**December 3, 2018**

**DRAFT CIBO Board Meeting Minutes**

The third regularly scheduled quarterly board meeting in 2018 was held. Bob Bessette, Ann McIver, Mark Calmes, Rob Kaufmann, Scott Darling, Steve Gossett (by phone) and Jay Hofmann were present.

Ann McIver called the meeting to order at 4:15 pm on December 3, 2018.

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

Ann McIver made a motion to approve the June, 2018, and October, 2018, Board meeting minutes. Rob Kaufmann seconded the motion and the minutes were approved unanimously.

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

Bob Bessette provided the CIBO Operations report.

Bob focused his report on the Bracewell client event he attended in Houston in November. At this event, Bob met with a handful of past and present CIBO members and he was updated on the various challenges being addressed by these entities over the past year. Bob’s summary of his discussions with various owner representatives was that, in general, owner entities are focusing fewer people on CIBO issues as compared to the past. This represents a challenge when a CIBO member representative leaves his/her historical role (that tied them to CIBO) and there is no one to replace them inside the member company. Often, a member company is then left without an internal CIBO advocate who will maintain the company’s association with CIBO from one year to the next.

Since the June meeting, Bob has been notified that CIBO will lose a long time active member, Louisiana Pacific, in 2019. Bob is also worried about the status one or two more active members going into 2019.

Bob presented the meeting and conference attendance data for 2017 and 2018. In general, the 2018 quarterly meeting attendance was down compared to 2017. The Boiler Optimization and Performance conference attendance with up by 9 people in 2018 and the Industrial Emissions conference was down by 9. The first ever Implementing Sustainability conference (September, 2018) had 44 attendees. That compares to 22 present at the September, 2017, regular quarterly meeting. The 2017 annual meeting had 51 attendees while the 2018 annual meeting had 50 attendees.

Going forward into 2019, Bob suggested the Industrial Emissions conference should focus on permitting with possibly a state level emphasis. The Sustainability conference should include marketing booths for associate members. Bob discussed inviting a representative from the US Conference of Mayors to attend the Sustainability conference.

There are no pending or expected changes to the CIBO staff.

**III. Report from the Membership Committee**

Bob Bessette provided a brief Membership Committee report.

The membership count as of the December meeting stood at 74.

Bob’s plan for 2019 is to reduce or eliminate Bob Corbin’s role in new member recruitment. This will save funds which might be better spent on member retention and to maintain the Higher Logic site.

**IV. Report from the Treasurer**

Jay Hofmann provided the Treasurer’s report.

The 2018 (10 months – through October) balance sheet and profit/loss income statements were presented and discussed. As reported during the June Board meeting, the 2018 budget anticipated a certain degree of membership attrition in 2018. As of the end of October, CIBO was still on track to achieve the 2018 budget numbers for the year. However, the final expenses for the annual meeting were not fully assessed (as of the end of October) and some other minor expenses and revenue for the remainder of December are still uncertain. It was expected that the year-end net income would come in about $10K below the budgeted net income without considering the impact of the 2018 employee pension payment accrual (to be determined in January).

The 2019 CIBO budget will be prepared by Bob Bessette and presented to the Board in January after the full year 2018 financial statements have been audited by the Badger Sumrall accountants. Ann McIver requested that Bob prepare proforma budgets for 2020 and 2021 in addition to the 2019 plan.

**V. Succession Planning for CIBO’s Future**

Bob led a lengthy discussion on the pros/cons of merging CIBO with an existing Washington DC based non-profit entity (Industrial Energy Consumers of America - IECA) that has a similar mission and some overlapping membership. The Board generally agreed there some advantages of such a merger, but there are also some distinct disadvantages. Currently, IECA’s membership criteria differs significantly from CIBO’s. Any merger would likely need to address this discontinuity between the two entities.

Ann McIver notified the Board that the March, 2019, Board and Energy/Environmental committee meetings will likely be the last meetings (as members and directors) for both Mark Calmes and Rob Kaufmann. Bob Bessette identified several individuals he considers viable candidates to replace Mark and Rob on the Board. Bob will be prepared to make final recommendations to the Board during the March, 2019, meeting of the Board.

Scott Darling made a motion to adjourn. Mark Calmes seconded the motion. The motion was approved unanimously.