



## December 2019 BOARD MEETING Minutes

**Date:** Tuesday December 17, 2019  
**Time:** 6:00-7:40  
**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
Bill Freeman	BF	

**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. "PH" refers to Passive House.*

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Action by:

### TREASURER'S REPORT

1. George distributed a Treasurer's Report, Reconciliation Summary, Reconciliation Report detail, November P&L report, and a year-to-date P&L report in advance.
2. We have more than we did this time last year.
3. CTPH still needs to pay CTGBC for our portion of the holiday party. Alicia will send George an invoice.

AD

### MARKETING AND PUBLICITY

4. Cat Young supplied a year-end report (attached) in advance of the meeting.

### PEER-TO-PEER NETWORK

5. Alicia attended December's Multifamily Peer-to-Peer Network, which is sponsored by the Connecticut Green Bank with support from the Affordable Housing Alliance Connecticut (formerly Connecticut Housing Coalition). She asked how CTPH can support CHFA and the Department of Housing (DOH).



6. The meeting featured Seila Mosquera-Bruno, Commissioner of the State of Connecticut Department of Housing (DOH).
7. Alicia heard that at CHFA:
  - a. There is an impression by some that PH is too expensive (first PH projects through CHFA were expensive) and not worth it.
  - b. Susan Odell from Paul B. Bailey Architect gave a PH presentation to CHFA and heard concerns about cost, and concerns about “bad air quality” because they’re airtight.
8. CTPH should organize outreach to: all
  - a. CT DOH and include financial data
  - b. Architectural staff at CT DOH and CHFA (Seema Malani)
  - c. Program applicants – developers interested in the PH “point grab” (ability to acquire more LIHTC points using PH)

#### EMERGING PROFESSIONALS

9. Alicia and Bill lead a program, “Passive House 101 Lunch and Learn,” for the Connecticut Emerging Leaders Network, a part of Affordable Housing Alliance Connecticut.
10. Attendants were a diverse group.
11. They asked a range of questions like “how much does certification cost?” Alicia and Katie will work together to answer this one. AD, KZ
12. These types of questions could be compiled into a FAQ resource and added to the website. all, Sara

#### HOLIDAY PARTY RECAP

13. It was a good party, good attendance, a diverse group.
14. The venue and food was good.
15. Most tickets were member (free) tickets; there were around 6 paid tickets.
16. 68 registered, 10 or 12 didn’t show.
17. 11 people registered through CTPH.
18. CTGBC gained many members at the door by interacting with people. CTPH should arrange for the same next year.

#### 2020 EVENTS

19. Two categories of programs:
  - a. 1-hour lunch-and-learn style: for education component with open monthly meeting
  - b. 3-hour evening event: ~1.5-hour with networking and sponsor time
20. Spring event with AIAC:
  - a. April 2
  - b. Philippe has said: “I will take the lead on presenters and content.” PC



- c. Sheri will make sure CTPH is involved with planning and expenses, reviewing last year's expenses. SD, SH
- d. CTPH would like AIACT to arrange for at least some of the sponsors.
- 21. John Loercher presentation
  - a. "Designing High Performance Transition Details," 45 min + Q&A
  - b. Possibly spring, coordinate with event calendar KZ, SD, SH
- 22. John Loercher tradesperson training
  - a. Coordinate with his schedule and our events schedule KZ, SD
- 23. Other possibilities:
  - a. Blueprint Robotics from Baltimore, Maryland. 3-hour event BF
  - b. Aerobarrier. 1-hour event at Thimble Islands Brewery BF
  - c. Marketing PH, TBD. NYPH offering this topic now, James Geppner.
- 24. Bill suggested a possible venue at a brewery in Milford which might offer free use of their space and pay for beer. Alicia and Bill will check it out for use in March. AD, BF

#### SITE VISITS

- 25. Sara will coordinate with help (from Katie?). SH, KZ
- 26. Best days for turnout seem to be Tuesday – Thursday.
- 27. If turnout is down, we might not continue to do it as it's not fair to the project teams who are donating their time.

