***Passive House Institute US Board of Directors Meeting***

**Wednesday, November 4, 2020: 6.00pm EDT**

**Location: Zoom**

**Notes by:** AG

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| --- | --- | --- | --- |
| **Attendees (X)** | **Organization** | **Phone** | **Email** |
| x | Walter Grondzik (WG),President of PHIUS | Ball State University  | 850.322.8343 | gzik@polaris.net  |
| x | Mary Rogero (MR)Vice President of PHIUS, Member of PHAUS Council | Miami University | 937-305-6337 | mary.rogero@gmail.com |
| x | Allison Bailes (AB)Treasurer of PHIUS | Energy Vanguard | 404-428-3393 | abailes@energyvanguard.com |
| x | Alan Gibson (AG),Secretary of PHIUS,Chair of PHAUS | GO-Logic | 207-323-3079 | alan@gologic.us |
|  | Terry Hill (TH)Director of PHIUS | PHIUS | 703.627.5500 | tjh3@me.com |
| x | Richard Levine (RL)Director of PHIUS | Center for Sustainable Cities Design Studio | 859.272.6444 | www.cscdesignstudio.com |
| x | Prudence Ferreira (PF),Director of PHIUS | Morrison Hershfield | 907.347.4940 | PFerreira@morrisonhershfield.com |
|  | Gray Swicegood (GS)Director Emeritus of PHIUS, Ex Officio member | University of Leuven |  | spicewood3@gmail.com |
| x | Dan Whitmore (DW)Director of PHIUS,Treasurer of PHAUS | RDH | 206-419-6460 | dwhitmore2016@gmail.com |
| x | Maren Longhurst(ML)Director of PHIUS, member of PHAUS Council | Rodell Architects | 509-280-3043 | maren@rodell.design  |
| x | Katrin Klingenberg (KK) Chief Executive Officer of PHIUS, Ex Officio member  | PHIUS | 217.819.7988 | kklingenberg@phius.org |
| x | Mike Knezovich (MKz) Chair Industry Advisory Council (IAC), Director of IAC, Staff | PHIUS | 312-213-0507 | mknezo@phius.org |
| x | Lisa White (LW), Associate Director, Staff | PHIUS | 309-530-2963 | lwhite@phius.org |

***PHIUS Board of Directors Annual Meeting 2020***

**Wednesday November 04: 6.00 pm– 8.00 pm EST**

**Location: PHIUS Zoom Room**

***Agenda Items:***

**6.00 pm– 8.00 pm**

1.      Welcome and Introduction

o   Board retreat agenda overview and goal setting

o   Organizational and elections:

§  Approval of last quarterly meeting minutes

§  Review of Board of Directors’ List

* We will get email from Chris Bayliss with g-drive invitation
* Today is Walter’s last day as board president
* Board president nominations
	+ Mary Rogero. Seconded
	+ Motion to appoint Mary. Seconded. No objections. Mary is new president.
	+ Elect Vice-President. Nominations?
		- AB nominates himself. Others say he’s the best one for treasurer so he should stay
		- PF nominates Dan. Dan says he can do it but would prefer as an interim position. None opposed. Dan is the vice-president on an interim basis.
		- KK: wait, should the Alliance president be VP of board?
			* No—MR was pres and became VP, so that would indicate AG be VP of board. Keep it as it is with Dan as VP of board.
* Increasing membership on board
	+ Suggestion: KK: would like to discuss after we have a strategic planning session. Defer this issue

2.      2020 Review/Program updates:

o   Overview and summary of PHIUS programs (KK, LW)

§  Staffing update (KK)

KK: our office partner is not renewing lease. Question if we want to take it over. I will talk to landlord to negotiate a discount. Business is expanding these days, and would like to do more hiring. Collaborative space is important. Lots of benefits there.

* Could create video space. Need to redo training videos
* Demonstration space/exhibit space
* Could sublet to like-minded groups—Carbon Free Chicago,
* 20 seats. 1500 sq. ft. maybe? Lots of space not well-utilized
* $6,600/month but half that through April
	+ Would give us time to find others to sublet to
* Comparable space looked at not as nice, not much cheaper
* $67,200 annual rate. Currently paying $48,000 including internet. Utilities are $300-400/mo.
* Need to buy build-out. It cost him $100k; he wants $33k for it. $23k in cash and donation receipt for the rest
* Discuss:
	+ Any risk of landlord increasing rent without warning? Yearly lease?
	+ Yes. Also waiving increase in taxes, but could be charged in 2022
	+ PHIUS is in good financial shape. $100k in profit. DNI payout for Mike Kg or forgivable PPP loan
	+ Whose responsibility is it to manage the space?
		- KK: Steven would do this
	+ Is there other office space around that’s cheap and could work?
	+ Too much effort and hassle to move, and not seen a lot of better space
* Consensus to move forward with this plan

WG: we are close to closure with personnel issue. Going to close it out. We have one more balloon payment to make Jan 1, 2021. All are in agreement, so it’s essentially resolved

KK: we made some great hires this year.

