**Minutes of Board of Directors NYPGA**

**Albany, NY**

**December 8, 2017**

**Attendees**: Amber LaFountain, Rick Cummings, Dick Brescia, Tom Overbaugh, Bill Overbaugh, Bruce Ruppert, Shane Sweet, Mike Hopsicker, Matt Meehan, Dave Keen, Paul Wendt, Tim Johnston, Jody Ameden, Dave Latourell, Bill Pfeiffer and Trent Nagata.

President, Mike Hopsicker opened the meeting at 10:03 am.

Mike opened the meeting asking for everyone to keep in mind the anti-trust statement located in the packet.

Minutes were not included in the packet, Shane will be sending them out right after the meeting, so everyone has a chance to review them.

**Treasurer’s Report –Paul Wendt**

This report is based through November 30, 2017. Income is at $29,600, a bit ahead of 2016. The projection for year end is a net income of $21,700 due to normal expenses for the remainder of the year. Revenue has come from the Train the Trainer class, the cathodic protection class and a CETP railcar class for John Ray. We still have to bill NYPERC for $83,000 for 2017 expenses, there is still $7,500 due for dues, Shane believes only about $1500 of that is at risk of not being collected by year end. Paul asked for the % change column to be removed and a budget column to be added to monthly statements.

**Bruce Ruppert – NYPERC Reconciliation**

NYPERC started 2017 with $313,086, was paid NY PERC $280,927 and has paid out to NYPGA $349,289. The reason we paid out more than we received is that there were some dockets from 2016 that were closed out first quarter of 2017. We have about $84,000 that is still left as a receivable so it will be either paid by NYPERC or returned to National PERC. If you take that $84,000 from NYPERC’s balance of $244,000, it will get their balance back around $160,000 where it has been. ER and Auto Gas may be returning some money.

Mike asked if there were any questions and if he could have the report approved. Rick Cummings made a motion to approve it, Bill Overbaugh seconded it. IT WAS VOTED to approve.

**Committee Reports**

**Education – Amber LaFountain**

Safety and Training had a busy fall, with classes and rebate requests continuing through November. There is one last cathodic class as well as a railcar class this month then the training is over for 2017. The committee has been in touch with one another and will finalize the class schedule in January after the trainer’s conference.

**Emergency Response –Jody Ameden**

John Hart just did a class on Tuesday for a train the trainer class. There were 23 registered and was very successful. John has also decided to retire from this position at the end of 2017 so Dave Latourell has offered to co-chair with Jody to keep the committee moving forward**.**

**Legislative – Rick Cummings and Dick Brescia**

Things are pretty quiet in Albany right now but the first of the year will be a rough and tumble ride. It looks as though the Republicans are in jeopardy of losing the senate, the IBC deal is coming apart, we need to keep our fingers crossed that doesn’t happen, it was a complete disaster last time democrats had the senate. Dick said that the Code Council met Tuesday and they spoke on a bill that passed that makes it harder for localities to sway from state codes. There are a few code council members that do side with localities a little too much which makes it hard on companies. The common reason the localities are using to be able to have higher standards is that their fire departments cannot get there fast enough. There are some changes to the 2018 ICC but nothing that involves the propane industry. They said they would come to the March meeting if we would like them to. There are several bills being introduced, most of them from the Obama administration. One is a bill that would allow municipalities to accept engineering plans without the applicant having to jump through hoops. Another is based on the impact of salt deduction in NY State and how everyone is so upset with it so they should just compensate everyone with a NY tax reduction. Dick also talked about a possible bill floating around that effects on-call workers and that they should be paid if they are on call a certain number of hours. Bill Overbaugh wondered if this would apply to our on-call drivers. Dick is going to look into it. The Association of Town and Villages meeting is again in February so Dick, Rick and Jody met with a representative to schedule Jody and other instructors to have time/space. John has done this before and it is a great way for us to reach out to many zoning officials. The deal is that we would give them course descriptions on what we would teach/discuss and Dick wrote an article for their magazine. It invited all town officials to our courses and it was a great way to get our name out there. We are in hopes that it will get us in the door so we can do more local classes and reach more local officials. Rick is putting in a rebate request for $5000.00 to cover the costs associated with this.

**Nominating Committee – Rick Cummings**

 Rick will be getting that organized in the next couple of weeks and will get a list of nominations to the BOD by Mid-January, so everything is on schedule. If anyone has any suggestions, please let Rick know.

**Marketing – Matt Meehan**

Matt had Rich Goldberg and Ben Gutkin at the meeting so they could do a presentation on their proposal for the website for both NY and Long Island. They said the website should be up and running in 3 to 4 months for the consumer side, the dealer side will take an extra couple months. Right now they are shooting to have it done by the March meeting so that they can come and do a presentation. As part of their proposal they will also be doing a winter issues printing as well as helping promote the propane initiative program for 2018. With the remaining funds marketing has in their budget for 2017 they have contracted Warm Thoughts to complete our website, Long Island’s website, a winter issue of Propane Matters and Warm Thoughts Admin and promotion.

**Membership – Shane for Roger Smith**

We have had a couple verbal commitments but nothing on paper so there is no report at this time.

