

OHPBA Board Meeting

June 8, 2008

Great Wolf Lodge, Grand Mound, WA

Attending (board members attending *indicated):

- * Larry McCandless, President
- * Tony DiDomenico, Past President
- * Warren Hench, Western Ore. Area Director
- * Mike Kohn, So. Ore. Area Director
- * Bruce Richmond, Treasurer
- * John Frankel, 1st Vice President
- * Roger Sanders, Central Ore. Area Director
- * Fred Kirkpatrick, Region HPBA 9 Rep.
- * Susan Nellor, Metro Area Director
- * Chad Clark, Manufacturer's Rep. Director

Guests/Newly Elected Board Members:

Daniel Bonham, Eastern Ore. Area Director (newly elected)
Lori Bonham
Gail English, Marketing Committee Chair
Ray Horowitz, 2nd Vice President (newly elected)
Don Kaiser, HPBA Affiliate Relations Director
Linda Ommen, 1st Vice President (newly elected)
Dennis Smith, HPBA Chairman

Staff:

Harvey Gail, Executive Director, VanNatta Public Relations & Association Management
Ruben Garcia, Membership Director, VanNatta Public Relations & Association Management

1. Call to Order

Larry McCandless called the meeting to order at 6:10 pm. He noted a quorum was present.

2. Approval of Minutes

McCandless asked the group to review the minutes of the board meeting held April 4, 2008.

PASSED

Motion to approve the minutes. MM F. Kirkpatrick; MS R. Sanders. Motion Carried.

3. Old Business

A. Board Member's Duties

McCandless said that some members have expressed that a one-year term for OHPBA president didn't seem like enough time and that a person needs more than one year to be effective in that position. One

idea has been to extend the President to a two year term. John Frankel asked to revise the have the organization chart to reflect the two year term.

The group discussed the proposal for having two year terms for the officers. McCandless said if we did go to a two year term there was an increased chance that the person might not be able to fulfill the term. He said we need a policy of what to do if the president (or other officers and directors) could not carry out their term, or if they fall short of a minimum level of involvement.

McCandless said past presidents Tony DiDomenico and Fred Kirkpatrick helped him tremendously. Kohn said a related issue is the vice president isn't getting enough training.

Frankel will reconvene the committee that was working on the board descriptions and will send out a recommendation to the board to be considered at the next board meeting. McCandless said we should contrast the two year term concept in a board chart. Frankel said one of the issues is the legislative cycle. Kirpatrick said it would make sense to have the President's first year be the non session year and the second year the session year (odd numbered year).

B. D & O Insurance Coverage

Bruce Richmond said the HPBA's umbrella policy provides Director's and Officer's insurance coverage for board members on decisions they make as a board. Mike Kohn asked if HPBA's D & O coverage covers the list of wood and pellet stoves for the Oregon Tax Credit. Harvey Gail said we should ask Don Kaiser to research if the HPBA policy covers projects like those.

C. Oregon Association of Home Inspectors

DiDomenico said he presented at their monthly meeting. He brought up the issue of inspection of pellet stoves which was a concern brought up by one of our members. He said the best thing that came out of the meeting was helping them to understand who to contact in our industry. DiDomenico said the inspectors refer (loosely) to the NFPA guidelines on these issues but often need advice.

D. ORACA

McCandless described that we had been offered a director seat on the Oregon Refrigeration and Air Conditioning Association (ORACA) board. He said the policy is that the OHPBA President would be assigned to be the member. They are a trade association not a union, so they would be knowledgeable about any HVAC laws. They are unlikely to be the ones bringing any new bills to the session on licensing. Frankel will plan to attend the ORACA board meeting provided it does not compete with his HBA Government Affairs Academy. The issue of NFI and fuel gas piping certification was discussed. McCandless said when he inquired with NFI, they said there wasn't enough demand for the certification.

4. Financial Report

Bruce Richmond presented the financial report. Several questions were asked and he and Harvey Gail answered the questions. Richmond asked that the next financial report show year to date profit and loss next to the same period last year. He said that was more of an accurate comparison than to the budget.

Account Balances April 30, 2008

Checking (Wells Fargo):	\$32,566.58
Certificate of Deposit (Wells Fargo):	<u>\$16,513.79</u>

Total \$49,080.37

PASSED

Motion to accept the financial report. MM J. Frankel, MS L. McCandless. Motion Carried.

Bruce Richmond asked Gail to provide an overview of what the administrative retainer covers in terms of services. Gail said our contract outlines the services covered under retainer and those that are hourly or negotiated on a project basis. He said the retainer covers membership related work such as answering emails and phone calls, renewal and recruitment, planning the conference, attending HPBA meetings, handling membership questions, producing the newsletter, public relations, relations with HPBA, and bookkeeping. Hourly billing has been for website work, lobbying, and the project to create and maintain the list of stoves for the Department of Energy.

Kirkpatrick commented that our administrative serve fees are among the lowest in the country as compared to the other HPBA affiliate organizations. Gail said HPBA provides a detailed financial comparison for all the affiliates.

Gail said it is common for the Executive Director to provide a report to be delivered at the board meeting and that he currently provides them for other associations. Gail said he will create one for each board meeting to outline work done between meetings.

5. New Business

A. Heat Smart Bill, 2009 Legislative Session

McCandless referred to the handout from Oregon Department of Environmental Quality (ODEQ) on the proposed Heat Smart Bill. He described our bottom line issues that we must have in order to support the proposal. He noted we would not support a surcharge on the sale of stoves or the requirement that all pellet stoves have a unique certification program in Oregon.

