August 2019 MEETING MINUTES

Date: Tuesday August 20, 2019
Time: 6:00
Location: PHC Architect – 202 South Montowese Street, Branford

Present: Philippe Campus PC Board member
Sheri Dieso SD Vice President
Alicia Dolce AD Board member
Sara Holmes SH Secretary
George Penniman GP Treasurer
Leonard Wyeth LW President
Katie Zoppo KZ Board member

Call-in: Cat Young CY Marketing & Publicity Chair

Distribution: Board members, attendees, post on website and Google folder

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

By:

CONNECTICUT ARCHITECTURE CONFERENCE AND EXPO (CACX)
1. Katie set up a poll for manning the booth - https://doodle.com/poll/7qvefpv6bdtp6pnh Please sign up.
2. An upcoming CTPH member email will ask for help staffing the booth. SH
3. Sara will send Katie a list of member emails. SH
4. Katie will use the CTPH booth expo pass on Thursday and staff the booth. TBD if she will come back on Friday (depends upon sign-ups) and use the expo pass again. KZ
5. Sara will send Katie the email sign-up sheet template. SH
6. Leonard will bring trifold CTPH brochures, business cards, retractable banner, and vinyl banner for the booth. LW
7. Alicia will bring books. AD
8. Sheri will bring remaining water bottle(s). SD
9. Sheri will try to get more water bottles before CACX. They would be for sale at the booth - $20 members, $25 non-members. Stainless steel (i.e. not white) water bottles were agreed upon for this batch. If the cost is different than before, Sheri will ask for Board approval. SD
10. Sara will send Sheri sign for water bottles (Sheri has the frame). SH
11. Alicia will bring apples as giveaways. AD
12. Katie will head the effort to make CTPH bookmarks. Philippe will assist. KZ, PC
13. Katie will send around SWA’s PH FAQ handout. KZ
COMMITTEES

14. Leonard handed out a draft of committee chairs and descriptions (attached) for discussion.
15. Many committees are related to other committees, e.g. Events and Education are both relevant when planning a training session. Committees should embrace the overlap and plan to work together. A member of both committees could serve as liason.
16. Committee chairs are to recruit members and write descriptions for their committees. This should be completed prior to the next meeting for review.

SITE VISITS

17. Lake Waramaug was a successful visit. Katie was the point person on site.
   a. 19 of the 20 registrants attended.
   b. It was a free event.
   c. All 4 people on the waitlist got the option to register (not all did)
18. Katie will share video links related to the Lake Waramaug projects with the Board.
19. Those videos will be posted to the members section of the CTPH website.
20. Katie will inquire about a visit to 200 Tyler.
21. Sara reached out to the following for future visits. Katie and SWA have connections to several of them. She and Sara will work together to coordinate site visits:
   a. DAS Studio – project in New Milford
   b. BPC Green Buildings – various in western CT
   c. Salvatore Zarrella – various in Stamford
   d. Kenneth Boroson Architects – 11 Crowne Street, Meriden
   e. Paul Bailey Architect – Columbus Commons
22. Via Katie, we’ve been offered a visit at Columbus Commons.
   a. They offered 8/29. Katie will ask if the visit can be postponed because we’re not sure we can organize it in time.
   b. Depending on the urgency of the construction schedule, Katie and Sara will quickly make arrangements and organize announcements, event listing, etc.
   c. If needed, Katie can ask Karla Butterfield (SWA) to be involved.
   d. The Board suggested charging for this one - $10 for members, $20 for non-members.

BOARD ORGANIZATION

23. Katie will initiate organization through Trello. She will coordinate with Cat on the work she’s already started.
24. Documents will be stored on a Google folder, e.g. contact sheet, meeting minutes and agendas, committee lists, etc. All Board members will have the ability to post and edit documents. Katie will coordinate with Cat on what’s been set up already. Instructions will be sent out.  

