SORA Board Meeting
Tuesday, November 7, 2023 2:30 PM - 4:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.google.com/nse-vmmh-tkv>

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**Board Roll Call:**

**Bolded names in attendance**

|  |  |
| --- | --- |
| Region 1: Amanda Clark (CT) | ***Region 8: President Elect:* Chuck Cousino (CO)** |
| **Region 2: Stephen Marshall (NY)** | **Region 9: *Treasurer:* Michael Broussard (NM)** |
| **Region 3: *President*: Travis Sterner (MD)** | **Region 10: Jeremy Simmons (WA)** |
| **Region 4: Chris Edwards (KY)** | Tribal: Michael Bolt (NC Cherokee) |
| Region 5: Mike Mettler (IN) | **Canadian Provinces: Derek Smith (Manitoba)** |
| **Region 6: Nicolas Huber (OK)** | **At Large*: Past President*: Marcia Degen (VA)** |
| **Region 7: Eric Folks (MO)** | **Eric Casey: Executive Director** |

Invited Guests: Dick Bachelder (COI Rep.), **Sheryl Ervin (COI Rep. back-up), Dave Cotton (membership)**

1. Approval of meeting agenda: Chuck C moved approve as submitted to; Michael B second; no opposition
2. Approval of meeting minutes
	1. October 3, 2023; Discussion on up to $150 authorized to work on website to address some issues with access to website. Minutes modified to reflect that Eric C would email website person for help and authorized him to spend up to $150 for the help. Also modify spelling of listserve to listserv.

Marcia moved to accept minutes as amended. Chuck seconded. No opposition.

1. Executive Committee Reports
	1. President’s report: (Travis) – Travis reported on the NOWRA conference. The presentations were all really good and having an opportunity to meet face to face with other regulators was great.

Eric reported that about 30 SORA members attended. This was the largest NOWRA conference based on attendance (about 740).

* 1. Treasurer’s Report: (Michael)
		1. Status of moving funds to new bank: The old account cannot be closed until all of the merchant accounts are linked to the new account. He’s working on that.
		2. Invoice status:
			1. Invoicing/ Invoice Details. Received Travis’ travel reimbursement for the conference pending payment.
			2. Payments
		3. Current:
			1. Total Bank Accounts: $45,469.54
			2. Receivables: $2845.96
	2. Secretary’s Report:
		1. Vacant, NR
	3. Executive Director’s Report (Eric C):
		1. Website/ information to board

Waiting to hear back from consultant on some website access issues.

Submitted proposal to participate in a Workforce Grant application with NOWRA. Request to NOWRA was for $100,000 to pay for training/education options for SORA members. 450 stipends for $250 each to members. 450/3 years is 150 stipends per year. Assume that most will be online training such as NOWRA, but could take training elsewhere or in person. If online and through NOWRA, easy to track as NOWRA training software captures all of the details. 10% is for administrative costs (promoting, administering, and follow up to EPA) to be done by Eric Casey. Likely will need an online application so can pay the host of the training directly.

SORA will need to develop procedures once we get the grant in order to adequately document the grant payment. Likely grant awarded in April. Caution that it could be a big, time commitment and that it’s critical that adequate procedures are laid out early. Hopefully Eric C can cover the additional work using the 10% admin costs.

1. Standing Committee Reports:
	1. Membership (Dave); Dave has been working with Ann to regain access to the online application info. He cannot get into the membership listing. Dave asked Eric C for help. This is an online registration that sends an email to Dave C. That info gets logged into a google share site that belongs to Ann. Dave C cannot get it unlocked. Really need to get Ann out of the middle.

Michael said it’s a google doc that has share privileges so it should be accessible through google docs.

Dave would like to see this addressed. Dave will work with Eric and Ann to try to get this addressed.

* 1. Conference Planning (Chuck/Eric); Good turnout. Eric C was able to handle all the aspects of the conference for SORA. (registration, reception). We may want to move back to having a face to face meeting in the near future. Good to have face to face meetings, but it does potentially conflict with presentations. SORA did have a face to face meeting on Sunday in 2019 which was okay, but some folks had to come early and spend an extra night.

In the past there had been panel discussions that were great. Does not need to be a 4 hour meeting if it’s in person and at the conference.

