on some enhancement to the website, will be reaching out to Laurie. No one currently on the committee got some feedback a few months ago that it has historically been a 1-2 person committee, load is not yet burdensome.
 - ES recommends have at least 2 people on the committee to kick around ideas and work on projects such as the website

Other Business [ALL TABLED FOR NEXT MEETING – TIME RAN OUT]

- Board & Committee time commitments – Laurie compiling info for discussion
- Laurie DiDonato
 - Willing to move up to ½ time – hours getting closer to 20 hrs.
 - Manual funding
 - Committee support – need to ask if want her to attend
- 2013 goals and priorities
 - Revisiting 2012 retreat notes and ideas
 - Suggestion to hold one again this year?
 - Budget for 2013/2014
 - Projecting growth, staffing projection, using subcontractors for specialized ongoing projects
 - Website maintenance, updates, etc.