

Tuesday September 19th 1:00pm- 3:00pm

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 Lisanti, Peter Hubbe, Jenn Parsons, Frank Swol, Doug McCleery, Emelie Cuppernell, Bruce Bennett, Mark Newey, Mike Browne, Betsy Ames

➤ Present (quorum = 5): Tony Lisanti, Frank Swol, Mike Browne, Doug McCleery, Mark Newey, Emelie Cuppernell, Betsy Ames,

➤ Absent: Jenn Parsons, Peter Hubbe, Bruce Bennet

1:08 Start

❖ **Announcement/Reminder**

➤ Announcements?

➤ Vote for new Board Members

- Jenn unable to stay on Board, Nick Jones willing to join the board and serve as secretary – can a program rep fill an associates slot? Jenn filled an associate vacancy
- Mark Newey made a motion for Nick Jones to fill Jenn Parsons remaining board term ending Dec 31st 2017 filing the associate member slot.
 - Seconded by Doug McCleery, passed, all in favor
 - Comments: Too many restrictions could make filling the slot difficult
 - ◆ It's more important to find engage people willing to do the work
- Mark Newey last meeting October - Rick Wertheim is willing to serve on the Board, filling the provider slot ending Dec 31st 2018.
- Emelie made a motion for Rick Wertheim to join the Board, Frank seconded, all in favor

➤ We need a treasurer (October – December)

Treasurer Responsibilities:

- Half to full day/month depending
- Needs to happen on a schedule and not something that can slide
 - Review monthly invoices and paying checks (2-3hours/month)
 - Follow up and related communications (2 hours)
 - Executive Committee meeting (1 hour)
 - Random card and account management (1-2 hours?)

❖ **Nominations Committee**

- Options: Tony Lisanti, Emelie, Mike B, Bruce B (Chair appointed at first meeting)
 - Treasurer does not need to serve on nominations committee (Peter?)

- Terms Expiring Dec 2017
 - Tony Lisanti (Rater/VP)
 - Jenn Parsons/Nick Jones (Associate/Secretary)
 - Doug McCleery (Provider) – commitment? (definite probably, but not time for executive committee)
 - Frank Swol (Provider) - commitment? (probably)
- We need to find 4 candidates for these slots.

New Board Member

From the By-laws:

For officers:

“Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by a majority vote by members of the Board of Directors for the unexpired portion of the term.”

For Board Members:

“Vacancies. If a vacancy occurs on the Board for any reason, the position may be filled by the Board (preferably with a Member from the same membership category) until the next annual election, at which time the person filling the vacancy may be eligible for nomination as a candidate to stand for election for the remainder of the term of such position, if any. Service to fill a vacant position on the Board with a term remaining of less than one year shall not count toward the limitations on eligibility to serve as a Director.”

Committee	Board Member	1st year of term	Term expires	Category
President, Membership and Communications Committee	Cuppernell, Emelie	2013	dec 2018	Training Provider
Vice President	Lisanti, Tony	2013	dec 2017	Rater
Treasurer	Newey, Mark	2015	dec 2018	Rating Provider
Secretary	Parsons, Jennifer	2013	dec 2017	Program
Training Management	Bennett, Bruce	2013	dec 2018	Rating Provider
Manual Committee	Browne, Mike	2011	dec 2018	Rating Provider
Standards Committee	McCleery, Doug	2014	dec 2017	Rating Provider
Professional Development, Standards Committee	Swol, Frank	2014	dec 2017	Rating Provider
Codes Committee	Hubbe, Peter	2015	dec 2018	Program

At least 5 Provider

Rater

Training Provider

Program

Associate

❖ **Secretary's Report (New Secretary)**

- Approval of Minutes
 - July minutes
 - Motion to approve July minutes by Doug, seconded by Tony, all in favor

❖ **Treasurer's Report (Mark Newey)**

- New Bank Account
- Financial update
 - Accounts Payable
 - Mark made motion to pay accounts payable 4757.95, seconded by Mike, all in favor, none opposed
 - Compilation Report

We have an account at chase, we don't have a checkbook for chase

- Who is an Authorized signer for Chase?

Mark: Stay with peoples united, Jenn empty out Chase and deposit in PU. A lot could be simplified if Betsy could have access to PU (Log in and debit card without submitting personal financial information). We've avoided this in the past to maintain checks and balances but it could solve some problems.

- Betsy could run monthly reports
- Treasurer would cut checks and check/review reports
- This would resolve some issues and insure the transition to a new treasurer goes well/ is possible
- PU (Emelie and Mark are signers) , Chase (Jenn is a signer) Someday Jenn will close
- send checkbook to Jenn, move savings to checking, write a check to NEHERS and mails to Mark and deposit in PU
- Chase card automatic payments will need to be switched
 - 1) Betsy added to PU (Mark)
 - 2) Debit card for Betsy (Betsy)
 - 3) Move Chase Money to PU (Jenn)

Separation of power, we can still review, approve payments, treasurer writes checks

VOTE NEEDED: Make Betsy Signer for People United? President and Treasurer are both signer
Emelie made motion to approve Betsy as signer, Mark seconded, all in favor, none opposed
Next step – Betsy goes to Northampton branch with Mark to set up?

Group proctoring refunds, we had credit card fees for all the charges that needed to be refunded, about \$126 in fees

- This could make a statement about the impact of their decisions and changes in decisions as people try to follow the roller coaster. It has financial and time impacts on peoples businesses.
- Add in details/fee for our time as well
 - ◆ Betsy coordination with training/proctoring sites

- ◆ Outreach and marketing
- ◆ Proctor time that was lined up
- ◆ Trainer lined up as support
- ◆ \$126 in credit card costs

Betsy estimating time, Emelie sending an email

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

- Update

❖ **Training Management (*Bruce Bennett*)**

- Sept 11-22 online(PSD)/ Oct 2-6 classroom in Manchester, NH(PSD)
- Winter 2018 classroom training awarded to the BER, dates and location in process.
- Spring 2018 RFP will go out next month.
- Online training RFP going out this Fall

- SIM
- Owning our own curriculum

❖ **Manual (*Mike Browne*)**

- Follow up on cost of manuals, printing & assembly and other possible options or pricing structure? – Betsy is looking into this
- Looking to get a parallel section in the manual for Ekotrope by Ekotrope for free
 - They would like a copy of the manual to review
 - Betsy making Ziv an associate member which would give them access to the manual

❖ **Professional Development (*Frank*)**

- 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](#)
- July 19th—[Impact of Moisture Infiltration and Ventilation in the Northeast—with Doug McCleery of MaGrann Associates](#)
- 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 Lisanti
 - Kevin Rose – Energy Codes and Zero Energy Buildings (RESNET)
 - Kevin Rose not reachable – contact info?
 - Other idea?

- 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*)**

- JMC – Money is in!

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

- Update

❖ **Other Business**

- RESNET Board
- Political Climate