**December 5, 2016**

**DRAFT CIBO Board Meeting Minutes**

December 5, 2016 - The fourth regularly scheduled quarterly board meeting in 2016 was held. Bob Bessette, Ann McIver, Jay Hofmann, Chris Keuleman, Scott Darling, and Amber LeClair were present. Lisa Jaeger (CIBO Counsel) attended the meeting as a guest via telephone.

**I. Consent Agenda for Approval**

Ann McIver called the meeting to order at 5:25 pm. The Consent Agenda, including the minutes of the September and October meeting minutes, were approved.  Bob Corbin presented the Membership Committee report and the 2017 Membership Plan (attached to the meeting minutes) during the membership meeting.

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

Bob Bessette provided the CIBO Operations report.

Bob discussed an issue associated with the 2014 CIBO staff pension plan payments which were inadvertently not credited to the CIBO staff accounts in February, 2015. CIBO’s payroll processing firm (PayChex) had failed to make these payments as instructed by Bob via fax in January, 2015. Prior to the BOD meeting, Bob addressed the issue with Lisa Jaeger, Jay Hofmann, Ann McIver, Carl Bozzuto, Shawn Sumrall (CIBO accountant), PayChex representatives, and Merrill Lynch representatives. On October 17, 2016, the neglected 2014 pension plan payments were transferred to the CIBO staff accounts. A lost earnings report was prepared by PayChex and it was concluded all CIBO staff have now been “made whole” in their respective retirement accounts. No additional funds were transferred to the staff accounts.

To add an additional check on the annual pension plan administration, the BOD decided it would be prudent to formally approve the voluntary portion of the pension plan each year at the regularly scheduled December BOD meeting.

**III. Strategic Planning and 2017 Budgeting**

Ann McIver led a discussion concerning potential changes to the CIBO Articles of Incorporation and Bylaws. The discussion focused on amending language that would add and/or redefine the various CIBO member categories including the possible addition of an “independent consultant” member category. The Board’s strategic plan anticipates the broadening of the membership beyond “the owners of steam generating, hot water production and cogeneration facilities” to address the needs of all non-utility energy producers and consumers. This would likely require an amendment to Article II of the Bylaws.

Lisa Jaeger agreed to work with the Board to make any necessary amendments to assure compliance with Virginia business and incorporation laws.

Ann McIver and Chris Keuleman led a discussion on the Government Affairs committee activities for 2017. There is a general consensus that CIBO should discontinue “hill visits” for the foreseeable future. No “hill visits” are planned for 2017. However, one significant CIBO led congressional event per year should be considered going forward. There was additional discussion about how such an event could be planned and executed.

Jay Hofmann provided a brief financial analysis of two 2016 technical conferences for 2017 budgeting purposes. Despite falling short of attendance goals (particularly at the August Portland conference), CIBO made money on both conferences.

Ann McIver suggested that the Board convene a conference call in early January to discuss, at a high level, the council’s 2017 plan and budget. In addition, Ann finalized timing for the formal 2016 audit and 2017 budget approval conference call. The date is January 27, 2017.

Finally, Bob Bessette discussed the costs associated with the proposed implementation of the CIBO on-line communities’ project (offered by the firm Higher Logic located in Arlington, VA). Bob said the proposed 2017 budget would reflect a $7,500 Higher Logic licensing and implementation fee (paid in February) and a recurring monthly fee equal to $750 per month after February. A go/no go decision for the on-line communities’ project will be made in January, 2017, upon approval of the 2017 annual budget.

The meeting was adjourned at 6:45 pm.