



P.O. Box 2438, Augusta, Maine 04338

Telephone: 207/626-8115

Fax: 207/626-9015

E-Mail: miaqc@gwi.net

Web: www.miaqc.org

**Regular Meeting of the Board of Directors
Tuesday, June 21, 2005
5:00 p.m. to 8:00 p.m.
American Lung Association of Maine - Augusta**

-MINUTES-

Members Present: E Caldwell; S. Caulfield; P. Doran; J. Hastings; D. Kingman; B. Miller; I. Most; J. Reny; M. Stern; G. Terrien; J. Thibodeau; C. Toppan

Members Absent: M. Bonzagni; D Lewia; J Musmand

Guests Present: Edward Miller, CEO, American Lung Association of Maine

Staff Present: Christy Crocker

The meeting was called to order at 5:05 p.m.

Item 1. Welcome/Announcements

Brant Miller welcomed everyone to the meeting.

A quorum was confirmed present.

Item 2. Report on Status of ALA Consolidation and the Future of the MIAQC Relationship

Ed Miller, CEO of the American Lung Association of Maine, presented an extensive report on the status of efforts to consolidate the 50 state-level offices of the American Lung Association into fewer, regional offices. His report also summarized the status of ALA-Maine finances, the budget for MIAQC for 2005-06 and beyond, and his review of the options for a continued ALA-ME and MIAQC relationship. A summary of the key points of his report:

ALA-ME Budget and Support for MIAQC

- The 2005-06 ALA-ME budget contains \$24,000 of support for the MIAQC in 2005-06. This budget is scheduled to be adopted on Friday, June 24, 2005.
- 2005 has been a very flat year for ALA-ME. Because of a national consolidation of direct mail efforts, ALA-ME received \$100,000 less in revenue in 2005 than prior years.
- Because of consolidation efforts nationally, ALA-ME cannot guarantee future financial or administrative support of MIAQC.

National consolidation efforts at ALA

- In late May, the American Lung Association received a report from its consolidation task force calling for regional consolidation of ALA offices.

- The report calls for a minimum budget threshold of \$8 million for chapters to remain independent. ALA-ME budget is less than \$2 million.
- 32 state Lung Associations are already in some form of consolidation negotiation at this time. Ed estimates that the end result of consolidation efforts will be 10-12 regional Lung Associations.
- The future of ALA-ME is unclear at this point in time. It is important for MIAQC to recognize that ALA-ME cannot commit to support for MIAQC beyond March 2006.
- End result: there will be significant changes at ALA-ME in the next two years. Ed would like to see the partnerships that ALA-ME has created over the years preserved in some capacity.

Future of MIAQC and ALA-ME

- The work of the MIAQC to date has been exemplary
- Ed would like the ALA-ME/MIAQC relationship to remain complimentary, not competitive.
- The financial outlook for small non-profit organizations with single staff in Maine is grim. Small organizations struggle with the capacity to do what needs to be done, because raising funds is becoming more difficult.
- The recent Board retreat clearly identified that even with continued ALA-ME funding, MIAQC's future is not one of independent financial sustainability.
- Ed noted the willingness of ALA-ME to consider bringing MIAQC on board as an ALA-ME program. While not here to tell MIAQC what to do, he did wish to offer both his perspective, and present an option that would continue the good work of the Council to date.

Following Ed's report, the Board was given an opportunity to briefly discuss the issues and ask questions. Discussion points and issues raised:

- MIAQC should either seriously consider ALA-ME's offer to become an ALA-ME program or commit to doing some serious fundraising now, not later.
- There is significant commonality between the mission of the MIAQC and ALA-ME. A more solid partnership would be useful
- The MIAQC Board should consider two options for direction: either becoming more of a technical, trade organization (inwardly focused) or a public health organization (outward focused.)
- The MIAQC has been acting as a program board. If MIAQC wishes to pursue its options as an independent organization, the Board will need to play a more significant role in fund raising.
- Concern was raised for how other ALA chapters will feel about Maine's incorporation of indoor air quality as a program.
- Concern was raised for IAQ and general lung health advocacy at the local level. Ed indicated there is a commitment to maintain and advocacy presence in all 50 states.
- Concern was raised for IAQ research, and how the research agenda for ALA chapters might differ from that of interest to indoor environments.

Following the discussion, Brant asked the Board to think seriously about these issues, and consider how they might develop a plan that adequately advances the interests of the MIAQC for the future. Board members recommended that a careful analysis be conducted of the impact various options might have on each area of MIAQC work. Such analysis should include a simple listing of the pros and cons for each area.

The Board thanked Ed for his time, his effort, and his candor in bringing these issues to the attention of the Board. The Board further thanked Ed and ALA-ME for their many years of guidance and support.

