



October 2018 Monthly Meeting Minutes

Date: Tuesday, October 17th, 2018
Time: 6:00pm – 8:00pm
Location: Grown Café at Wesleyan RJ Julia, Middletown

Present:

Philippe Campus	PC	Board member
Sheri Dieso	SD	Board member
Sara Holmes	SH	Board member
George Penniman	GP	Board member
Michael Burgess	MB	CTPH member
Zach Nelson	ZN	CTPH member
Cat Young	CT	CTPH member
Jesse Young	JY	

Distribution: All present, posted on CTPH website

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

Issues discussed:

VENTILATION EVENT

1. “Ventilation for High Performance Commercial Buildings”
2. Next Thursday, October 25th
3. 9 sign-ups as of 10/16, 1 of which is UNH staff (@ drastically reduced price). 12 students expected to sign-up (@ \$0).
4. Two brief introductions by CTGBC (by James Albis) and CTPH (by Leonard)
5. Sheri will bring water bottles to sell
6. Sara will bring CTPH pamphlets and PH books to give away.
7. Sheri will remind AIACT to include event in their Communiqué next week. They didn’t include it in this week’s.
8. Sheri will see if it’s okay to extend the registration timeline so people can sign up for longer / closer to the event. If so, that will be updated on the CTPH and CTGBC websites and eblast(s).

FEBRUARY 2019 EVENT

9. An introduction to Passive House, given by member(s) of CTPH.
10. Leonard had volunteered to present. Having one or two other speakers would help break up a long presentation. Philippe volunteered. ***We need volunteer speaker(s)***
11. Co-sponsored by AIACT



12. AIACT office/event room can stay open until 9:00pm if the parking attendant is paid an extra \$25/hour past 7:00pm.
13. AIACT will provide CEU credits and publicity.
14. The room can hold 60 people with the typical table and chair setup. More without tables. Possibly set up with half chairs, half tables/chairs.
15. AIACT suggested Fine Homebuilding as a sponsor and will pursue it.
16. Sheri will inquire/confirm:
 - a. The date: February 28th, 5:30 – 8:30.
 - b. The cost to CTPH for using the space (hopefully \$0 since they are co-sponsors)
 - c. Legal room capacity
 - d. CTPH and AIACT will get sponsors.
 - e. Alpen was mentioned as a possible sponsor. Sara will follow up.
17. We need to come to an agreement with AIACT about:
 - a. Ticket pricing (e.g. CTPH member discount)
 - b. Splitting expenses and proceeds 50/50
18. There will be food and drinks. We need to determine what and how.
19. AIACT would like to have this event be the first in a series.

FUTURE EVENTS

20. We need to start planning 2019's other events
21. Chris Corson of Ecocor – last year George had discussed with him a general presentation on prefab.

HOLIDAY PARTY

22. Sheri proposed a holiday party combined with CTGBC and Living Building Challenge (LBC). It was agreed upon.
23. Sheri will look into venues in New Haven, such as Cask Republic, District (a tech incubator/entertainment campus on James Street), and the Canal Dock Boathouse.
24. Sheri will report back to the Board to discuss cost.
25. Possible attendance could be +/- 100 people.
26. Sara will ask Melissa Kops about New Haven venue ideas.
27. We will attempt to schedule the party the first week in December.

SPONSORS

28. Current annual sponsors are WASCO, 475 High Performance Building Supply, and Huber Engineered Woods.
29. Currently, annual sponsorship runs one year from sign-up. Eventually we should move to a calendar or fiscal year term.
30. Sara will reach out to New England Window Company.



31. Event sponsors this year have been:
 - a. May: Celco, Mitsubishi, Architectural Building Resources, Boral
 - b. September: Fujitsu, Alpen

MARKETING

32. Cat suggested we start an Instagram account. passivhausMAINE has one with a few posts per week.
33. We need to figure out how to generate content. Perhaps an opportunity for a social media intern...

STAFF

34. There's interest in a hired intern, possibly for social media.
35. CTGBC tried to find an unpaid intern without any luck; when they posted the job with a stipend they had interest.
36. This should be integrated into our growth plan...

GROWTH

37. We will dedicate an upcoming board meeting solely to growth.
38. Philippe will contact Ken Levenson who offered to talk to us about how NYPH grew.
39. We will try or arrange a meeting when Ken is in the area, or set up a GoToMeeting or Skype. Ideally all Board members would participate.
40. Establishing a staff was an important step for NYPH.
41. We need to establish a strategic plan.

AWARDS

42. Leonard was volunteered to talk to AIACT about adding a Passive House category to their 2019 Design Awards program.
43. Before taking action, we will confer with CTGBC to make sure they're comfortable with another awards program with a Passive House category.

FINANCES

44. September's event proceeds were discussed.
45. George's financial report was accepted.
46. Leonard was volunteered to discuss with the accountant the implication of lowering the balance of our account before the end of the year, versus not.
47. If the downside to maintaining a higher balance in the account is a few dollars of taxes, perhaps it is not worth trying to spend the money before 2019.



SCHOLARSHIP

48. There was support for starting a scholarship(s) program.
49. One idea is to pay for a designer, consultant, or tradesperson to attend training.
50. The lawyer said a non-stock corporation has less rigorous requirements than a 501c3. We need to establish a strict set of rules that makes it clear there will be no discrimination, and formalize the criteria that will be used to make decisions (i.e. awarding scholarships).
51. Via Sara, Leonard suggested:
 - a. Establish a Scholarship Committee
 - b. The Committee should:
 - i. Write terms of the scholarship including defining the necessary qualifications of the applicant and how the award will be decided.
 - ii. Determine how to publicize scholarship program.
 - c. Empower the Scholarship Committee Chairman to move the process along and to bring candidates and Committee recommendations to the Board for a vote.
52. George volunteered to be on the Scholarship committee.
53. In the next newsletter, we will recruit new committee members.

NESSBE

54. The Northeast Summit for a Sustainable Built Environment will be March 8-9, 2019 in New Haven.
55. We discussed a presentation focused on Affordable Housing.
56. From their website: *Affordable Housing: Sustainability is sometimes seen as a privilege of the rich; high-performance affordable housing brings the benefits of sustainable design to people of all means. Topics may include housing project case studies, housing policy, or the economic case for green affordable housing.*
57. ***We need ideas for presenters***
58. CHFA could be a resource to find potential speakers.
59. Call for Presentations are due December 17th.
60. CTPH will consider sponsoring the event. A decision will be made at November's meeting. Levels discussed were:
 - d. Single Student Scholarship Sponsor @ \$250 (Logo on event media – website and on-site)
 - e. Bronze Sponsor @ \$1,000 (1 Complimentary Summit Pass, logo on event media – website and on-site)



TERMS

61. Inaugural terms, defined at the June 2018 meeting, were established to stagger the terms that follow them:

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

62. After these terms are up, 3-year terms will begin, per the by-laws – Article IV, Section 4.3.

63. A Nominating Committee should be established. George, Philippe, and Cat volunteered.

64. It was suggested four members be on the committee: the outgoing members plus two other members.

65. The Nominating Committee will establish an application and voting process.

66. In the next newsletter, we will recruit new committee members.

67. Leonard will determine what timeline is needed to elect new Directors and Officers, per the by-laws.

UPCOMING MEETINGS

68. Since the third week in November is Thanksgiving, that meeting will move to the second Tuesday, November 13th.

Meeting concluded at 8:00pm.

Submitted by: Sara Holmes, Secretary