McCandless said we need to make as strong statement. Gail said we sent an email but since we have not had a response to it we need to send a letter, perhaps with more specific language on our position. Kirkpatrick questioned whether ODEQ actually has any data to support their argument that some pellet stoves being sold in the state are dirty burning. Sanders said we need to ask them to demonstrate they are not clean burning rather than have us prove that they are clean burning. He suggested we have data coming in from the Oregon Department of Energy (ODOE) list that could support that they are clean burning. McCandless said we need to protect masonry heaters and he referred to a white paper provided by Timely Construction on masonry heaters.

The group discussed and summarized these Position Statements on the 2009 Heat Smart Bill:

- Pellet stoves should be exempt from the EQC rules.
- Against a surcharge on new stoves as a funding mechanism for changeout funds
- Statement about masonry heaters
- Statement about not exceeding the WA standards

B. Biomass Heating Conference

McCandless described the biomass heating conference, why we are promoting it, and what our affiliate hopes to gain. McCandless says he feels strongly about having the conference and that we need to get the

majority of the work done before the season starts. Roger Sanders gave a summary of the event which he described as a one day conference, starting at 9 am and ending mid afternoon. It would include a variety of presenters that are promoting biomass heating. Sanders said our concept is based in part on an air quality coordinator's meetings which focus mostly on PM 2.5. Sanders said the purpose of our meeting is to tell the good news not just the "bad" news.

McCandless said that funding would come from a variety of sources, including manufacturers as event sponsors, registration fees, and other sources like HPBA and Pellet Fuels Institute.

McCandless asked for people to join a committee to help coordinate volunteers. Committee members will include John Frankel, Linda Ommen, Tim Nissen, Fred Kirkpatrick and Larry McCandless. Gail referred to a list of tasks that was created from the teleconference held a week or so earlier. McCandless said we need to delegate parts of the list to the committee.

PASSED

Motion that OHPBA will commit volunteers and staff resources to planning a biomass heating conference for the spring of 2009. MM F. Kirkpatrick; MS S. Nellor. Motion carried.

Don Kaiser, HPBA Director of Affiliate Relations noted we need to generate statistics about the number of jobs created in the biomass industry and the economic impact of those jobs. McCandless said one of the objectives for this conference is to be an example, and perhaps serve as a catalyst for other affiliates or organizations. He said we should not think too small or focus too much on just our state. Ommen said we need to look for nationally known experts and speakers.

Gail asked if this conference might compete with our normal conference that is held in June. Gail also noted that as far as staff time is concerned, there would be three events going on simultaneously for OHPBA - this conference, the Region 9 Spring conference, and lobbying. McCandless said he didn't think the members would view the biomass conference as alternate to the regular conference. Also, McCandless thought that the biomass conference should be held in Salem to be convenient to legislators or their staff members who might be able to attend.

C. Burn it Smart Pilot Program

Gail described the idea presented by John Crouch and Tom Pugh for an EPA pilot program patterned after the Canadian "Burn it Smart" campaign. He said the discussion will take place in Reno and the pilot program would be in the fall this year. Discussion in Reno will determine if the northwest affiliates should take on the project.

6. Board and Committee Reports

A. Marketing Communications

Susan Nellor described the committee's latest teleconference. She said their latest project is to contact media people directly and to develop a relationship with them.

B. OHBA Breakfast Meetings

Linda Ommen, who is also on the committee, said we had a very small meeting in Eugene last month, but the Breakfast meetings in Portland have gone fairly well. She also said unless we have a really hot topic we should just keep the meetings in Portland because we don't have the member base in the other areas to

attract a large enough group to make the meetings worthwhile. We might be able to have one meeting a year in other areas and bi-monthly in Portland as we have been doing. Nellor said we should use the breakfast meetings to help recruit members. Ray Horowitz said a good topic and speaker can draw people in. John Frankel said the meeting on trends in the industry was a popular meeting. English said we could do the same topic in other parts of the state, perhaps with a brief slide show of new products featured at EXPO. The other popular topic was sales.

C. Outreach, Speaking to Groups

Nellor said we should look at opportunities to speak to other groups. She said the Oregon Remodelers Association Home Improvement and Remodeling Show (Sept. 25 – 28) is looking for speakers. Nellor noted she emailed the registration information to Harvey Gail. She said we would need a list of people who could present on topics and plug them into these events.

D. Membership Committee

DiDomenico said we have had a lot of overlap in the committees in terms of participation and subject matter. He said as a result of the strategic planning session we were going to split up the committees, but he had been recently considering bringing them back together. McCandless said the national membership drive going on this year will provide a lot of structure and new ideas that we can go off on and do our own thing. Kaiser said having members make the membership contact works well. We need a number from the industry that represents how big our industry really is so we can communicate the number.

E. Utility Report

Frankel said the Price Gas Adjustment (PGA) has been scheduled this fall. He said last year there was a decrease, but this year there will likely be an increase. He also described the two pipeline projects called Palomar East and Palomar West. Palomar East adds capacity coming from the east side of the Cascades. Don Kaiser noted home heating oil is up over \$4.00 a gallon from \$250 last year.

7. Executive Director Report

Harvey Gail Reported on the ODOE list and the status of the project. He said all pellet stove companies have been sent correspondence asking them to submit stoves for the program. He was hopeful they will comply and the list will be able to be added on this summer, particularly in pellet stoves. Gail said he wrote a request to HPBA's Government Affairs Committee for \$2,000 of matching special funds to help offset the cost of creating the list. He said the approximate cost of creating the list initially was \$4,000.

8. Next Board Meeting

The next OHPBA Board meeting will be at Willamette Valley Vineyards, Friday August 22 at noon.

9. Adjournment

With no further business, McCandless asked for a motion to adjourn the meeting at 9:10 pm.

PASSED

Motion to adjourn. MM J. Frankel; MS S. Nellor. Motion Carried.

Minutes taken by Harvey Gail, OHPBA Executive Director