**March 12, 2018**

**DRAFT CIBO Board Meeting Minutes**

March 12, 2018 - The first regularly scheduled quarterly board meeting in 2018 was held. Bob Bessette, Ann McIver, Amber LeClair, Mark Calmes, Rob Kaufmann, Scott Darling, and Jay Hofmann were present. Steve Gossett participated on the phone.

Ann McIver called the meeting to order at 5:05 pm.

**I. Approval of Minutes from the January Board Meeting**

Rob Kaufmann made a motion to approve the December and January Board meeting minutes. Scott Darling seconded the motion and the minutes were approved unanimously.

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

Bob Bessette provided the CIBO Operations report.

Bob discussed the status of CIBO staff. There are no pending or expected changes to the CIBO staff.

**III. Report from the Membership Committee**

Amber LeClair provided the CIBO Membership Committee report.

Amber listed the current new member prospects for the Board. These include associates Acuity Environmental Solutions, Neundorfer, and The Steam Expert; active AGP; and independents Vince Albanese and Donna Wirick.

The membership count as of the March meeting stood at 74. This was down a net of 13 members so far in 2018. Two new associate members were added (Satorious Stedim and Montrose Environmental). Amber reported that the membership committee has been discussing member retention and recruiting challenges brought by the Trump administration. The Trump EPA is perceived (by some) as cooperative with regulated entities and willing to address issues without the need for association representation that CIBO historically provided the membership. It was generally the view of the Board that environmental challenges are not “going away” with the Trump administration and certainly non-governmental groups continue to represent challenges for CIBO members and other regulated entities.

Several technical topics were discussed to emphasize and potential expand CIBO’s focus areas going forward for the benefit of new and existing members. These included:

1. Ongoing permitting challenges for boilers and member plants overall.
2. The potential use of micro-grids (electric power) for industrial applications
3. Gas conversions and gas firing issues in general
4. Solid fuel firing issues (including the use and conversions to unconventional fuel options)
5. Use of turbines in industrial applications.
6. Addressing water use issues/efficiency.
7. Advanced boiler control systems intended to more effectively match supply with demand.

Some regulatory issues are due to be addressed by the EPA in 2018. One important topic is the pending “once-in, always-in” policy change announced by the EPA. Bob noted the EPA needs reasons why the existing “once-in, always-in” policy is not appropriate for the applicability of Clean Air Act Section 112 regulations.

**IV. Report from the Treasurer**

Jay Hofmann provided the Treasurer’s report.

The status of the 2018 annual dues payments was presented and discussed. Given the number of members who have opted to leave CIBO in 2018, it’s critical that the remaining members pay their 2018 dues in a timely manner.

The 2018 budget anticipated a certain degree of membership attrition in 2018. Therefore, if no additional members leave in 2018, all current members pay their dues, and the meetings/conferences meet the budgeted expectations, CIBO can achieve the 2018 “breakeven” budget for the year. The key early in the year is the collection of member dues which represent 72% of the budgeted income in 2018. As of the end of February, the collected 2018 dues were within $1,000 of the expected (budgeted) amount.

**V. Discuss 2018 Meetings – Content and Focus**

Bob led a discussion of the types of speakers he expects to invite to the 2018 conferences and the annual meeting. Bob was confident leaders among various US EPA departments would be available to speak at the annual meeting.

Sufficient attendance at the annual is critical to annual budget. The Board discussed various ways to attract non-members to attend part of the annual meeting in October. The expenses at the annual meeting can easily exceed the meeting income if the attendance does not reach at least 60 paid attendees. Other potential speakers include large state agency personnel who may differ with the current EPA administrator’s agenda on various topics.

The regularly scheduled September meeting will be run like a mini-conference in 2018. The focus of the conference will be on a variety of industrial efficiency topics. Bob indicated that representatives at the Department of Energy (DOE) are supportive of this meeting. Topics will include (but not be limited to):

1. ISO 50001
2. Use of waste energy
3. Combined heat and power projects
4. Water use and conservation

**VI. Strategic Planning for CIBO’s Future**

The board agreed to schedule a meeting dedicated to strategic planning. Ann indicated she would propose a date, time, and location within the next two weeks. Subsequently, it was agreed to conduct strategic planning sessions around the June meeting on Monday (6/4) and Wednesday (6/6).

The meeting was adjourned at 7:00 PM.