**Conference Committee – Bill Overbaugh**

Shane talked with Tina and Shelby from NJ and PA Associations about a joint meeting this summer at The Sands in June (21/22). Everything is set and it should be a great meeting. The only problem is that the meeting rooms are kind of small so the hopes of a trade show sort of meeting is out but they hope they can bring in some revenue from table top displays. There are 3 or 4 topics in discussion for meeting material so planning is off to a great start.

**Auto Gas – Tom Overbaugh**

Has a couple meetings with James Symon from NYSERDA trying to get more information on exactly what they want so we can get a part of the Volkswagen settlement. We are making progress but it is a slow process. It is really hard to get what he wants since he wants a report on what the results are going to be and we really do not know what the results are going to be. We were looking at offering an incentive of 50% off the cost of an LP bus to schools across NY. James wants a statement from schools that they would be interested in buying propane buses if they were offered a 50% refund. This is a non-binding letter of intent.

**District Reports/ Directors at Large**

Dave Kean – Island is quiet. There are a few issues with the health department with the placement of tanks per the sanitary code. They were expecting the tanks 50 feet away from structures even though the law is 10 feet. This has happened in the past. The Long Island meeting is Dec. 12th where they will be doing their Toys for Tots toy drive, should be a great turn out.

**Contracts**

There was a motion made to increase Richard Brescia’s yearly contact $200 a month to $46,200.

Mike asked if there were any questions and if he could have the contract approved. Paul Wendt made a motion to approve it, Bill Overbaugh seconded it. IT WAS VOTED to approve.

**Budgets**

We are expecting $358,000 from National PERC in 2018 and an additional $63,600 in partnership funds, totaling $421,600. Mike also went over our account as it stands for National PERC. The report shows that we have a balance of non-partnership funds of $217,135 but there is still some ER funds that need to be taken out so we have about $150,000 in funds that we have available at any time. There is also a separate “rainy day” fund at NYPERC of about $120,00, just so everyone is aware as we discuss the budgets. There may not be a need to tap into this money at this point and we may want to save it for the 2019/2020 years since they will be based on our warm winters but just want everyone to know what funds are where.

**There was a discussion on what partnership funds can be used for. On the PERC site, it says states can choose from eight activities in the Partnership with States program: technology demonstrations, on-road vehicle incentives, demonstration vehicle data collection, commercial mower incentives, construction professional training, propane emergencies training, consumer safety messaging, and safe appliance installation rebates.**

The budgets the committees are requesting from NYPERC are as follows (after discussion):

**Safety and Training**

Scheduled Safety Classes $125,000

On-Demand Safety Classes $20,000

Private Training Rebate Program $10,000

Travel for Training Seminars $2,000

Admin Fees $15,700

**Total Budget Request $172,700**

Slight increases to all categories of training due to an increase demand for training across NY. We will also be trying again this year to utilize training rooms that are no cost to the NYPGA, allowing our training dollars to go further. There is a minimum of 7 people per class with no exceptions, all on-demand classes must be approved by committee chair before they are scheduled, and we would like surveys done by class participants so we can stay current on class likes/dislikes. This budget will include over 20 scheduled classes. We will try to include blended learning this year since the average cost per student for in-class training was $450 while on-demand classes were $150.

**Emergency Response**

3 Day ER Montour Falls $12,000

Updating 12/14 Responder List $500

FDNY Training $9,000

Ulster County $4,500

LI Responder Conference Training $9,000

On-demand Training $6,000

John Pittman Flammable Gas Workshop $2,000

John Pittman Onondaga 1 day $1,000

John Pittman 3-drill nights planned $2,500

John Hart – Train the Trainer $1,000

Kerry Fitzgerald Flammable Gas $2,500

Kerry Fitzgerald Liquid Transfer $3,000

Admin fees $5,300

**Total Budget Request $58,300**

**Press Releases – Crystal**

 Safety Awareness Contract with Crystal $12,000

Admin $1,200

Total $13,200

**Marketing Committee**

Fall Issue of LP Matters $19,000

Warm Thoughts Admin and Promotion $9,600

Social Media $24,000

Rebate Program $40,000

Admin $8364

Total $92,000

**Auto Gas Committee**

Shane started the budget out for this committee at a total of $40,000. This was based on the $28,200 plus admin that was spent in 2017. There was a discussion on a website for the committee but that is not included in this number because it was cut last year to save money. After discussion, the auto gas budget was raised to $46,000.

Mike asked if there were any questions and if he could have the preliminary budget approved. Amber LaFountain made a motion to approve it, Dave Kean seconded it. IT WAS VOTED to approve.

These budgets will now go to NYPERC for final approval.

**Upcoming Meetings**

Spring 2017 – Desmond, Albany, NY March

Summer 2017 – The Sands

2018 Board and Executive Meetings – TBA

Paul Wendt made a motion to adjourn, Rick Cummings seconded it. IT WAS VOTED to adjourn.

Mike Hopsicker adjourned the meeting.

Minutes taken by Amber LaFountain

Minor edits for clarification by Shane and Amber

Ok to share per Amber