Jeremy asked if he should try to plug into the conference planning for the 2024 conference since it’s in Washington. Chuck will ask NOWRA to switch Chuck’s name for Jeremy on the NOWRA conference committee.

* 1. Strategic Planning (Travis): No current projects.
1. COI Report (Sheryl): Sheryl is in close contact with Dick and one or the other will always be at the SORA Board meetings. The last aging report is dated July 30. They need a more recent report so they can track down payments. New statements for 2024 will go out soon and so need updated info asap so they can see who is outstanding. Discussion about 2022 outstanding balances for the 2022 SORA reception. Consensus was to ignore as that is voluntary and SORA does budget for it.

Are there any prospects for new members that they could reach out to? Send info to Sheryl. Also need the updated list of COIs with contacts. Michael has already shared that link, but Sheryl does not have access. Michael will just email it rather than sharing a link. Idea of a secure section of the website with this info was brought up again. That might be easier than trying to share google files, but it may increase the cost of the website.

Sheryl asked if there was an estimate for the COI reception for 2023? Eric said the estimate was $3,333.77. For 2022, the hotel gave a break on the costs and there was a discussion as to whether the extra money collected should/could be applied to 2023. Consensus is to apply the excess from last year to this year’s bill and then determine amount remaining in order to calculate voluntary payment for 2023.

Whatever is done must be transparent.

1. Ad hoc Committee Reports:
	1. Website (Eric): No additional report.
	2. Retirees (Vacant): No additional report.
	3. Policy (Chuck): COI joining mid-year policy; Policy shared onscreen for vote.

Policy is that if they join late, they pay for the remainder of the year and the following year at increments of 1.25 to 1.5 times the annual rate (to cover the cost of the current partial year and the following full year). Reviewed the policy and made edits to clarify the membership year as being January 1 through December 31. Michael will have to create new membership categories for these options.

Motion: Chuck motioned to accept SOP as amended. Nick seconded. No objections.

1. Old Business:
	1. Mid-year COI join date and membership fee (see discussion above)
	2. Newsletter (Eric C, Michael Broussard and Mike Mettler) (lornawithrow@dhhs.nc.gov interested in newsletter). Eric has a list of potential topics that he will bring up at the annual meeting. Michael shared a newsletter done by a SW funding group as an idea of a good newsletter. MB also used videos and animations in that newsletter too and suggested adding those.
	3. Discussion of product reviews. MB discussed with a few COIs as to how to assess systems once installed. Evaluating performance of the owner, operator and system across numerous sites in order to make a decision as to whether a system is or is not performing.

Eric F mentioned that he thought it was more of how do we provide more info to each other as to each state’s approval process. Eric has a situation where a specific manufacturer installed x number of systems and then a third party did the performance review.

* + 1. Eric Folks and Michael Broussard members
		2. Michael to develop proposal
		3. Outreach to COIs to see what would be helpful
	1. Payment process/SOP – discussed above
	2. Remote annual business meeting (Chuck) – November 14
	3. EPA Decentralized MOU
		1. December 5-6, 2023 (Signing event) (either Travis or Eric C will attend)
	4. NEHA monthly magazine - costs, benefit for SORA to advertise using a comp ad in the magazine – Eric C is following up with NEHA but no response as of yet
	5. Membership renewal/ new members process, listserv – see above
		1. Vermont - paid for 5 members so SORA needs updated list because they originally wanted 10 members
		2. New Mexico is pending
1. New Business:
	1. Listserv limited access website location (Eric C.) – see above
	2. Vermont, and other new members (Eric C, Michael B, Dave C) – see above
	3. Listserv annual fee – received bill of $835 to maintain the listserv. SORA to pay as an already budgeted item, but need to up the amount in the 2024 budget to cover the actual cost.
	4. NOWRA travel expenses – Travis has submitted travel expenses for NOWRA meeting to Michael.
2. Action Items:
3. Adjourn –Michael B motion. Chuck C second. No objection.

**Meeting Dates for 2023 (First Tuesday of each month):** All meetings will start at 2:30 P.M. EST.

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| January 3 | July 5 |
| February 7 | August 1 |
| March 7 | September 5 |
| April 4 | October 3  |
| May 2 | November 7 (online annual meeting – start time 12:30 – 4 pm EST) |
| June 6 | December 5 |