



MEETING MINUTES

Revised: 6/25/18

Date: Tuesday, June 19th, 2018

Time: 6:00pm – 8:00pm

Location: Office of George Penniman Architects, CT

Present:

Philippe Campus	PC	Philippe Campus Architect
Sheri Dieso	SD	Bryant Dieso LLC
Alicia Dolce	AD	Celebration Green Design & Build
Catherine Young	GP	George W. Penniman Architects
Leonard Wyeth	LW	Wyeth Architects llc

Distribution: All attendees
CTPH Board email list

“We,” “our,” “us,” and “CTPH” refers to the Connecticut Passive House group.

Issues discussed:

MEETINGS:

1. Resolved: meetings will continue on a monthly basis: the 3rd Tuesday of each month.

EXPANSION OF THE BOARD:

1. Expanding the Board by a new member was discussed. Peter Harding has requested joining the Board. Resolved: The calendar year of the organization is January 1st through December 31st. In October or November of each year, a Membership Committee should seek input from the full membership for new Board members to fill seats opened from expired terms or resignations.
2. Assets for Board membership was discussed:
 - a. Leadership
 - b. Special professional expertise
 - c. Special organizational skills
 - d. Active engagement: committees, events, outreach, etc.
 - e. Goals for each term
3. We should assemble a simple series of questions for any potential Board members:
 - a. Bios
 - b. Why they want to join the Board: “Ask not what your CTPH membership can do for you; but for what you can do for you CTPH Membership”.
4. Peter Harding should be encouraged to come to membership meetings to become familiar with the organization and to allow us to get to know him better. LW will let him know.



CTPH BOARD TERMS:

1. A random set of Board Terms were assembled by LW for current Directors. Per the Bylaws, the terms are intended to overlap, helping to ensure continuity of institutional memory. Terms expire December 31st of each year.

<u>Term</u>	<u>Director</u>
1	Philippe Campus
2	Leonard Wyeth
3	Sheri Dieso
1	George Penniman
2	Alicia Dolce
3	Sara Holmes

CHFA LOBBYING UPDATE – AD:

1. Regarding the Proposed Changes To The Connecticut Housing Finance Authority, Low Income Housing Tax Credit Qualified Allocation Plan For Application Year 2018:
 - a. A number of members wrote letters. We need to develop a method of keeping track of the letters that are written and to whom (and how) they are sent.
 - b. The Public Hearing was attended by over 40 people and the crowd was generally in support of maintaining last year's language and reinforcing it with an additional point (the desired outcome).
 - c. An Op-Ed was written by CTGBC but they were unable to get it published in the Hartford Courant, CT Mirror among others. This implies that we should foster relationships with Connecticut newspapers and magazines for future efforts.
 - d. AD distributed PH books to each CHFA Board member with copies of the letters folded in each.
 - e. It was suggested that we invite the Executive Director of CHFA to the Keep It Simple Smarty Pants presentation later this year. AD will follow-through.

ORGANIZATION AFFILIATION - NAPHN:

1. Membership affiliation was discussed (without resolution). AD discussed this with Naomi Beal of Maine PH.
 - a. NAPHN is affiliated with PHI.
 - i. They offer 2 options:
 1. Become a 'Chapter'.
 2. Become a 'Regional Affiliate'.
 - b. More information is needed to understand the politics and avoid conflicts with PHIUS. We need to understand what this means for us: benefits and liabilities. For future discussion.



UPCOMING EVENTS:

1. We talked about the event in September - that we need a final title (KISS, Affordable Passive House: A Builder's View, Building Passive House Affordably) to be affirmed by presenter, we need to start promoting, and we need to design an invitation, and we need to get it on other organization's radar. We're less than three months out.
2. We should consider seminar events:
 - a. Ecocore Passive House
 - b. Blueprint Robotics
 - c. 475
 - d. Foard Panel
 - e. Minotaire Ventilation
 - f. Etc.
3. We need to confirm an event topic/presenter for November.

ORGANIZATIONAL GROWTH – PC:

1. PC presented the notion that we need more structure. We should develop a plan for growth that will strengthen the cash flow to a point that we can take on a part-time intern to manage such items as: membership, sign-ins, newsletters, a blog, advertising, media connections, calendar, etc.
2. Other organizations, for example, host a large event each year for the sole purpose of funding a salary.
3. PC requested a financial report each month to help get a notion of the state of our finances. The treasurer can print a QuickBooks income/expense report for each meeting.
4. Resolved: a new committee was formed: the Future Growth Committee and PC will be the Chairman. The first step is to develop a plan for growth. The second step will be to develop a budget.

COMMITTEE REVIEW:

1. Outreach & Advocacy
 - a. Alicia Dolce – chairman
 - b. Bill Freeman
 - c. Sandy Martin
2. Sponsorship
 - a. Bill Freeman – chairman
 - b. George Penniman
3. Marketing & Publicity
 - a. Catherine Young – chairman
 - b. Jon Ellis
4. Events
 - a. Sheri Dieso – chairman
 - b. (the rest of the Board) for now



5. Awards
 - a. The Board – for now
6. Education
 - a. To be determined
7. Membership
 - a. To be determined
8. Future Growth
 - a. Philippe Campus – chairman

9. Binders were handed out for each Committee.
 - a. Binders should be filled with adequate information to allow the next members to benefit from the successes of the prior committee.

METRICS FOR PROJECTS POSTED ON THE WEBSITE:

1. Currently, any member can upload their project photos onto the CTPH website. The “Cover Page” status gives website viewers the misleading impression that all the projects shown are certified. To avoid misunderstandings, the following metrics will be selected by the member and shown on each photo:
 - a. PHi Certified
 - b. PHIUS Certified
 - c. Meets PH Certification Metrics
 - d. EnerPHit Certified
 - e. Passive House Inspired

NEW TOPICS FOR CONSIDERATION:

1. We should consider sponsoring PH Training. NAPHN does this. The available sessions should be added to the Website and put into the Newsletter.
2. AD suggested that we try to get PH standards added to the CT High Performance Standards List. AD or SD will contact David Barkin AIA (Chief Architect at the State of Connecticut, Division of Construction Services) to see what is involved.
3. SD & GP have developed some language & metrics for an award program in collaboration with the CTGBC. There will be 5 jurors. Submissions are due July 30th. The awards event is scheduled for October 4th. These should be listed on the website. For future discussion.
4. SD suggested setting up Happy Hours in collaboration with the CTGBC around the State. Possibly quarterly? Sheri will contact CTGBC to set up a Happy Hour with them for August. Perhaps some Roundtable Discussions? For future discussion.
5. SD suggested an annual party – possibly as an event. For future discussion.
6. We discussed ordering new apparel, (vests and/or T-shirts) and maybe water bottles. For future discussion.

Submitted by: Leonard Wyeth AIA