October 2019 BOARD MEETING Minutes

Date: Tuesday October 15, 2019
Time: 6:00-7:30
Location: conference call

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

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

Board and coordination documents are in a Google Drive folder here:
https://drive.google.com/open?id=1WJpFDkGZzk1JNdbobim4HMeq4trQWxWW
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)

Documents: Related documents in Google Drive folder in Meetings > 2019-10-15 Board Meeting

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

Action by:

NOVEMBER EVENT
1. The title is: “Delivering Dignity Through High Performance Affordable Multifamily Construction”
2. We’ll offer 1.5 CEUs. AIACT will report on our behalf. (That arrangement is valid from September 2019-September 2020)
3. The event is from 6-9. The presentation will run 7:00-8:00 and a Q&A from 8:00-8:30.
4. Pricing is $10/$20/$30 – CTPH members $10 in advance and at the door; Non-members $20 in advance and $30 at the door.
5. So far event sponsors are Minotair (Bronze: $400) and Huber (Bronze with Annual discount: $300). Sara has more in the works.
6. The event occurs before our next meeting, so Sheri will reach out for help as needed.
HOLIDAY PARTY
7. Tuesday, December 10 at Brewport in Bridgeport, 6:00-9:00 in the “Game Room”
8. Pizza, salad, beer (and wine?) provided on site. TBD whether available by tickets or cash.
9. Expect minimum charge for party to be $1000.
10. CTPH will pay 1/3 of cost. (split evenly with CTGBC and LBC)
11. Charity component: Since we are trying to team up with Habitat for Humanity (H4H) in Bridgeport, and the party is in Bridgeport, encourage people to bring items for H4H resident welcome baskets – home goods such as paper towels, etc. Nick will circulate a list of wishlist items.

FUTURE EVENTS
12. Nick suggested HVAC wholesalers with training centers as good venues for future events. They may also be good for sponsorships.
   a. F.W. Webb – locations in Hartford, Meriden, New Haven, Stamford, Waterbury, Waterford
13. Passive House 2.0 at AIACT:
   c. March or April. Philippe will work out timing with AIACT
   d. Location, TBD. Not sure if holding it at AIACT headquarters would keep non architects away.
   e. We will make ourselves involved with food and drink to help control cost. SD
   f. Intro to Passive House brought in $2,200 in sponsorships and we received about $250 in the end.
14. The President-elect and CTTC Chair for CT ASHRAE emailed info@ctpassivehouse.org asking for someone to represent Passive House for a panel at an upcoming dinner program. Leonard volunteered to go and will send details to George once he receives them. (occurs sometime in December)

TREASURER’S REPORT
16. George will work with Alicia to generate reports she’d like to see. These may be helpful for the Board workshop on 10/25.

SPONSORSHIP & MEMBERSHIP COMMITTEES
17. We currently have 14 Company members and 55 Individual members.
18. Sara anticipates we’ll get more with the member discount price with the upcoming event. We had 7 new memberships before the May 2019 Prefab
event, 8 new memberships before the September 2018 KISS event, 4 new memberships before the May 2018 Case Study Panel event.

19. We need to develop Membership perks for individuals and company. (Steven Winter Associates didn’t see enough benefit to becoming a Company member) SH
20. Same applies for Annual sponsorships. SH
21. Katie provided a list of perks PHMA offers for ideas.

“PURPOSEFUL BOARDS, POWERFUL FUNDRAISING” WORKSHOP
22. October 25, 8:30 - 4:00, Brownson Country Club in Shelton.
23. Sara will circulate details when received from organizer. SH
24. In preparation, please come with ideas on:
   a. Chapter Growth PC, all
   b. Committee Descriptions (in Google Drive, “Committees” folder) all
   c. Board size all
   d. Professionalizing our Board (in Google Drive, “2019-10-25 Purposeful...” folder) all
   e. Board Member Expectation Statement (in Google Drive, “2019-10-25 Purposeful...” folder) all

CHAPTER GROWTH
25. Philippe will schedule a call with Ken Levenson of NYPH and NAPHN to hopefully coincide with one of our next Board meetings - November 19 or December 17 PC
26. We need to understand our income, cash flow, and establish a budget. PC, AD, GP
27. We need more people doing work. We are exhausting volunteer hours needed to achieve our goals.
28. There is interest in a paid administrative position, but this would rely on dependable cash flow.

BOARD IN 2020
29. The Board is currently 8 members.
30. A larger Board is desirable for next year. We need more frontline ambassadors.
31. This could be a topic for the 10/25 Fundraising workshop.
32. Board members will make a list of potential candidates to recruit and review at the November meeting. Think about other types of stakeholders – engineers, installers, etc
33. Terms for Leonard and Alicia will expire.
34. Alicia will run again.
35. Leonard will run again to be on the Board, but not for President.
36. We will need a new President. all
37. George is head of the Nominating Committee. GP
38. One detractor for potential Board members is participating in monthly meetings. It was proposed to have quarterly in-person meetings and the rest as conference calls.

MEETINGS IN 2020
39. A goal in 2020 is to have quarterly open meetings with an education component. Zehnder and SIGA have expressed interest in providing CEU programs.
40. We should map out next year’s event and meeting schedule. SD, SH
41. Quarterly in-person Board meetings could be held in advance of open meetings.

SITE VISITS
42. The DAS Studio site visit only had 4 attendees. Hicks Stone acted as CTPH host. The pricing was free to members, $15 for non-members. Our profit was $37.50.
43. Moving forward, pricing will be $10 for members, $15 for non-members.
44. Site visit hosts have donated their time. There is still an “overhead” cost in volunteer time to CTPH for organizing.
45. Philippe has an Ecocor project in Guilford starting next week and may be able to host a site visit in December.
46. Possible timing for future visits:
   a. 11 Crown Street (Meriden), TBD in January
   b. 200 Tyler (East Haven), TBD in February

MASSSAVE
1. Nick reported on the Passive House training program organized by MassSave, (Eversource’s partner and EnergizeCT equivalent in Massachusetts) in partnership with Passive House Massachusetts (PHMA). MassSave will cover 50% of the cost for Passive House Consultant training.
2. PHMA is helping with instructors.
5. Nick will pursue setting up something similar in CT with Eversource using MassSave as a model. He will email details as they emerge. NJ
6. Leonard has talked with University of Hartford about providing space for training. It’s possible they could be the venue for this programming. LW
TRAINING

47. John Loercher provided a list to Katie of trainings he’s willing give – 5-day Certified Passive House Consultant, 2-day WUFI, and separate presentations. They are all PHIUS. Katie will circulate details. KZ

FOLLOW-UP

48. Make a list of potential new Board members for 2020 and circulate around before the next Board meeting. George to compile. all, GP
49. Map out 2020 meetings and events. SD, SH
50. The next Board Meetings are scheduled for November 19 and December 17. all

Please communicate new topics to the secretary in advance of the meeting to be included on the agenda.

Meeting concluded at 7:30pm.

Submitted by: Sara Holmes, Secretary