**December 4, 2017**

**DRAFT CIBO Board Meeting Minutes**

December 4, 2017 - The fourth regularly scheduled quarterly board meeting in 2017 was held. Bob Bessette, Ann McIver, Mark Calmes, Rob Kaufmann, Scott Darling, Jay Hofmann and Steve Gossett were present.

Ann McIver called the meeting to order at 5:00 pm.

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

Rob Kaufmann made a motion to approve the September 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.

Bob discussed his pending presentation at the upcoming A&WMA/ASME Information Exchange conference (42nd Annual). Bob mentioned he thought the topics covered in his presentation will be important as the Board considers the issues that drive value for CIBO’s membership.

Bob summarized his current retirement timing and future plans.

**III. Report from the Membership Committee**

Bob Bessette provided the CIBO Membership Committee report.

Bob reported GE (Alstom) is expected to stay as a member for 2017 and 2018. GE’s 2017 and 2018 dues will be paid. Sartorius Stedim ([www.sartorius.com](http://www.sartorius.com)) is expected to be added as a new associate member by year-end. Fiat (Chrysler) is not expected to maintain membership in 2018.

CIBO members who paid 2017 dues and those that are expected to pay 2018 dues will be budgeted in the 2018 income plan. The membership committee is asking each member to identify potential new members. Also, Bob is in the process of locating the existing/remaining coal fired industrial boilers in an attempt to identify potential new members. Meanwhile, Chuck Hallier is working on identifying the needs for gas fired industrial boilers.

Bob is also interested in identifying other industrial energy priorities (potentially beyond steam/heat produced by boilers). Bob expects to send an email questionnaire out to the membership in this regard. The associated feedback will be discussed at the March, 2018 quarterly meeting.

The proposed individual consultant member classification needs to be voted upon by the membership. Bob will send an email to the membership in January and schedule a special meeting to carry out the proxy process and resultant change to the bylaws.

**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.

Bob updated the Board on the status of the new Higher Logic software platform. Bob is making a plea to get the active members more involved with this community-based online platform.

**IV. 2017 Budget Review/2018 Budget Planning**

Jay Hofmann provided the Treasurer’s report.

The annual dues payments continue to run behind plan at all membership levels.  As of early December, CIBO is expected to end the year about $125,000 behind on the budgeted 2017 dues payments. This will result in a significant negative cash flow for the year.

Overall, the expenses in most of the major expense categories are either at or below the budgeted amounts through ten months this year. The annual meeting is expected to be near budget on the expense side and well below budget on income due to lower than expected attendance.

The 2017 conferences (including booths) made money for CIBO in 2017 (see attachment). The 2018 conference fees were discussed. Generally, it was agreed to maintain the conference attendee fees consistent with 2017. The “spouse” fee at the annual meeting will be raised from $200 (no lunch) to $250 + $50 (including lunch). The annual meeting golf fees will remain “at cost.”

The board briefly discussed various cost/budget cutting options for 2018. It is likely CIBO will reduce the Bracewell legal retainer to $10,000 per month (or lower). Scott Darling suggested that CIBO discontinue its support of the Midwest Ozone Group (MOG) thereby saving CIBO $10,000 in 2018.

Conference calls were scheduled in January for 2018 budget discussion and board approval.

The meeting was adjourned at 7:04 PM.