**June 5, 2017**

**DRAFT CIBO Board Meeting Minutes**

June 5, 2017 - The second regularly scheduled quarterly board meeting in 2017 was held. Bob Bessette, Ann McIver, Jay Hofmann, Mark Calmes, Steve Gossett, Rob Kaufmann, 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 5:05 pm. The members acknowledged and welcomed Rob Kaufmann to the CIBO Board of Directors.

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

Bob Bessette provided the CIBO Operations report.

The Higher Logic (HL) community based software platform is being prepared for beta testing. The member principle representatives and the committee members will be asked to participate in the beta testing process. The goal is to have the HL on-line communities developed as the members sign onto the platform. Initial communities based on the CIBO committee structure will likely be established. Draft HL user rules were discussed (**see attached sheet**). The target for the HL site to “go live” is June 22, 2017.

Bob discussed the status of CIBO staff. There are no pending changes to the CIBO staff (including the contract bookkeeper - Connie Sweeney). Connie continues to come up to speed nicely on the monthly QuickBooks bookkeeping tasks.

**II. Report from the Membership Committee**

Amber LeClair provided the CIBO Membership Committee report.

Amber identified two departed active members since the March meeting (Weyerhaeuser and Kraton). Two new associate members were added since the March meeting (Air Monitor Corporation and Accordant Energy). A total of four new associate members have been added in 2017. We have lost a total of four active and five associate members in 2017. The total membership count stands at 89.

The membership committee discussed potential changes in the CIBO membership categories. CIBO currently has four membership categories (active, associate, small entity, and university). The proposed changes would establish the following six industry based categories and four associate based categories.

**Industry Categories** – Chemicals (325), Food (311), Utilities (221), Metals (331), and Manufacturing (3999)

**Associate Categories** – Architect & Engineering, Equipment Manufacturing, Service Suppliers/Constructors, and Emissions Control Chemicals/Sorbents

The possibility of establishing an affiliate (individual) membership category was also discussed.

Amber also presented proposed strategies/tactics to attract new CIBO members. The two main initiatives discussed are:

1. A voucher system to reward new member recruiting. The new member would award a voucher of some value to the member who was most influential in their decision to join CIBO.
2. CIBO conference fee discounts (coupons) awarded to prospective members.

Amber finished the membership report with a general discussion about what CIBO needs to do to retain existing members. Now that natural gas has replaced many solid fuel boilers and electricity is replacing steam in some cases, the needs of the membership have and are evolving. The idea of establishing a list of things CIBO can do for a variety of energy consumers (including turbine users/owners, electric micro-grids, etc.) was discussed.

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

Jay Hofmann provided the treasurer’s report.

Through April, the collected member dues were running about $200K below the budget. The total expenses through April were running about $55K less than the budget. Given the challenges in collecting member dues this year, the CIBO Board and staff must scrutinize all discretionary expenses for the remainder of 2017.

The CIBO cash balance as of April remains above $1.0M. In order to gain a higher interest rate on the cash, we have been transferring a fraction of the existing cash CD portfolio into higher yielding investment CDs brokered through PNC Bank. The investment CDs are federally insured. In June, we will be converting a maturing investment CD ($100K) into a new investment CD brokered by PNC.

The strategic planning discussion focused on the membership initiatives discussed above. The BOD also revisited the option of approaching the Industrial Energy Consumers Association (IECA) to discuss a formal alliance with CIBO. No decision was made to discuss an alliance with IECA.

No action was taken on the Articles of Incorporation and Bylaws. No action was taken on BOD succession and replacement planning.

The meeting was adjourned at 6:50 PM.