

## Minutes from a Quarterly Meeting of the ASEA Board of Directors

July 12, 2008

A regular meeting of the Board of Directors (the "**Board**") of the Arizona Solar Energy Association ("**ASEA**"), a non-profit corporation, was held on July 12, 2008 MST at the APS Solar Test and Research Center.

### **Agenda:**

- Introductions
- Report from 2007 Board / ASEA history Dan Aiello, Past Chair
- Brainstorming on educational opportunities
- Regional directors planning
- ASEA Administrative Business
  - Appointment of Vice Chair Vivian Harte
  - Review of bios for website Elaine Stack
  - Review of ASEA and ASES documents
  - Discussion of Board roles and responsibilities
  - Treasurer's Report Ferrell Anderson
  - Board of Directors and liability insurance Ferrell Anderson
  - Update on government filings Dan Aiello, Ferrell Anderson
  - Speakers bureau
  - ACC matters Vivian Harte
  - Newsletter to non-e-mailers
  - Letterhead
  - Fundraising
  - Future Board meetings
  - Forming ad-hoc committees
    - Policies concerning subchapters and subgroups
    - Home for ASEA materials
    - Code of ethics for ASEA and Board
    - Website
- Formal committee updates
- Formal committee discussions
- ASES 2010 conference
- Closing thoughts and formal adjournment

### **Directors Present**

- Vivian Harte
- Toby Schneider
- Anthony Floyd
- Dan Aiello
- Harvey Bryan
- Ferrell Anderson
- Michael Neary
- Dan Lonetti
- Elaine Stack

### **Directors Absent**

- Joe Costion
- Amanda Acheson
- Bill Cunningham
- John Neville

### **Also Present**

- Tom Timmons
- Russ Clark
- Jim Stack
- Robert Bulechek
- Erick Dean



## REGIONAL DIRECTORS PLANNING

This activity was deferred to each region to meet over the next few weeks and develop a plan to be able to implement the year's activities for their region – a preliminary plan is due at the next conference call.

Action	Develop a plan to contact each of your members and plan & implement the known activities for the next 12 months in your region.	Regional Directors
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## ASEA ADMINISTRATIVE BUSINESS

### ***Appointment of Vice Chair***

Vivian requested the appointment of Tom Timmons as the Vice Chairman, which passed unanimously.

### ***Review of bios for website***

In order to post a brief bio with a photo of each director on the webpage, Elaine will send out the existing bio from the ballot document for each director to edit to his/her liking and return, along with a digital photo. If no digital photo is available, Elaine will bring digital camera to next quarterly meeting and take the photo.

Action	Send ballot bio information to each Director and submit the returned edited version to the webmaster for posting on the webpage	Elaine
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Action	Bring Digital camera to next quarterly meeting and take photo if all photo's not received	Elaine
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### ***Review of ASEA and ASES documents***

The Articles of Incorporation were not legible on printout so the Purpose and Characterization of Affairs of the organization is typed out here as it appears on the official document.

Purpose: To further the scientific, technical & economic development of solar renewable energy and sustainability in Arizona

Character of Affairs: Through the exchange of ideas, information & demonstration via meeting, publications, education and assistance to public and private groups & entities

It was decided that the By Laws need to be reviewed and amendment recommendations made regarding the new board start date (May 1) and an error in the quorum number (should be 8 not 6). These changes will require three-fourths agreement of the entire membership. It was agreed that this decision will be tabled until next spring when a more cohesive membership group is available to respond to this request. In the interim, each board member will note any desired changes to the bylaws to be reviewed later.

We were reminded that the ASES annual report is due in the spring of each year. Also, we were reminded that a few board members still need to acquire their ASES membership(s).

Action	Paperwork for the IRS tax-exempt status needs to be resubmitted.	Dan A & Ferrell
Action	Elaine will request that ASES annual report reminders be emailed to both Vivian and Elaine	Elaine
Action	Any board member not currently an ASES member, will acquire ASES membership by next meeting	Joe C, Amanda, & Michael

### ***Discussion of Board roles and responsibilities***

To be discussed further at a future meeting.

### ***Treasurer's Report***

The current balance in the consolidated checking account was reported to be \$7,689.56.

**Board of Directors and liability insurance**

After much discussion, the motion was made to direct Ferrell to investigate and acquire both Board of Director and event liability insurance. He already has one quote and will get a quote by the same provider that ASES uses and purchase the lower of the two quotes by the end of July. Motion carried unanimously.

