



November 2019 BOARD MEETING Minutes

Date: Tuesday November 19, 2019
Time: 6:00-7:15
Location: conference call

Present:

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

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)

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

Action by:

11/5 EVENT RECAP

1. In the future, we will be sure to avoid trivia nights and music nights.
2. Thursdays are preferable.
3. Try to avoid the first week of the month (many people have committee or town meetings on the first x of the month)
4. Some discussion about ideal length of presentation –
 - a. Some thought Karla's 1 ½-hour presentation was a good length.
 - b. Some thought 1 ½-hour presentation is too long, particularly at the end of a work day
 - c. There was not much discussion after Karla's presentation – not sure if because there weren't many questions, not much time left, people leaving.
 - d. Considers a 1-hour presentation and ½ hour Q&A;
5. Importance of CEUs was discussed and whether a scheduled Q&A portion would count towards the total (we believe it does).
6. For future events we will distribute an electronic survey (Survey Monkey or similar) afterwards to gather insights on program content, length of presentation, location, etc.



7. Katie and Sara put together a checklist for future events. *(attached)*

HOLIDAY PARTY

8. Tuesday, December 10 at Brewport in Bridgeport, 6:00-9:00.
9. Food and drinks offered, TBD. It's likely pizza and salad will be included.
10. An open bar (i.e. free drinks for attendees) is an option. A cash bar would probably mean less cost to CTPH and CTGBC/LBC. Sheri will confirm if using drink tickets; assumed it is 2 per attendee, Sheri will request 1. (Less cost to groups) SH
11. Katie will coordinate with Habitat for Humanity (H4H) if and how they can be involved, what donations should be, etc. KZ
12. The details of the party (food, drink, H4H) should be part of the publicity.
13. Sara asked to be informed of final details so the information can go on CTPH's event listing and eblasts. Sara suggested CTGBC do the same.
14. Sheri spoke to each sponsor at the 11/5 event and invited them as our guest to the holiday party.
15. Sara emailed each sponsor afterwards and invited them as our guest and sent a link to the CTGBC event page. Unfortunately this was while the tickets were listed as free...
16. CTGBC received many registrations when it was listed on the site for free. They will call around to non-members and non-sponsors to ask for the ticket price.
17. Alicia will circulate the list to Sara, so CTPH members and sponsors can be identified prior to those calls. AD, SH
18. CTPH and CTGBC now have separate event listings to control member registrations for each group.
19. Alicia, Sheri, Sara, and Katie will resolve party details via email. AD, SD, SH, KZ

SPRING EVENT WITH AIACT

20. Philippe had volunteered to put this talk together. Sheri will confirm and work out details. SD
21. AIACT is interested in a brewery venue. Sheri is working with them. SD
22. AIACT offered dates: week of 3/23-26 and 4/30
23. AIACT is organizing a "Sustainability Week" on 4/23 and this program could be part of that. *Sheri is working with AIACT on a date.*
24. Earth Day is April 22.
25. (AWARDS – CTPH needs to coordinate our awards program with Earth Day and AIACT's Sustainability Week) LW, SD

TRAINING

26. Katie will coordinate possible trainings with John Loercher, hopefully for Spring. KZ



TREASURER'S REPORT

27. George distributed a Treasurer's Report, Reconciliation Summary, Reconciliation Report detail, October P&L report, and a year-to-date P&L report in advance.

SPONSORSHIP & MEMBERSHIP COMMITTEES

28. Before the event, we gained 1 company member and 2 individual members.
29. Sara hopes to roll out new perks for Individual and Company members in January 2020. She will assemble perks from commensurate organizations – CTGBC, PHMA (Katie provided last month), NYPH, NESEA, etc, a.k.a. "mystery shopping" SH

"PURPOSEFUL BOARDS, POWERFUL FUNDRAISING" WORKSHOP FOLLOW-UP

30. Sara will send out a Doodle Poll to figure out a time when the entire Board can meet for a working session to do our "homework" from the workshop. SH
31. Alicia requested the exercise matrix from the workshop be posted in the Google folder. (*link on front page*) LW

BY-LAWS

32. We agreed to take steps to do away with Board elections. The intent is not to be less transparent, but to make the process simpler.
33. Leonard will circulate a summary of our existing rules. LW
34. Leonard will ask for proposals on how to update them.

SITE VISITS

35. Sara will get in touch with Philippe who has an Ecocor project in Old Lyme and may be able to host a site visit in December.
36. Possible timing for future visits:
 - a. 11 Crown Street (Meriden), TBD in January
 - b. 200 Tyler (East Haven), TBD in February

ADVOCACY

37. George attended a day-long lobbying conference in Hartford to learn about how to get ideas through the political system.
38. There was unanimous approval to reimburse George for his registration fee, about \$300.
39. George will provide a summary to the Board.
40. Leonard has been in touch with Christine Palm, the State Representative for Chester, Deep River, Essex, and Haddam. He and George will set up a meeting with her.
41. The deadline on the public input period for CHFA's 2020 LIHTC QAP is Friday 12/27. To our knowledge, Passive House points are not threatened, but it never hurts to voice support. There are constant regime changes, so it's good for us to



remind people who we are and what we are fighting for. Sara will circulate the announcement. SH

- 42. If anyone did not see the final joint letter submitted to the Governor’s Council on Climate Change (GC3), contact Alicia. It was lauded as a great effort for so many environmental groups coming together to promote a singular message.

POLICIES

- 43. Have not heard about any updates to MassSave. Nick, please confirm. NJ
- 44. Katie reported no updates to the MA Net Zero Stretch Code.

MARKETING MATERIALS

- 45. Sara, Katie, and Cat will work to order more marketing materials – bookmarks and trifold brochures.
- 46. Purchasing these were approved by the Board since original costs were reasonable.

FOLLOW-UP

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

FUTURE TOPICS

- 50. Committee descriptions (during Board working session) all
- 51. New Board members for 2020 (during Board working session) all
- 52. Member perks for Individuals and Companies – roll out in January 2020 SH
- 53. Growth committee report PC
- 54. Discussion with Ken Levenson PC

UPCOMING EVENTS

- 55. AIACT Awards Gala – 12/9, 5:00-10:00
- 56. AIACT Holiday Party – 12/16, 5:00-7:00

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

Meeting concluded at 7:15pm.

Submitted by: Sara Holmes, Secretary