

**Minutes for December 10, 2013 NEHERS Board Meeting**

**Time: 3.00 pm**

Attendance: Eurihea Speciale, Emelie Cuppernell, Lois Arena, Peter Harding, Laurie DiDonato, Mike Browne, Bruce Bennett

Absent: Matt Dudley

**Treasurers Report (Lois Arena)**

Lois made a motion to pay accounts receivable

Note - Laurie had charged her old rate rather than her new Rate – so correction is updated in the Accounts Payable for December. All in favor, none opposed

**Membership Committee (Peter Harding)**

Shared spreadsheet with new proposed 10% increase in all dues and increasing the cap for providers

* Cap increased for Providers partially based on increase in number of Raters in fewer providerships. BPCA was providing about 40 Raters and with that providerhsip closing those fees will be less to the Alliance
* Reviewed Sheet explaining new Associate member $500categories and additional webinar offerings for “Promotional Package” at $500 instead of supplier membership which would allow them to present a promotional webinar in addition to the educational webinar.
* Peter Harding made a motion to approve the new annual membership structure for two separate Associate categories at the new rate of $500 annually plus the additional $500 promotional. Second by Eurihea, all in favor, none opposed.
* Peter made a motion to approve the 10% membership due increase across the board applying to all membership categories, second by Lois, all in favor none opposed
* Rater cap
  + Does the Rater count for the cap apply to all raters within a provider or only providers in the Northeast? These raters outside the NE will get a benefit from monthly webinars but in general the benefit to “outside” individuals is less than to those within the NE.
  + Should the increase be more gradual? Shift from 40 to 50 Rater cap this year and 50-60 Rater cap next year?
* Motion made by Peter to increase the Rater cap from 40 to 50 Raters in 2014, second by Bruce, all in favor, none opposed, Eurihea abstained from vote

**Training Committee (Bruce Bennett)**

The committee took into account feedback received from trainers on the Training and CAZ Training Plan for 2014 curriculum. The board shared and discussed a document that outlines On-line training modules and CAZ details. This includes an on-line class training over a 3 week period, and a 4 day classroom training.

There was a lengthy discussion about training logistics and what the market will support

Discussed sending RFP for just online portion of the training, should we divide up modules? Most of the trainer members probably already have most of the content but not in the order or structure outlined by the training committee. So it shouldn’t be too heavy of a lift. So making separate RFP for the different modules may make be the best option.

* Coordination and overlap between different modules?
* Could we award different sections to different trainers so their investment time would be worth their time
* Or put a bid out for the entire curriculum? In this way the curriculum could be branded by the Alliance rather than a certain training organization
* In this way different trainers could be part of the same training, or keep the NEHERS cycling policy to not award twice in a row?
* Should this be pushed out to development in the same manner that the manual has been?
* Focus on development of modules first and then a separate RFP for delivery
* We could possibly look into Grants for funding the development?
* Just focus on CAZ curriculum first? We know there is a demand for this.
* Next Step is for training committee to put together an RFP for developing the CAZ online training curriculum; ideally this approach will focus on a collaborative effort of trainers. Maybe a task force for review and editing? The training committee should propose a path/solution for going forward with this.
* The upcoming online training can be mentioned in the monthly call, no pricing mentioned

Technical Committee

* Work continues, Paul’s editing in in process, Lauren in working on formatting but has been difficult due to the poor formatting
* The new formatting should be finished
* CSG will be providing review as part of their contribution
* Tony sent draft thank you letter to send to those who contributed.
  + Eurihea made a motion to approve this letter, second by Lois, all in favor, none opposed
* Tony will be stepping down as the head of the technical committee in 2014, so this position will need to be filled

Big thank you to Lois and Peter for all their hard work and contributions to the Board!!

Eurihea made a motion to adjourn, second by Bruce, all in favor.