#### BOARD WORKSHOP

- 28. Board working sessions scheduled for January 9, 4-6pm. Location TBD, perhaps somewhere in the New Haven/Milford area. Please account for travel time.
- 29. Alicia helped arrange for Mike Burns as our selected consultant. Since we are meeting on the 9<sup>th</sup>, he agrees it makes the most sense to wait to schedule anything with him until after that. We get 6 hours with him. He wrote:
  - a. *"I have found that 2 half days tend to be more effective and efficient. These can take place morning, noon or night during the week or weekend. Combining as a part of an extended board meeting might be equally effective. Based on a brief phone conversation with Alisha Dolce some part of the conversation might focus on understanding a board in its infancy stage of development and how that may differ from later stages – one thought. But you are certainly able to define whatever should be the focus and then I can work with you and/or a committee to plan-out the time which can be conducted through a phone meeting or in-person whichever is most doable for all."*

#### BOARD ELECTIONS

- 30. During the Board workshop we learned non-profits are moving away from Board elections and towards appointments. This avoids the time dedicated to the



election process and allows the Board to better shape the direction of the organization.

- 31. Doing so will let us shape the Board governance and recruitment.
- 32. This process can be transparent to our membership with announcements in newsletters, etc.
- 33. Leonard made a motion to suspend Board elections and add new Board members through an appointment process. The motion was unanimously approved. These minutes amend the by-laws.**
- 34. Before new Board members come on, we will develop a “Board Expectation Statement” to include requirements such as meeting attendance. The “Board of Directors Candidate” form (attached) from the 2019 elections can be used as a baseline. all
- 35. Future Board members will be discussed at the January 9<sup>th</sup> session.

#### MEMBER PERKS

- 36. Sara compiled member perks for comparable organizations: PASSIVEhouse Massachusetts (PHMA), New York Passive House (NYPH), Connecticut Green Building Council (CTGBC), Northeast Sustainable Energy Association (NESEA). The summary is attached.
- 37. Sara will put together a proposal for member perks for 2020. SH

#### PUBLIC INPUT ON CHFA’S 2020 LIHTC QAP

- 38. Deadline Friday 12/27
- 39. Alicia heard there is an urgent need for letters during the comment period. 12-15 would make a good impression. Everyone on the Board should write one. all
- 40. Quantity is crucial; detailed explanations less so.
- 41. CTPH is a pivotal resource in this sector.
- 42. Letter should remind them of basic benefits such as superior indoor air quality (some assume poor air quality).
- 43. Tell Alicia when you’ve sent one. all

#### WEBSITE AND ELECTRONIC COMMUNICATION

- 44. Non-PH projects by past-due members will be removed from the website projects database. Former members will be notified beforehand as incentive to re-join.
- 45. Projects on the website will be listed as a member perk.
- 46. New email addresses will be created to better triage work, for example: newsletter@ctpassivehouse.org, calendar@..., events@, awards@, etc. These can be set up to forward whoever is in charge of that subject.



#### LEGISLATIVE

1. Leonard and George are working together on a “one-sheet” for building energy scores to hand to policymakers.
2. They will meet with Christine Palm (State Representative for Chester, Deep River, Essex, Haddam) and Norm Needleman (State Senator for Chester, Clinton, Colchester, Deep River, East Haddam, East Hampton, Essex, Haddam, Lyme, Old Saybrook, Portland and Westbrook). LW, GP
3. Alicia and Bill offered to take it to Christine Cohen (State Senator for Branford, Durham, Guilford, Killingworth, Madison & North Branford) AD, BF

#### MISCELLANEOUS

47. Awards: Leonard and Sheri are working with AIACT for the sustainable buildings awards targeted for April. LW, SD
48. Leonard spoke at a CT ASHRAE event and PH was well received. Also represented were Living Building Challenge (Todd Holland) and WELL Building Standard (Chris Schaffner).
49. Net Zero Schools Summit: On January 31, CTGBC is collaborating with AIACT and National Ready Mixed Concrete Association (NRMCA). Sara asked Alicia how CTGBC got involved; NRMCA proposed it. Alicia has a meeting about it on 12/18 and will fill us in. AD
50. Promo kits: We should have three (or so) ready-to-go promo kits with books, magazines, bookmarks, trifold, etc. Materials should be brought to the January 9<sup>th</sup> meeting to assemble and distribute. all

#### *FOLLOW-UP FROM PAST MEETING*

51. Sara, Katie, and Cat will work to order more marketing materials – bookmarks and trifold brochures.

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

Meeting concluded at 7:40pm.

Submitted by: Sara Holmes, Secretary