Item 3. Accept Minutes of April 14, 2005 and June 2, 2005 Meetings

A motion was made, seconded and approved to accept the minutes of the April 14, 2005 meeting of the Board.

A motion was made, seconded and approved to accept the minutes of the June 2, 2005 conference call meeting of the Board.

Item 4. Officer Elections

a) Secretary/Treasurer

Clough Toppan has agreed to serve an additional year as the Secretary/Treasurer of the MIAQC. The recent bylaws amendment allows him to serve additional one year terms.

There were no other nominations.

A motion was made, seconded and approved to cease nominations.

A motion was made, seconded and approved to elect Clough Toppan as Secretary/Treasurer of the MIAQC for 2005-06.

b) President-Elect

Brant called for nominations for the position of President-Elect.

Three nominations were received: George Terrien, John Hastings, and Dennis Kingman. John and Dennis declined the nomination.

There being no other nominations, **a motion was made, seconded and approved to elect George Terrien as President-Elect for 2005-06.**

c) President

Brant called for nominations for the position of President-Elect.

Margaret Stern remained the only nominee.

There being no other nominations, **a motion was made, seconded and approved to elect Margaret Stern as President for 2005-06.**

Members of the Board thanked Brant for his two years of service to the Council. It was the consensus of those present that the MIAQC has flourished under his leadership.

Item 5. Financial Matters and Adoption of the 05-06 Budget

Because the agenda items for financial and workplan review, the financial sustainability plan, and the 2005-06 budget were interrelated, these items were primarily dealt with as a single, financially-oriented discussion.

a) 2005-2006 Budget

Clough Toppan presented the draft budget for 2005-06. The budget as shown is based on the actual performance figures from recent MIAQC programming. Also contained in the budget documents are itemized budgets for the 2006 annual conference, 2005-06 educational seminars, and projections for the next module of the residential contractor trainings. The projections for the residential contractor trainings are not contained in the 05-06 budget as presented.

Clough and Christy spent some time presenting the proposed budget to the Board. The budget is an extremely ambitious one, and the Board members and project leaders will need to be very diligent to ensure that the programs perform as projected.

The most notable change in the budget from prior years is that of terminology. Christy and Cherry have worked to redefine many of the budget line items for greater clarity and ease of posting. It is hoped that the new terminology will assist the Board in better understanding quarterly financial statements and in identifying financial issues as they occur.

b) Residential Contractor Trainings

The Board spent a significant amount of time discussing the residential contractor trainings, both those recently completed and the one projected for development in the coming year. Of particular concern was the need for a project of this magnitude to bring in sufficient income to adequately compensate MIAQC for staff/overhead time and expense in developing and implementing the project.

A variety of options and issues were reviewed, including:

- Instituting a registration fee for attendees
- Increased perceived value to the professional community by using this and other “modules” as the foundation of a certification program, thereby justifying a registration fee.
- Recognizing that the various project partners play a role in how these programs are structured
- Coupon options: initiate a program registration fee, but provide coupon for fee rebates.
- In spite of the short planning/implementation schedule, the success of the 2005 programs are an indicator of probable continued success in 2005-06, particularly relative to funding of the efforts. 2005 programs have potential to continue to generate income for the MIAQC.
- As a result of 2005 efforts, MIAQC has developed a reputation for high quality training, which will be useful in generating funds for the 2006 events.
- The independent evaluation of the project will continue to be an important component of the existing and future modules.

At the conclusion of the discussion, it was the consensus of the Board that MIAQC should not subsidize these training efforts.

The Board therefore resolved that MIAQC should recover all expenses associated with the residential contractor trainings, including staff salary and overhead expenses. The resolve was supported by a unanimous vote.

Members of the Board were given an opportunity to join the planning team for the Ventilation module. Planning team representatives from the Board will include: Peter Doran, Brant Miller, George Terrien, Clough Toppan, and Jim Thibodeau. Additional planning team support will be sought by existing participants: Sandy Mathieu, Rick Karg, Rich Cromwell, Jill Goodwin, and a representative from Efficiency Maine.

c. Financial Sustainability Plan

Christy Crocker reported that some of the key features of the sustainability plan had been incorporated into the 2005-06 Annual Budget: the annual membership dues increase from \$25.00 per year to \$39.00 per year; the increases in attendance and registration fees for the 2006 annual conference, the increase in attendance and registration fees for the 2005-06 educational programming.

