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**Maine Indoor Air Quality Council
Annual Business Meeting
Wednesday, June 24, 2009
Augusta Civic Center, Augusta**

-MEETING MINUTES-

1. Welcome and Announcements

Dennis Kingman, MIAQC president, welcomed everyone to the 2009 Annual Business Meeting of the membership of the Maine Indoor Air Quality Council. Dennis reviewed the agenda, voting eligibility of members in good standing, and the voting process. A meeting agenda and relevant documents for action items were forwarded to the membership in advance of the meeting. Additional copies are available for review on the tables.

Individuals wishing to renew their membership for 2009-2010 may do so at the registration table anytime during the morning.

A quorum was confirmed present.

2. Adoption of Minutes from June 17, 2008 Annual Business Meeting

A motion was made and seconded to adopt the minutes of the June 17, 2008 Annual Business Meeting.

There was no discussion.

Motion carried.

3. Adopt Bylaws Amendment:

Dennis Kingman reviewed the reasoning behind the proposed bylaws amendment. The amendment was developed as a result of the strategic planning discussions held by the Board throughout the spring and summer of 2008. The proposed amendment adds two words to Article II, Section 2 of the Bylaws to better reflect the mission and workplan of the MIAQC. The amendment reads as follows:

“Article II, Section 2. The Council shall identify and promote best practices for **building** **and** maintaining healthy indoor environments. The Council shall recommend credible and

science-based (peer reviewed whenever possible) resources based on the information available to the Council.”

After Dennis’ presentation of the amendment, **a motion was made and seconded to adopt the bylaws amendment as written.**

There was no further discussion.

Motion carried.

4. Presentation of the MIAQC Strategic Plan 2009-2012

Ivan Most, president-elect, reviewed the core provisions of the MIAQC Strategic plan, which was developed by the Board after a full year of work and effort. It is the Board’s hope that the plan will provide a roadmap for activity in the upcoming years. Two primary highlights of the plan include: increased focus on energy efficiency and indoor air quality in the coming years, given the shift in efforts locally, regionally and nationally on energy conservation initiatives; and ongoing efforts to secure financial sustainability for the Maine Indoor Air Quality Council. MIAQC members can anticipate significant Board and Committee activity in each of these core areas in the next couple of years.

Members of the council are encouraged to review the plan and provide feedback to the Board on any of the initiatives and workplan identified in the document.

The Strategic Plan was formally adopted by the Board in September 2008.

5. Report of the President

Dennis’ oral report of the President focused on highlights of his written report, which is contained in the written report compilation given to all members present at the meeting.

Highlights of 2008-09:

The development of the strategic plan is the most critical piece of work undertaken by the Council in the past year. The resulting plan is well thought out, and will serve to guide the MIAQC on a clear strategic path for the next three years and beyond. Dennis looks forward to seeing the plan’s implementation

MIAQC continues to work on development of its education and program opportunities for the membership and other IAQ professionals. The Council is actively working to develop web-based training opportunities. Working towards new methodologies for program presentation, including opportunities for web-based trainings, as well as increase the availability of information and resources via the MIAQC website.

Dennis praised the Board members for their dedication of time and energy in the past year. It was a pleasure watch the Board grow in the roles and responsibilities, and take on new leadership opportunities.

Dennis thanked all sponsors of Council programs and services in the past year, including the American Lung Association, Northeast Laboratory Services, Efficiency Maine, Mechanical Services, the Maine Asthma Program the Maine State Radon Section, and Environmental Safety & Hygiene Associates. Little of what we do would be possible without their support. These sponsorships have helped to keep the MIAQC viable and are the primary reason MIAQC is able to accomplish its goals

At the end of his report, Dennis thanked Christy Crocker, the MIAQC Executive Director. Dennis praised Christy for her energy, enthusiasm and many ideas for achieving Council goals and overcoming obstacles.

