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**Annual Business Meeting of the Membership of the
Maine Indoor Air Quality Council**

Thursday, June 7, 2018
Sportsman's Alliance of Maine Conference Room
205 Church Hill Road, Augusta, ME

-Minutes-

11 MIAQC members in attendance.

Item 1. Welcome and Announcements

MIAQC President Ted Small introduced himself to those present. Ted transitioned into the role of president following the resignation of Desi-Rae Severson as Council President last Fall. Ted summarized his background as an attorney with a practice focusing on construction law, and how his participation in MIAQC events lead to his service on the Board and to his role as President.

Item 2. Consider Requests to Amend the Agenda

Passed over.

Item 3. **Accept Minutes of the June 14, 2017 Membership Meeting**

A motion was made and seconded to accept the minutes of the June 14, 2017 Membership Meeting. There was no discussion. A vote was taken. Motion passed.

Item 4. Activity Highlights of 2017-18: Here's what we did in 2017-18:

Ted provided the members present with an overview of the Council's activities over the past year:

- Wrapped up our EPA contract to Pilot Test the Energy Savings Plus Health guidance – a 2.5 year \$125,000 contract
- Common Ground Fair – 3 days in September – booth in Energy & Shelter area of the fair – we talk to more people about strategies to design, build, and maintain their homes to be healthy, as well as energy-efficient. (looking for volunteers for 2018 – ask Christy about camper dinners!)
- We presented a full day seminar on building commissioning to more than 25 construction professionals

- We participated in a world-wide day of giving: #GivingTuesday (the Tuesday after Thanksgiving) to raise funds to pay for radon mitigations in low-income homes
- Presented a half day program on Ice Dams and Attic Mold to more than 50 professionals in December
- We sponsored the annual Indoor Insanity 5k race in January both to celebrate radon action month but to also raise funds to pay for radon mitigations in low-income homes
- We presented our four-program Residential Construction Training Series
- We created our own certification for those who have taken all of the residential construction trainings – the first exams will be given by the end of July.
- We presented a program on strategies to create an IAQ Healthy Home for Gardiner Adult Education.
- We added a huge new component to our annual Conference – not only live streaming half the presentations to anyone with an internet connection anywhere, but also added pay-per-view video sessions (to be live in a week or so.)
- Renamed the conference to IAQ & Energy to provide us with more flexibility on location and content
- Presented the Conference on May 1-2, 2018 in Portland (say something about event if you wish here – amazing presenters from all over the country.
- We continued production of our quarterly newsletter *The Informer*. Always looking for interesting articles and pictures to add content. Starting an advertising component as well if MIAQC members would like to submit either business card style ads or full color ads. Newsletter goes to 16,000 names throughout the region.
- Started an initiative to address mold and dampness problems in rental properties. A planning team has been working to create guidance documents on 1) mold & health; 2) best practices for landlords and tenants when dealing with a mold and dampness problem; and 3) the cost of delaying response to a mold and dampness problem. Hosting a summit in September of 2018 to seek input and engagement from a variety of stakeholders in this area to try to identify grassroots and policy initiatives to help those in this situation.
- Starting an initiative in partnership with the American Lung Association to develop a larger, maine-based fund to pay for radon mitigations in low-income weatherizations.
- Conducted trainings to Board members at each Board meeting – working to provide Board members with skills to be better Board members
- Hosted our Second Annual golf tournament to raise funds to support the Council.
- Core Committees met throughout the year to advance planning for all activities (Communications & Public Relations Committee; Development Committee; Education Committee; Public Policy Committee; Planning Team for the Healthy Housing Summit; and the Conference Planning Committee). We are always looking for volunteers to help us do our work. See Christy to sign up.
- Committee reports for 2017-18 will be posted on the MIAQC website.

In addition to the above overview, Ted spent time highlighting the May IAQ & Energy Conference: it was an unbelievable event, with high quality programming that meets his professional educational needs in a way that's more relevant than some programs designed for legal professionals. Other members present also spoke about the quality of the Conference, and how the event is among the best programs for anyone in the real estate and construction arena.

Item 5.

Financial Report 2017-18

Brant Miller, treasurer for the MIAQC, provided those present with the following overview of the Council's finances as of May 2018:

- Although the Council has had a solid year financially, it continues to operate on a shoestring budget. This does create some cash flow pinches on occasion throughout the year. So far we have survived these issues, but the Board is actively looking for someone who can serve on the Board with experience in fundraising to increase our overall financial outlook.
- Income is up overall from 2017, due in great part to the contract project with U.S. EPA to pilot test their energy savings plus health guidance.
- Dues income is up from 2017. The new corporate membership category is a factor here. However, we continue to struggle with retaining members long-term.
- Telephone costs are down significantly, thanks to Christy's implementation of lower-cost strategies to cover our telecommunications needs.
- Overall income for the year is up, but the conclusion of the EPA contract means a leaner financial year next year. Hopefully the IAQ & Energy Conference will continue to grow in a way that the Council can continue to be sustainable.

Item 6. Progress on 2015-2018 Strategic Plan

Christy Crocker provided those present with a brief overview of the status of the council's efforts to complete its strategic plan, scheduled to expire in September 2018. Much of the council's progress in this area was actually addressed in the minutes from the June 2017 membership meeting. The following developments have occurred in 2018:

- The Board has worked hard to be more strategic in its Board appointments, working to build a Board of Directors with skill sets that meet the specific needs of the organization. As a result, over the past year the Board has welcomed three new Board members with critical skill sets: David Douglass, who has both architectural and building science expertise; Jon Levenseler, who is actively involved in residential construction; and Barry Stephens, who replaces the corporate marketing component that was lost when Mark Toth stepped off the Board.
- While we are doing a good job coordinating initiatives with other organizations with common mission, we have been fairly weak in the area of social media, marketing, and public relations. It is clear that we could use some professional assistance in these areas, and the board will be seeking expertise in some capacity in 2018-19.
- The Board hopes to find ways to engage the Council membership in the work of the organization outside of attendance at our specific programs and events.

Christy took a moment to thank the Board of Directors for all of their support over the past year, particularly in the days and weeks around the recent IAQ & Energy Conference. Their dedication to the organization is extraordinary.

Item 7. Preview for 2018-19:

Ted provided those present with a sense of what's coming for MIAQC in 2018-19. For the most part, we will continue our current mix of education programming; The IAQ & Energy Conference; work towards a Healthy Housing Summit; the Indoor Insanity 5k; Building funds for radon mitigation; #Giving Tuesday; Residential Construction Trainings; Webinars; Communications; Policy efforts; Grant-seeking activities. Ted encouraged those present to find ways to help us achieve our mission by joining a committee or attending programs.

The Board and staff are always available to receive input from the membership and listen to ideas members have about how MIAQC can better meet their needs and those of the broader community. Members should feel free to contact the executive director at any time with their questions, comments, concerns, and ideas.

Item 8. Adjourn

A motion was made, seconded, and approved to adjourn the 2018 Membership Meeting.

Minutes respectfully submitted by:

Christine G. Crocker, Executive Director

June 8, 2018

/cgc