**CIBO Board Meeting**

**Mar. 9, 2020**

**Crystal City, VA**

1. Attendee: Bob Bessette, Ann McIver, Mick Durham, Jay Hofmann, Steve Gossett, Amber LeClair (phone), Scott Darling (phone), Lisa Jaeger (phone), Mark Bitto (guest), and Carl Bozzuto (guest)
2. Membership Report – Mark Bitto and Carl Bozzuto

Carl summarized the results of the membership meeting. We are now down to 58 members having lost 2 Actives and 4 Associates. At risk members were reviewed. Bob will contact and attempt to visit 5 or 6 key members. A letter will be sent to the Associates with the 1 page summary of energy costs to remind them of the situation with thermal energy. We will also ask members for an alternate contact to the principal reps, particularly in view of the corona virus issue. The prospective list was reviewed. EA Engineering and Gleason Steam are attending the meeting this week and are the prime targets. Former member companies and former member persons will be contacted. Eric Hallman will contact Ramboll Environmental. Graymont also expressed interest. The selling process and the member retention process were discussed. It was pointed out that what was needed was a well-articulated value proposition. This would be a one page document that says who we are, what we do, and why someone should join CIBO. Carl pointed out that any organization should strive to address the following questions:

* Who is the customer and what is the business?
* Are you a full scope supplier or a niche supplier?
* Are you the low cost supplier or product differentiated?
* What is the source of your competitive advantage?

Candy will take a first pass at creating the letter, which will subsequently be reviewed by the membership team and then the Board. Ann looked at the prospect list and offered to contact several people. Ann also mentioned bringing up the water issues with some of the prospects. Jay pointed out that our conferences should be a good way to get interest from individuals. More advertising of our conferences would be one way to reach out to non- members.

1. Approval of Minutes – Board

The minutes from the December Board meeting and the February Board meeting were approved as written. The phone meetings will be reviewed next time. Amber emailed all of the Board meeting minutes back out to the Board because some were missing.

1. Report from the President – Bob Bessette

Bob noted that he has been looking to save money for CIBO. He did note that in DC, there has been a move to stating that we will get to carbon neutral by 2050 without saying how this will be accomplished. Politicians, trade organizations, companies, states, and cities are all climbing aboard this “goal”, irrespective of any realistic chance of actually accomplishing this. The primary trade associations are now expanding their role in some of the technical activities that had been more the province of CIBO. The revised Boiler MACT rule is now at OMB. It might be helpful if we can be on top of that when it comes out. The only issue is the 130 ppm CO emission rate. EPA has to better explain that position. It thinks it has and will stick with that. It will be litigated. We will continue to work with the coalition on this topic. Lisa recommended that we have a release ready once the OMB releases the rule.

1. Report from the Treasurer – Jay Hofmann

Jay had sent out the financials for February. We were somewhat behind on dues. With the membership losses, we can only collect about $450 K vs a budget of $500 K. Jay suggested that we only offer prorating to potential active members. For associate members, we should charge them the full rate if they join before the IECT conference. We do have discretion about whether to prorate or not. So far we only have 3 cancellations for this week’s meeting. We will have to work with the hotels if we run into major travel cancellations due to the corona virus issue.

1. Strategic Planning – Ann McIver

Ann noted that we don’t have another Board meeting scheduled until the Annual Meeting in October. We should probably have a face to face meeting in June. Also, there should be a conference call in early April and probably in May. We need to fill a Board position. We need to get the position description finalized for CIBO President and out on the street to fill the position by the fall of next year. Ann will send out some prospective dates for these meetings, as well as a location. We should also plan on a Board meeting at the September conference. Lisa provided information on the procedures for changes to the Bylaws and the Articles of Incorporation. A 2/3 vote is required to make changes. The goal is to provide a less restrictive description of members and to bring the wording up to date. Ann will distribute the marked up versions from Scott and Lisa to the Board members for review. A working draft of the position description was sent out. A shorter version will be coming out soon.