

Tuesday May 23th, 2016 11:00pm- 1:00pm

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, Peter, Jenn, Frank, Doug, Betsy, Emelie, Bruce, Mark H, Betsy, Mark N

➤ Present: Jenn Parsons, Frank Swoll, Tony, Mark Hutchins, Bruce Bennett, Betsy

➤ Absent: Emelie Cuppernell, Mark Newey, Laurie, Peter, Doug McCleery

❖ **Announcement/Reminder**

- \$75 to stop having an Agent in NJ

- ◆ Laurie closed the account with the Agent in NJ, but there was a “stop” fee that Laurie ended up paying. Betsy said that the charge went onto the credit card. The document stating the charge is up on Google Docs but there isn’t a formal receipt for the transaction.

- Summer schedule

- ◆ Should we skip a meeting and/or Webinar?: The attendance is usually lower in the summer months. Generally July or August. And the Board generally has a short meeting and/or an email approval meeting in the summer as well, solely to approve payments. The Board decided to skip the meeting and webinar in August.

- ◆ Frank made a motion to skip the August Board meeting and webinar. Tony seconded. All in favor. None opposed. Motion passes.

The Board didn’t have quorum and therefore will issue a Doodle Poll to reschedule the meeting for later this week or next week. If the Doodle Poll won’t let the Board meet again soon, there will be an approval of accounts payable via email

❖ **Secretary’s Report (Jenn Parsons)**

➤ Approval of Minutes

- ◆ April Minutes: Don’t have enough voters present who can vote to approve minutes from April since 2 meeting attendees in May weren’t present in April.

❖ **Treasurer’s Report (Mark Newey): *Mark wasn’t present to make the report verbally, Betsy filled in.***

➤ New Credit card and close old account

- Waiting for Betsy to get up to speed, and then close old account and transition card to Betsy’s name

➤ Financial update

- Accounts Payable

- General charges and some carryover charges that weren’t paid last month due to an invoicing address problem. The Tidewater chargers were the catering payments that

the Board approved at the last meeting. Frank also wanted to clarify if Laurie's line item will continue to show up. Betsy said that Laurie's line will be reduced each month coming forward. Betsy also said that Laurie earns a commission for the training attendees, which were reflected in the accounts payable this month.

- Frank made a motion to approve the accounts payable in the amount of \$4,760.19. Mark Hutchins seconded. All in favor. None opposed. Motion passes.
- Compilation Report
 - Mark Newey wasn't present to review at this time.

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

- Committee Update
 - The comments were going to be added the last Board meeting. Tony said Doug provided a summary of the items that were discussed at the committee meeting.
 - There hasn't been a call since the last meeting as no RESNET releases have been issued recently.
- Quality Assurance Oversight Standard Amendment – Comments Submitted
- “Proposed substantive changes to RESNET's instruction, assessment and certification standard” – Comments due June 3, 2016.
 - These were released May 3rd. Mark Hutchins said he was looking through the changes and hasn't seen anything worrisome yet. Frank will send Doug an email to see if this is something the committee should look at.
 - There may be some changes to how the training would be run and organized. Frank suggested having a call to discuss the format. This discussion will be important because the NEHERS organization may need to follow suit and offer the shorter training that is being proposed or fear losing business to other training providers that offer a shorter less costly training.

❖ **Training Management (Bruce Bennett)**

- Rater Training Completed:
 - March 7th-18th Online
 - April 4th – 7th Classroom, Wes NH
- Rater Training Upcoming:
 - Fall Training RFP sending May-ish
 - They have a template that was edited and sent out.
 - They are working on the bidders listing right now.
 - VEIC is not interested in being on the bidders listing any longer.
 - Mark Hutchins asked CLEAResult and they also don't want to bid.
 - THE RFP was released and there aren't any respondents yet.
 - The dates of the trainings are:
 - Online is September 19-31st
 - Classroom is October 17-21st
- New Sim Exam:
 - “The RESNET HERS Practical Simulation exam will be ready for current RESNET Trainers to take on **May 16, 2016**. Because of the delay in releasing this exam, we will extend the time to take the FREE exam (for Trainers only) through **July 31, 2016**”
 - Dates to Remember:
 - FREE Test for Trainers only—May 16 - July 31, 2016
 - FREE training site—Now for anyone

- Requirement for Rater Candidates—Begins July 1, 2016
- Requirement for Existing Raters—By July 1, 2017
- Cost of exam starting July 1—\$250.00
 - ◆ Laurie put together a proposed pricing schedule to account for the fee increase.
 - ◆ This will need to be updated on the website.
 - ◆ The Board can review or have the training committee on the 31st review.
 - ◆ The proposed discount will be increased to \$200 if the registrant signs up 3 weeks in advance to promote earlier registration. The same price in comparison, to what it is currently, but attendees have to sign up earlier.
 - ◆ Mark Hutchins asked for a pricing comparison to other training organizations. Bruce mentioned that Laurie may have that document. The Board thinks we weren't the least expensive or most expensive in the industry. The Board discussed shortening to a 2 week early bird registration special.
 - ◆ Frank expressed concern that the overall price may be too much money and could scare registrants away. Frank would rather see a lower initial cost with a \$100 discount.
 - Frank proposed a cost of \$2,090 + \$250 with a \$100 discount for registering more than 2 weeks in advance. Frank made a motion. Mark H seconded. All in favor. None opposed. Motion passes.
 - Frank wants to make sure that the pricing on the website will state that this new price includes the new July 1st testing fee.

❖ **Manual (Mark Hutchins)**

- Update:
 - Basement Chart
 - Next version due in April
 - Include ANSI/RESNET 380, review manual for needed updates
 - Mark took first cut at edits, needs standards committee review
 - Mark sent his first attempt around to the manual committee.
 - He will send around to the standards committee next.
 - Based on ANSI 380, the committee has to define the conditioned space volume calculation procedure.

❖ **Professional Development (Frank)**

- ~~January~~—January 20th—EnergyGauge
- ~~February~~—February 17th—EnerScore with Mike Browne
- ~~March~~—Mark Hutchins: High Efficiency Heating: Parts and Purposes
- ~~April~~—Ecotrope Software
- ~~MAY~~—Bruce, Measuring ventilation equipment, what complies with new 380 standard (Bill with TruTech “willing”)
- **June** – Doug, ENERGY STAR design checklist - confirmed
- **July** – Mark Newey, solar PV: Betsy will send Mark a reminder since he wasn't at this Board meeting, to make sure he is still available for this webinar.
- **August - Skip**
- **September** – Emelie, The new software
- **October** –Frank Swol Codes Update
- **November** – Peter Hubbe, Climate change, bigger picture, where hers fits

- **December** – Meet the candidates?
- **Other Ideas:**
- **Floating:** Tony, QAD lessons from the field, Laurel Elam (confirmed at conference)

❖ **Membership/Communications (*Emelie*)**

- She wasn't present at this Board meeting to discuss.
- Website update
- 2015 Membership Renewal
 - JMC, needs confirmation that NEHERS does not lobby
 - ◆ Where did we leave off on this:
 - We put together a definition of lobbying at the last meeting. The Board members who spearheaded this aren't present at the Board meeting today to review further.
 - Betsy will ask Emelie what the status is.

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

- Committee update
 - Peter wasn't present at the Board meeting today.

❖ **Other Business**

Frank made a motion to adjourn the meeting. Jenn seconded. All in favor. None opposed. Meeting adjourned at 12:04pm