**March 4, 2019**

**DRAFT CIBO Board Meeting Minutes**

The first regularly scheduled quarterly board meeting in 2019 was held. Bob Bessette, Ann McIver, Mark Calmes, Rob Kaufmann, Scott Darling, and Steve Gossett were present. Jay Hofmann arrived late due to a delayed flight.

Ann McIver called the meeting to order at 5:05 pm on March 4, 2019.

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

Steve Gossett made a motion to approve the December, 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 loss of members since late in 2018. TRC, HDR, and Black & Veatch have recently decided leave the organization. A total of eight associate members have left since the 2019 dues letter was sent. Many associate members are concerned about the lack of projects and their company’s financial future. Bob has heard there are some NOx control projects out in the future, but most are likely to be small.

Bob sees sustainability as an opportunity for CIBO to engage new and existing members going forward. A CIBO initiated and developed sustainability handbook was suggested as a high level tool that would add value.

In general, Bob is hearing that capital budgets/projects are being cut, but optimizing energy efficiency is ongoing in many industries and sites. Energy efficiency should continue to be highlighted by CIBO.

The future of “Hill” visits associated with quarterly meetings was discussed. In order to make these meetings happen and to be effective, CIBO must be more targeted and strategic in identifying and approaching specific members of congress.

The expected attendance at the March, 2019, committee meetings is 35. 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.

In light of the recent loss of several associate members, Bob asked if the BOD should consider various changes in the dues and dues structure.

It was suggested that an informal survey be conducted to better understand alternative dues structures. It is possible CIBO should consider a sliding scale for annual dues based on company size or measurable parameters.

One potential new associate member will be attending the March, 2019, committee meetings.

**IV. Report from the Treasurer**

Jay Hofmann provided the Treasurer’s report.

There is likely to be a 2019 budget shortfall on the revenue side as a result of the lost members. It’s possible some revenue can be recaptured with greater than expected attendance at the conferences. Possible ways to reduce expenses were discussed including how to reduce the risk of losing significant money at the 2019 annual meeting in October.

Bob and Gail must be persistent in limiting the economic risks associated with blocking off too many rooms at the conferences. This involves a careful review of the contracts with the various conference venues.

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

Bob led a discussion on the pros/cons of addressing CIBO’s future leadership and management challenges by engaging an external trade association management company. Bob Bessette is planning on retiring on August 31, 2021. Bob mentioned a company called Virtual Inc. that is in the association management business. Overall, Bob feels CIBO needs someone (or some entity) who is “visible” and who can communicate CIBO’s issues on “the Hill” to support CIBO’s mission for advocacy. Any replacement Executive Director should be an “industry insider.” A law firm could also be engaged to manage CIBO’s activities after Bob’s retirement.

It was decided that Bob should develop a request for quotation (RFQ) for an association management company to evaluate a possible role in managing CIBO on a long-term basis.

**VI. Board Action**

Ann McIver notified the Board that the March, 2019, Board and Energy/Environmental committee meetings will be the last meeting (as a member and director) for Mark Calmes. Rob Kaufmann made a motion to appoint Mick Durham to the CIBO Board and to serve in that role from July 1, 2019, to the end of Mark’s current term. Scott Darling seconded the motion and it was approved unanimously. Steve Gossett made a motion to appoint Scott Darling to the role of Vice Chairman to replace Mark Calmes in that role. Rob Kaufmann seconded the motion and it was approve unanimously.

The venue and location for the 2020 CIBO annual meeting was discussed. Rob Kaufmann made a motion to set the venue at the Lago Mar Resort (Fort Lauderdale, FL). Ann McIver seconded the motion and it was approved unanimously.

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