**June 6, 2016**

**CIBO Board Meeting Minutes**

5:08 PM June 6, 2016 - The second regularly scheduled quarterly board meeting in 2016 was held. Bob Bessette, Mark Calmes, Ann McIver, Jay Hofmann (by phone), Chris Keuleman, Scott Darling, Steve Gossett and Amber LeClair were present. Bob Corbin (Membership Committee) and Lisa Jaeger (CIBO Counsel) attended the meeting as guests.

**I. Call to Order**

Ann McIver called the meeting to order by introducing the new Directors.

**II. Approve Minutes**

The meeting was called to order at 5:10 pm.  The minutes of the March 21st meeting and the April 4th and April 7th conference calls were approved as written.

**III. Report of the Membership Committee (Bob Corbin)**

Bob Corbin reported that we are currently at 93 members. Bob then lead a general discussion concerning the changing demographics of CIBO owner representatives and committee members. Bob pointed out the need to focus CIBO activities increasingly on boilers operations and maintenance and less on regulatory compliance.

Bob summarized his assessment of the Boiler Operations conference held in May. Overall, there was a diverse group of owner/operators and suppliers at the conference.

Bob indicated the need for CIBO to sharply define the costs and benefits of CIBO membership to existing and prospective members. Recruiting new members requires a strong value proposition when the regulatory drivers are not as strong as they once were.

Concerning the associate membership, several ideas where discussed to rejuvenate interest among suppliers. Mark Calmes suggested allowing more time during the quarterly meetings for sales presentations and Bob Bessette mentioned the owners have a responsibility to communicate issues and opportunities with the associate members.

Finally, Bob reviewed the top member prospect list with the Board.

Overall, CIBO’s member retention rate is still above the national association benchmark.

**IV. CIBO Operations Report (Bob Bessette)**

President Bessette reported on recent calls and visits with the membership. Bob is focusing his efforts on retaining and adding new “actives” (owners) to CIBO’s membership. Bob generally discussed what is “driving” the membership today now that the development of the Boiler MACT standards appear to be largely complete. Bob indicated that operations, performance, and maintenance will likely be the future focus areas for the owners. Those who fire solid fuels will continue a focus on environmental issues and compliance.

Bob also discussed the importance of CIBO’s continued coordination with the other trade associations in which the owners are active.

Tiffany Woodward (CIBO’s Administrative Support Assistant) is expected to reduce her standard weekly schedule to 30 per week effective immediately.

**V. Report of Treasurer (Jay Hofmann)**

Jay Hofmann provided the financial report.

As of the end of April, the association was under budget by approximately $80,000 (net revenue – expense basis). The primary reason is a dues short-fall of about $74,000 year-to-date. Also, about $30,000 can be attributed to the timing of the May Boiler Operations Conference which was budgeted as if it occurred in April. A significant amount of the revenue associated with the conference was booked in May. The negative budget variance has been partially offset by lower governmental/legal expenses and lower office expenses.

Adherence to the 2016 budget for the remainder of the year will likely depend on whether new members are identified to replace the recently lost members and/or whether meeting/conference revenue and expenses result in favorable variances for the remainder of the year. Small favorable variances in office expenses and payroll can occur and there is also the possibility of a favorable variance in legal expenses as coalition activity remains light.

Finally, Jay mentioned the May Boiler Operations Conference is expected to produce revenue slightly above the budget considering both the conference and booth fees.

**VI. Discussion of Strategic Vision and Future Planning**

The focus of the October CIBO annual meeting was discussed at length. The theme of the meeting was agreed upon and the following statement was adopted:

**“Navigating the Road to a Sustainable Industrial Energy Future”**

Mark Calmes suggested contacting Judi Greenwald as a possible keynote speaker for the annual meeting. Judi Greenwald is the Deputy Director for Climate, Environment, and Energy Efficiency in the Department of Energy’s Office of Energy Policy and Systems Analysis.  Bob Bessette offered to contact her in this regard.

Bob Bessette noted that CIBO’s energy efficiency guidance document has not been updated in the last 40 years. Bob suggested the need for additional focus on updating this guidance as part of CIBO’s operations and sustainability efforts.

Ann McIver discussed the CIBO SWOT analysis she would like to perform and discuss during the September BOD meeting. Ann asked each Director to complete a CIBO SWOT sheet and to send it to her prior to the September meeting.

Ann McIver expressed the need to update the aging CIBO committee papers/objectives documents. The Directors agreed to review and update (as needed) these documents and to send the updated files to Ann. The following assignments were made:

Environmental Committee -- Steve Gossett (with input/help from Chuck Hallier).

Membership Committee -- Amber LeClair (with input/help from Bob Corbin).

Government Affairs Committee -- Chris Keuleman (with input/help from Anthony Reed).

Technical Committee -- Mark Calmes (with input/help from Jason Philpott).

Energy Committee -- Scott Darling (with input/help from Fred Fendt).

Communication / Education -- Jay Hofmann.

**VII. New Business and Next Meeting**

Nothing to report.

**VIII. Adjourn**

The meeting was adjourned at 7:00 pm.