**Speakers bureau**

Each participant enumerated the topics they would be able to speak about. They are as follows:

- Toby: inverters, CFLs, LEDs, solar ovens, hot water
- Anthony: green building
- Dan: passive solar design, passive architecture and planning
- Harvey: green buildings, urban planning, large-scale PPAs,
- Ferrell: general green building, pre-planning
- Elaine: load control using solar and passive strategies, solar heating, solar cooking
- Jim: all aspects of solar, clean transportation
- Dan: residential solar implementation, PVs
- Michael: solar hot water, legislation and public policy, general solar
- Robert: home efficiency projects
- Erick: solar cell design and manufacture
- Tom: DIY solar projects, cost analysis
- Vivian: solar orientation, solar cooking

Action	Elaine & Tom will develop Speaker's Bureau matrix (or database) to facilitate easy identification of speakers	Elaine, Tom
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**ACC matters**

Harvey discussed the importance of the upcoming election of 3 ACC members and the challenge to the renewable energy portfolio. Dan suggested this information be distributed to our membership via a "Solar Flare" because the deadline for the qualifying contribution for ACC candidates is August 21, 2008. Vivian passed around \$5 Clean Election forms for Kara Kelty, Sandra Kennedy, Paul Newman, and Barry Wong. She will contact these candidates and inform the Board whether they are still accepting these contributions.

Action	Harvey will lead the efforts to promote the pro-solar candidates for ACC in the central region	Harvey
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**Newsletter to non-e-mailers**

Regional directors need to make sure that any snail-mail only members get a phone call to try to get their email address for the newsletter.

Action	Need a "script" of exactly what questions we need to ask each of these members.	Vivian & Tom
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**Letterhead**

After several recommendations, the Board most liked the letterhead with "The answer comes up every day" under our name at the top, the Board of Directors listed on the left, and our contact information on the bottom.

**Fundraising**

Solar Salon series, Downloadable publications, T-shirts etc were discussed. Further consideration will be given by the Fundraising Committee headed by Tom.

Action	Develop partnership with possible volunteers to type up downloadable documents	Tom, Vivian, Dan, Toby
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**Future Board meetings**

It was decided that face-to-face meetings will be on a quarterly basis with a conference call at the 6-week mid-point.

Next Conference Call                      August 23, 2008  
Next Face-to-face                              Sept 27, 2008

Action     Set up Conference call for Aug 23, 2008 at 10am and sent out meeting notice with reminder     Vivian

Action     Provide Vivian with info, costs, etc of a VoIP-type virtual phone number with call forwarding     Elaine

**Forming ad-hoc committees**

- Policies concerning subchapters and subgroups – Vivian, Dan A and Leah Bushman, and Bill Buckner with head this up
- Home for ASEA materials – Dan A and Dan L will work on this (Jim Stack will help)
- Code of ethics for ASEA and Board – Executive Committee will review and make recommendations
- Website – Tom, Erick, Elaine, Dan A

**FORMAL COMMITTEE UPDATES**

Tabled until the Sept 27<sup>th</sup> meeting – until then updates will be via email.

**FORMAL COMMITTEE DISCUSSIONS**

The formal committees and their chairpersons are:

<b>Legislative Committee</b>	Michael Neary
<b>Education Committee</b>	Dan Aiello
<b>Membership Committee</b>	Geoff Sutton
<b>Communications Committee</b>	Tom Timmons

**ASES 2010 CONFERENCE**

The ASES conference is scheduled for May 18-22, 2010. The structure of the conference has already been established. We will be responsible for planning and executing the pre-conference and post-conference activities - the events, the host party, the tours, the fund-raising, maybe local workshops, etc. It was agreed that everyone on the Board of ASEA is a member of the organizing committee.

We need to decide who will be members of the National Organizing Committee and who to recommend to be Chair of the National Organizing Committee soon.

Action     Vivian will forward email from ASES (Becky) regarding the roles & responsibilities for ASES 2010     Vivian

**CLOSING THOUGHTS AND ADJOURNMENT**

## SUMMARY OF ACTION ITEMS

<b>Assignee</b>	<b>TASK</b>	<b>Due Date</b>
Joe C, Amanda, Michael N	Any board member not currently an ASES member, will acquire ASES membership by next meeting	17-Jul-08
Elaine	Bring Digital camera to next quarterly meeting and take photo if all photo's not received	27-Sep-08
Regional Directors	Develop a plan to implement the known activities for the next 12 months for your region.	31-Jul-08
Tom, Vivian, Dan, Toby	Develop partnership with possible volunteers to type up downloadable documents	23-Aug-08
Elaine, Tom	Elaine & Tom will develop Speaker's Bureau matrix (or database) to facilitate easy identification of speakers	23-Aug-08
Elaine	Elaine will contact ASES to request that annual report reminders be emailed to both Vivian and Elaine	17-Jul-08
Harvey	Harvey will lead the efforts to promote the pro-solar candidates for ACC in the central region	21-Aug-08
Vivian & Tom	Need a <i>NICE</i> new booth display and handout materials for each region	23-Aug-08
Booth committee	Need to come up with a "script" of exactly what questions we need to ask each of these members.	23-Aug-08
Dan A & Ferrell	Paperwork for the IRS tax-exempt status must be recreated and resubmitted.	31-Jul-08
Elaine	Provide Vivian with info, costs, etc of a VoIP-type call forwarding service	23-Aug-08
Elaine	Send ballot bio information to each Director and submit the returned edited version to the webmaster for posting on the webpage	18-Jul-08
Vivian	Set up Conference call for Aug 23, 2008 and sent out meeting notice with reminder	31-Jul-08
Vivian	Vivian will forward email received from ASES (Becky) regarding the roles & responsibilities for ASES 2010	17-Jul-08