25. The link to the folder (also posted on the Trello board) is:  
https://drive.google.com/open?id=1WJpFDkGZzk1JNdbobim4HMeg4trQWxWW  
Documents can be edited in place. (i.e. you don’t have to copy it on to your computer, edit it, and copy it back into the Google Drive folder)  

WEBSITE  
26. Wyeth Architects is currently paying for hosting the CTPH website. This can continue for the time being. Eventually this will become CTPH’s responsibility.  
27. Wyeth Architects has facilitated Jon Ellis’ time spent developing and maintaining the website and has been reimbursed for it. Building the website took time, but now that it’s up and running, time spent on maintenance and updates is low.  
28. A goal is to have a paid administrator take on this task. In the meantime, Wyeth Architects can continue to supply the manpower.  
29. Katie suggested https://passivehouseaccelerator.com is a good model for a well laid out website that aggregates information and organizes content provided by users.  
30. Katie will make sure CTPH shows up on passivehouseaccelerator.com  

MEMBERSHIP  
31. Alicia asked that an automatic reminder for lapsed memberships be added.  
32. Sara will provide a list of lapsed members to the Board.  

SPONSORS  
33. It was approved that CTPH will sponsor CTGBC’s award ceremony for $250. George will sign up online.  
(Not discussed during meeting, but was ready to report)  
34. WASCO has ceased production and will no longer be an annual sponsor  
35. CT Green Bank will sponsor us again for $1,500  
36. 475 will renew their Level 1 annual sponsorship for $1,000  

AWARDS  
37. There were no submissions for CTGBC’s Design Awards, Passive House category.  
38. Early bird ticket pricing for the awards ceremony through September 2.  

TREASURER’S REPORT  
39. George distributed Reconciliation, July P&L, and year-to-date P&L reports prior to the meeting.
40. Money from PayPal (from memberships) has been transferred to the bank account.

CONTINUING EDUCATION UNITS (CEUs)
41. Sheri will follow-up on arrangement with AIACT submitting CEUs on CTPH’s behalf. Topic detailed in June 2019 Meeting Minutes. SD

TRAINING
42. Sheri will reach out to the Passive House Alliance – Hudson Valley to see if they’d be interested in working together on PHIUS training. John Loercher is part of this group; he could conduct the training. SD

EVENTS
43. Ideas for possible fall events (October/November):
   a. James Geppner from https://www.erase40.org
   b. Something by Karla from SWA

MISSION STATEMENT
44. Our current mission statement is: “Connecticut Passive House is a community of like-minded professionals offering resources, education, and outreach using the broad knowledge base and skill-sets of our peers.”
45. Board members who want to revise it will work on drafts for the next meeting. all

OUTREACH & ADVOCACY
46. CHFA’s

MEETINGS
47. The next Board Meetings are scheduled for September 17, October 15, November 19, December 17.

IN PREPARATION FOR THE NEXT MEETING
Communicate new topics to the secretary in advance of the meeting to be included on the agenda. Please come with these items prepared for review:
48. Committee descriptions by Chair (document in Google Drive)
49. Mission statement suggestions
50. Board Member Expectation Statements
51. Nominating Committee to prepare for January elections. Terms are up for Leonard and Alicia (per minutes from 06/19/2018)

Meeting concluded at 8:10pm.

Submitted by: Sara Holmes, Secretary
Committee Descriptions
revised 9/13/19

GROWTH
Chair: Philippe Campus
Members: (description)

OUTREACH
Chair: Alicia Dolce
Members: (description)

EVENTS
Chair: Sheri Dieso
Members: (description)

MARKETING & PUBLICITY
Chair: Cat Young
Members: (description)

SPONSORSHIP & MEMBERSHIP
Chair: Sara Holmes
Members: (description)

AWARDS
Chair: Sheri Dieso
Members: Leonard Wyeth
Description: The 2 initial goals of the Awards Committee were to set up awards programs to recognize Passive House and extreme low-energy projects by Connecticut professionals or projects located in Connecticut. The 1st was set up in collaboration with the CTGBC and the 2nd in collaboration with AIACT. The next goal will be to establish our own CTPH awards program.
**VOLUNTEERISM & COMMUNITY SERVICE**
Chair: Katie Zoppo  
Members: Nick Jones  
Description: This could include working with Habitat for Humanity and all manner of community service-related outreach – places where we might have an impact and make a difference.

**EDUCATION**
Chair: Nick Jones  
Members:  
Description: This can include Passive House training as well as finding new ways to spread the word and raise public awareness.

**ADVOCACY**
Chair: Leonard Wyeth  
Members: George Penniman  
Description: Direct efforts to raise the general awareness of our legislators and help keep focus on real issues. Ultimately, we should be viewed as a valuable professional and science-based resource for legislators. This committee will coordinate with Outreach.