**September 11, 2017**

**DRAFT CIBO Board Meeting Minutes**

September 11, 2017 - The third regularly scheduled quarterly board meeting in 2017 was held. Bob Bessette, Ann McIver, Mark Calmes, Rob Kaufmann, Scott Darling, and Amber LeClair were present. Jay Hofmann and Steve Gossett participated on a conference call.

Ann McIver called the meeting to order at 5:03 pm.

**I. Approval of Minutes from June Board Meeting**

Scott Darling made a motion to approve the June Board meeting minutes. Amber LeClair seconded the motion and the minutes were approved unanimously.

**II. President’s Report on CIBO Operations**

Bob Bessette provided the CIBO Operations report.

CIBO’s relationship with PNC Bank expanded into PNC’s brokerage division when we invested in the brokered CD market in 2015. At this time, Bob would like to formally add Jay and Ann to the list of CIBO representatives who can authorize PNC brokerage account activities as needed (similar to the authority Jay and Ann currently have with CIBO’s PNC bank checking account). This process will likely be finalized before the end of 2017.

Bob discussed the status of CIBO staff. There are no pending changes to the CIBO staff (including the contract bookkeeper - Connie Sweeney). Connie continues to come up to speed nicely on the monthly QuickBooks bookkeeping tasks.

**III. Report from the Membership Committee**

Amber LeClair provided the CIBO Membership Committee report.

Amber reported we can expect to add one new member before the end of this year. Verso (terminated membership in June) is not expected to come back as a member anytime soon. Similarly, ADA Carbon is not interested in reestablishing membership. A total of four new associate members have been added in 2017. We have lost a total of four active and five associate members in 2017. The total membership count stands at 89.

Amber addressed the status of the development of the new member classification identified as “Independent Consultant.” The new classification will be defined as:

**Independent Consultant**: Any Individual person may be admitted as an Independent Consultant member if such person owns a single person business (sole proprietor, LLC) and is engaged in producing consulting services useful in the permitting, design, construc­tion or maintenance of steam generation or hot water production or cogeneration facilities. Information obtained from CIBO is for the sole use of the Independent Consultant member. An Independent Consultant member shall not be entitled to vote in the affairs of the Council.

The Board discussed the issue of confidentiality with independent consultants. Independent consultants are expected to handle CIBO information in the same manner as the other CIBO membership classes.

The Higher Logic community site was discussed. A Higher Logic representative is expected to be present at the environmental committee meeting on September 12, 2017. Member representatives are in the process of being registered on the HL site. Only members will have access to the site.

The 2017 Annual Meeting agenda was discussed. Various topics were discussed including:

1. Bob discussed the rise of LNG as a domestically exported fuel in the coming years and the overall importance of natural gas as an industrial boiler fuel going forward (largely replacing coal).
2. Bob and Mark also discussed the importance of international climate change initiatives (Canada) and possible future US climate change legislation impacting industrial boilers. Any future cap and trade program could include industrial “opt-in” provisions.
3. The annual membership survey results (to date) were discussed.

**IV. 2017 Budget Review.**

Jay Hofmann provided the Treasurer’s report.

The annual dues payments continue to run behind plan at all membership levels.  As of August 31, 2017, 87% of the currently expected 2017 dues have been paid.  In dollar terms, CIBO is $93,000 behind on the currently expected 2017 dues payments (assuming all current members pay in full by the end of the year).  The active members who have not yet paid 2017 dues include Fiat/Chrysler, Morton Salt, Tronox and Recycled Energy Development (small entity).   In addition, five associates and two universities have not yet paid anything in 2017.

Overall, the expenses in the major expense categories are either at or below the budgeted amounts through seven months this year.

CIBO’s cash position is likely to decline for the calendar year. The exact quantity of decline depends on how the year progresses in terms of additional dues payments and the expenses associated with the annual meeting and the December committee meetings. Three year-end forecasts were presented.

The board briefly discussed various cost/budget cutting options for 2018.

**V. Review of 2017 Strategic Planning / Future Years**

Ann McIver tabled discussion on the review of the articles of incorporation and by-laws pending further discussion with Lisa Jaeger. CIBO succession planning was generally discussed. Bob reiterated his desire to remain CIBO’s President for about 5 more years.

**VI. Review of CIBO Regulatory and Legal Activities**

Ann McIver introduced the topic of CIBO’s government affairs activities for the year ahead. Bob mentioned that the EPA still needed to appoint various deputy positions. Once these positions have been filled, Bob felt CIBO is in a strong position to make “in-roads” with the current administration. Ann subsequently requested a list of government affairs issues and initiatives when the timing is right.

The meeting was adjourned at 6:50 PM.