6. Report of the Executive Director

Christy's oral report emphasized two themes that summarize the activity of the MIAQC in the past year: the strategic plan and financial sustainability. Finances have been and will likely continue to be an ongoing struggle for the Council as it moves forward. Christy emphasized reiterated the value of the many sponsorships, grants and contracts made available to the Council from various organizations. This support has, literally, been the reason MIAQC continues to operate and continues to work to achieve its goal of safe and healthy indoor environments for all Maine citizens.

Another highlight of 08-09 was the 2009 Annual Conference. In spite of the economy, the conference was one of the best events ever presented in the MIAQC's 10 year history.

In the coming year, members can look forward to increasing focus on issues of energy efficiency retrofits and their impact on the healthfulness of indoor environments. MIAQC will continue to run its annual energy efficiency & IAQ seminar, and continue efforts to solidify relationships in the policy area, both through participation in Build Green Maine and participation in the many initiatives being advanced by various energy related organizations.

Christy referred members to her written report for other highlights of the 2008-09 council year.

Christy thanked Dennis for his guidance and leadership as president of the Council in the past two years.

7. Report of the Treasurer

Jim Reny, MIAQC treasurer, was not available to present the financial report. Christy walked members through the various financial reports contained in the Annual Report of Activity, highlighting the following key issues:

Balance Sheet: balance at the end of June 2009 very close to the balance at the end of June 2008. This is great news, and an indicator that MIAQC will continue to be a viable organization into 2010. The available balance of \$25,000 is not much of a buffer for the MIAQC to work with as it advances into the 2009-2010. It is hoped that new resources can be located to help support the MIAQC in the coming years.

Dues income for 2008-09 is significantly down. More than 25% of MIAQC members did not pay their dues for the fiscal year. Christy emphasized that the Board remains committed to meeting the needs of the membership as well as meeting its financial obligations. To that end, members in need

of financial support to maintain their Council membership or to participate in Council activities should simply contact Christy and work out an arrangement that works for both entities.

There is a significant disparity between budgeted income and actual income for the fiscal year. This is due primarily to limited presentations of the residential construction trainings series. This is not the case for the 2009-2010, and plans are already underway for increased presentations of these popular programs, and the financial opportunities they present.

Copies of the statements from month to month are always available to MIAQC members upon request.

8. Committee Reports

Dennis noted that the reports of the various committees are represented in the written Report of Activity. Members were encouraged to read those reports for an understanding of the accomplishments each has achieved in the past year.

The Council is always in need of active committee participants. Committees initiatives are the heart of how the Council achieves its workplan each year. Members are encouraged to consider how they might be able to contribute to the Council through contribution of time and energy to a committee. Names of the committee chairs are in the report – members are encouraged to contact either them or Christy if they have interest in serving on a particular committee.

9. Status of 2009-10 Board Elections

The annual Board of Election balloting process was delayed this year in order to complete the slate of candidates for election. As a result, the balloting process is ongoing, and results will be made available the first week in July. Members in good standing of the Council who wish to vote at today's meeting can do so by checking in at the MIAQC registration table.

10. Preview of Workplan 2009-2010

Priorities for the coming year are highlighted in the strategic plan. Members wishing to know more about our workplan for the coming year should refer to the strategic plan.

11. Presidential Recognition

Each year, the MIAQC recognizes a member of the Council who has made significant contribution to the MIAQC. This year, Dennis Kingman recognized George Terrien, AIA. George's services to the Board and to the various committees has been invaluable. He has been both a resource to the Board personally and professionally, and has significantly contributed to the overall work of the Board. Those present gave George a round of applause.

Dennis further recognized Brant Miller, who in 2009-2010 will no longer be a member of the Executive Committee for the first time in over six years. Therefore, in recognition of Brant's contributions to the Council, Brant is being offered the honorary position of "President Emeritus", and is being offered the ability to continue to serve on the Executive committee of the Board. Those present gave Brant a round of applause.

12. Adjourn

A motion was made, seconded and approved to adjourn the Annual Business Meeting of the Maine Indoor Air Quality.

Minutes respectfully submitted by:

Christine G. Crocker, Executive Director
July 2009