**CIBO Board of Directors Meeting**

**Dec. 7, 2015**

**Crystal City, VA**

I.  Attendance: John DeRuyter, Mark Calmes, Bob Bessette, Ann McIver, Scott Darling, Jay Hofmann, Bob Corbin (membership), Chris Keuleman (phone), and Carl Bozzuto

II.  Approval of Minutes and Agenda - John DeRuyter

The meeting was called to order at 5:06 pm by Chairman DeRuyter.  The minutes of the September and October meetings were approved as written.

III.  Membership - Bob Corbin

The figures are basically the same as the last meeting.  The retention rate is 89%.  We have representatives from Headwaters at this quarterly meeting.  For actives, we actually increased by 2 members in 2015.  However, the associates saw losses this year as the Industrial Boiler MACT activity winds down and many units have converted to gas.  We have received 2016 dues from 11% of the actives, 20% of the associates, and 73% of the universities.  We have at least one potential active member “ready to close”.  The associates target list is up to 37.  We also have prospects for small business and universities.  There was some discussion about whether or how to modify the structure of the quarterly meetings to increase participation on the part of member companies.  Some member feedback indicated a desire for more emphasis on energy issues.  Never the less, environmental issues still continue to dominate member participation.  A strawman suggestion will be sent out requesting feedback from the members.

IV. Financial - Carl Bozzuto

We finished November below budget.  This was primarily due to the shortfall in dues and higher costs for the annual meeting.  We will likely not make budget this year as a result.  We have already lost a couple of associate members for next year.  We will need to close on some of the prospects to replenish our membership level going forward.  We elected to treat the two member companies that we carried this year as losses for 2015.  We will budget based on the current membership level of 103.  The database project is coming along.  That cost is coming out of reserves.  The audit is scheduled for Jan. 20th.  The Board call will be Thursday, Jan. 21st at 2 pm EDT.  A budget proposal will be prepared ahead of time.  Carl also announced that with the purchase of Alstom by GE, his temporary (11 years), part time position with Alstom will come to an end.  A replacement board member and treasurer will be needed.

V.  CIBO Operations - Bob Bessette

We agreed to accept a contract for Ponte Vedra for the 2017 Annual Meeting.  The database update is coming along.  We have some preliminary results from non CIBO members at this time.  These will be presented at the December Quarterly meeting.  John requested input on the Government Affairs activity by Bracewell & Giuliani for next year.

VI.  Adjournment

The meeting was adjourned at 6:49 pm.

Carl Bozzuto