**March 6, 2017**

**DRAFT CIBO Board Meeting Minutes**

March 6, 2017 - The first regularly scheduled quarterly board meeting in 2017 was held. Bob Bessette, Ann McIver, Jay Hofmann, Mark Calmes, Steve Gossett, Chris Keuleman, Scott Darling, and Amber LeClair were present. Lisa Jaeger (CIBO Counsel) attended the meeting as a guest via telephone.

Ann McIver called the meeting to order at 4:50 pm.

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

Bob Bessette provided the CIBO Operations report.

Bob discussed the status of CIBO staff. Connie Sweeney has come up to speed nicely on the monthly QuickBooks bookkeeping tasks. Bob indicted his ongoing interest in reorienting the CIBO committees in the direction of CIBO’s likely future. The committees will likely want to place a greater emphasis on boiler operations and maintenance and less on fighting rule-by-rule Clean Air Act battles with the EPA.

**II. Report from the Membership Committee**

Amber LeClair provided the CIBO Membership Committee report.

Amber identified two new members so far this year (Ware and Stanley Consultants). We have lost five associate members and two active members in 2017. The total membership count stands at 89.

The membership committee has focused on the question, “What do the members want from CIBO today?” Some ideas discussed include:

1. Updates on water regulations
2. Technical summaries (posted on the website)
3. High level training (offered to remote locations via webinars or similar on-line technologies)
4. “Shape the Hill” (referring to CIBO having a long-term impact on the molding of future legislation)

Concerning CIBO’s marketing materials to new members, CIBO should consider the development of a one page handout containing CIBO’s new “message.” The recruiting/marketing materials should go beyond a statement of the mission and vision of CIBO. Overall, CIBO needs to reach technical people at the plant level (e.g., CEMS technicians).

Bob would like to evaluate in which industry sectors CIBO is currently well represented and in which sectors CIBO is light.

Amber and Bob presented some additional ideas for attracting new members:

1. Show how CIBO now has the potential to influence how new regulations are created with the new EPA administration. How can CIBO best use this opportunity in the years ahead to attract new members?
2. Continue to enhance the outreach provided by the quarterly Focus Group presentations, which continue to be popular among the membership. Ideas for 2017 include: cooling systems, condensing economizers, deaeration/membrane systems, and cooling water in-take structures.

Ann McIver made a motion to approve the purchase of the Higher Logic community based software platform. Jay Hofmann seconded the motion. The motion was approved 5 to 2.

**III. Strategic Planning and 2017 Budget Review**

Jay Hofmann provided the Treasurer’s report. There is only one month of financial data compiled for the new year (January). CIBO had a total of 24 members prepay their 2017 dues. Member dues payments are running behind schedule. As of the end of February, 52 out of 89 members had paid all or part of their 2017 dues. 2017 dues payments continue to flow in at a steady pace.

Ann McIver initiated a discussion on possible changes to CIBO’s by-laws. The main focus was on whether CIBO should expand its mission to address technical and other challenges encountered by industries/companies who are significant energy consumers but do not produce steam in a traditional boiler complex or do not produce steam at all. There are pros and cons associated with expanding the scope of CIBO membership. The challenges encountered by non-boiler centric industrial energy consumers are not the same as those traditionally addressed by CIBO. The primary question is what can CIBO offer these potential new members immediately and what expertise can be acquired over time if the membership scope is expanded. Also, are the non-boiler centric industrial consumers already well served by other CIBO-like associations? Some of CIBO’s existing active and associate members have experience with non-boiler energy consuming operations. Solar Turbines (a CIBO associate member) is a major manufacturer of industrial turbines. Leslie Witherspoon of Solar Turbines could be asked to assist CIBO’s BOD in assessing the pros/cons of expanding CIBO’s reach into some of the industries served by Solar.

Ann announced that Chris Keulemen would be vacating his seat on the CIBO BOD at the June meeting. Ann, Mark Calmes, and Bob agreed to discuss potential nominations to serve out the remainder of Chris’ term before the next meeting of the BOD. Chris Keulemen’s seat on the board is up for reelection in October, 2019.

The BOD generally discussed additional by-law changes. Concerning BOD member succession planning, the idea of having defined individual terms limits was discussed but there was not a motion to change the by-laws in this regard. The BOD also discussed the idea of having sector specific representation on the BOD. Combining BOD member term limits with a sector based strategy could encourage more individuals to step-up and become more involved at all levels of CIBO.

The meeting was adjourned at 6:55 PM.