Several items have not been included in the budget because the Board has not had the opportunity to discuss them to determine their desirability/viability. The primary issue: what level of participation the Board will have/should have in generating funds for the Council, both through personal donation strategies as well as through cultivation of

prospects and solidifying funding support. Christy provided a brief history of prior appeals to the Board for assistance, and the desirability of peer to peer solicitations. The sustainability plan calls for \$8500 in support for the Council that is either generated by the Board directly, or through a system developed and sanctioned by the Board.

Christy and Clough noted that the remaining sustainability plan items, administrative/communications savings and increasing sales, caused some concern as the budget was prepared. These line items have decreased in previous years, and significant savings has already been achieved through increased use of e-mail and the MIAQC web site. As a result, the \$600 in increased sales and the \$1000 in administrative/communications savings were not felt to be realistic items in the Sustainability Plan.

Those present briefly discussed the current role of the Board in MIAQC financial matters. It was recognized that the Board has served in a primarily programmatic capacity to date, and as a result, MIAQC programs and projects have been successful. There was concern that shifting too far away from program and project oversight could result in a failure of the Council both financially and programmatically.

The Board opted to not include these the remaining sustainability items in the budget at this time, but rather ask the Development Committee to explore various options and opportunities for the Board to review.

d. Development Committee

The significance of the financial issues facing the Council in 05-06 will require strong leadership at the Development Committee level. Edgar Caldwell has resigned as the chairperson of the Development Committee, and Brant Miller has offered to serve in his place.

A motion was made, seconded and approved to appoint Brant Miller as the chairperson of the Development Committee for 2005-06.

The Board asked that the Development Committee convene as soon as possible, and that the Committee consider the following as part of its workplan for the year:

- Discuss, and develop a policy/strategy as necessary to address Board donations
- Explore more grant opportunities
- Identify innovative solutions to generate income
- Identify what level of support and activity will be/should be required of the Board
- Identify various ways to get Board and the membership involved in fundraising
- Suggest how MIAQC can recognize its donors and sponsors
- Suggest how MIAQC and ALA-ME can work together to achieve financial goals

Edgar Caldwell, George Terrien, Clough Toppan, and Peter Doran all volunteered to serve on the Committee.

Brant Miller will contact Ed Miller to invite him to participate as well.

A few concrete options that arose during discussion:

- Approaching Ware-Butler to host one of the Foundations contractor trainings
- Researching availability of funds through the Governors Training Initiative to support contractor trainings, particularly those that might be catered to building trades students.
- Christy was asked to prepare a summary of the professions represented by the MIAQC membership for use by the Development Committee.

e. Workplan 05-06

The Board did not discuss additional workplan items for 05-06, as the Workplan for the coming year was discussed and adopted by the membership at the June 8th Annual Business Meeting.

At the conclusion of all the financial and workplan discussions, **a motion was made, seconded and approved to adopt the 2005-06 annual budget as presented.** The budget for the residential contractor trainings will remain separate at this time.

Item 6. Preview of the 2006 Annual Conference

Christy provided a brief summary of the plans for the 2006 Annual Conference.

The program will take on a slightly new flavor, becoming a general Indoor Air Quality conference predicated upon the central theme of Best Practice. An preliminary plenary session will discuss the definition of “best practice” and how it relates to various professions’ “standard of care.” The session will highlight the responsibility IAQ professionals (all types) have to achieve best practice design, construction and management of indoor environments, and discuss how in doing so Maine can raise the level of building performance.

Following the plenary session, the conference can explore best practice in a variety of settings, using many of the MIAQC activities and best practices as a guide. Sessions on school air quality, floor coverings, energy efficiency, IAQ testing, mold, and residential construction can all be presented. The conference could even provide for best practice methodology to deal with emerging issues such as dust/particulates.

Opportunities to involve building trades students are being considered, with particular consideration of MIAQC members in various professions serving as student mentors throughout the day.

A conference planning team is in place and has met once to develop the topic.

Item 7. Other

Brant asked that all Committee chairs review their Committee rosters to determine if those being maintained on the lists are active and interested in participating in the work of the Committees.

Item 8. Set Dates for 2005-06 Meetings of the Board of Directors

The dates for 2005-06 Board meetings are:

Tuesday, August 30, 2005
5:00 p.m. to 8:00 p.m.
Maine Medical Center, Portland

Tuesday, November 15, 2005
5:00 p.m. to 8:00 p.m.
Augusta location to be determined

Tuesday, January 17, 2006
5:00 p.m. to 8:00 p.m.
Maine Medical Center, Portland

February 15 or 16, 2006
Annual Board of Directors Retreat
All Day
Maple Hill Farm Bed & Breakfast, Hallowell

Tuesday, May 23, 2006
5:00 p.m. to 8:00 p.m.
Augusta location to be determined.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted:

Christine G. Crocker
MIAQC Executive Director
June 23, 2005