* Al Mitchell (mini-Graham)
* Jennie Eber: fund-raising, non-profit management skills
* Michael Franco: technical person and management. Will work on IAC
* Steven Reid-Wynn: got finances under control

They all have more capability than what we were looking for.

WG: I would have the board consider bonuses for staff at the next meeting

KK: have ideas about more staff. Need to update trainings, esp for 2021 standard

* Education director
* PR team

§  Research & Standards development (KK, LW)

·         ASHRAE

·         RMI—super-exciting Realize team. Had 2-day retreat in 2016 after election. Focus on energiesprong effort. We put standards together. Became basis for 2018 standard update. RMI now has ABC collaborative. Jeremy Rifkin wants to work on larger scale

·         ABAA. LW: air-barrier group collaboration

·         WUFI Passive. LW: contract ends at end of 2022. Going to be a spin-off company that takes tool to web-based. Need to find out how that works into our future. Advantages to web-based tool. Could be revenue source. Very exciting. Parametric studies, code comparison packages

§  Training update (LW)

·         CPHC

·         CPHB

·         Raters/Verifiers

·         CPHC University curriculum

·         Conference plan for 2021

* CPHC shifted 2nd phase online in May. 5 since then. I think it’s going well. Less overhead
* 1st rater class going on now. 8 attendees
* WUFI Passive class
* DW: 5 builders classes this year. 120 students total. Projecting to do 2-week class every 6 weeks. Discussion about in-house vs. outsourced. Not meeting projections because classes are smaller, but bringing in income for PHIUS
* This has put emphasis on on-line tool.
* Separate trainings for hygrothermal THERM in future
* Another class in the works for PH101
* DOE grant for training the trainers
* Working on agreement with Penn State and currently Wentworth is doing it.
* KK: I asked Walter and Mary to help me out with colleges. It’s been a pilot. Now lots of demand. Inquiries coming in. Don’t really have legal agreement, not about IP.
* Maybe time for educators’ group to meet.

§  PHIUS+ certifications update (LW, KK)

·         2020 certifications and submissions

·         PHIUS+2021

§  Product certification program and IAC update (KK, LW))

§  Carbon Free Chicago update (KK)

§  PHIUS Alliance programs (AG, DW, ML)

·         Council activities and Chapter status

* Doing well financially. More multi-family over single. MASS Saves brought a lot in
* Total projects number down a bit. Not really affected by covid or staff working from home
* 50 multi; 20 single submitted in 2020.
* 2021 standard. Tomorrow have sneak peek into new standard. Limited scope prescriptive path for single, duplex, townhome. All electric. Limits on window/wall ratios. Should have updated view of it by next Monday.

Discussion

* Retrofit standard? KK: essentially the same as 2018 standard with allowance for thermal bridges that can’t be fixed.
	+ AG: I think we should promote that PHIUS has retrofit standard.
* Might partner with RMI on it. Should we do that?
	+ PF: I think we should run it ourselves
	+ AG: I would argue for the opposite
* Action item: KK will get proposal from Jamie Mendel at RMI that we can look at and compare with our own program
* DW: given drop in single-family, I think we should promote it more. In danger of losing single-family cohort

IAC: MKz: Michael Franco is really good, could take this on. New Ecology group in Boston. Monitoring. James and Michael discussing relationship with them.

LW: Zoho creating CRM. Alliance funding member portal. Going fairly slowly but well.

Alliance:

AG: it would be great to approve our strategic plan before our member’s meeting next week. I’ll share highlights now.

Should we approve this via email? Yes, but maybe come back to it later in the meeting

WG: thanks to everyone for pulling the hootenannies together. They were outstanding.

3.      Financial review

o   Financial resources overview (AB, DW)

§  Treasurers reports PHIUS&PHIUS Alliance

4.      Discussion of strategic paths forward

o   Strategic planning retreat

o   Zero energy mission, rebranding opportunity

* + Growth opportunities discussion
	+ Discussion on international approach
* Dan, can you get back in touch with Building Green for facilitator?
* Let’s send out a doodle poll for a retreat date in Feb or March
* Dick, thanks for the email about this. We’ll get to it.
* KK: I think we should look backward to some degree to see what our messaging was and where we’re going now. I think the language is better now, toward zero energy buildings. Buildings are center point of green new deal as Terry had said.
* Alliance strategic plan: reviewed by board, motion to approve. Second. All in favor—it is approved
* Mkz: Walter and board, I can’t thank you enough for getting us through this last 13 months. More agreement on this from others.

5.      Next meetings:

o   Next board meeting December 10, 2020

o   Next exec meeting January 21, 2021 5pm CST

**Review action items from current Annual Meeting:**

**8.00 pm        Annual Meeting ends**