

NORA Board Meeting
October 13, 2009
1:00-4:00 p.m. est
DIAL IN # 866-886-5735, CODE 8816810

I. Introductions

The following members were in attendance either in person or via phone:

Nancy Allen	Sam Bell
Tom Berry	Bob Blanchard
Bob Boltz	Molly Brady
Walter Brickowski	Dr. Thomas Butcher
Peter Carini	Sean Cota
Mike Cox	Tom Devine
Peter Douglas	Brad Fulton
Louise Giguere LeBlanc	David Glendon
Chris Keyser	Darren LeDoux
Dave Martin	Bill McKibbin
Mike Neish	Ted Noonan
Michael Romita	Charles Stafford
Jim Townsend	Tom Tubman
Mr. Kim Ullman	Jeff Witham
Jack Woodfin	Jim Woodruff
Robert Woodruff, Jr.	

Mr. Huber called roll and announced that a quorum was met.

Mr. Robert Boltz called the meeting to order at 1 p.m. eastern standard time.

Mr. Huber discussed the importance of NORA and the how NORA needs to move forward in the coming years. Mr. Huber discussed the new developments at NORA and the importance of new equipment and how it will contribute to the growth of the oilheating industry. There have been discussions regarding lowering the content of sulfur in heating oil in order meet the requirements for the stimulus bill; biofuels and renewable diesel. Two forums will be held regarding the oilheating industry moving towards the low carbon standard.

II. Approval of Minutes

A motion to approve minutes from May 2009 AREE conference was made by Mr. Sean Cota and duly seconded Mr. Dave Martin and approved by voice.

III. Financial Report

Mr. Maniscalco reported on the 2009 budget and the budget year of '08 which was originally \$14,187,000, we're going to reduce that by 15 percent which will take the total down to \$12,059,000 leaving collection revenues at about \$11,879,000.

The state rebates were originally at \$10,733,000, that's going to be taken down about 11 percent from original '08. That's going down to \$9,533,000. Also internet communications, budgeted in '08 for \$850,000, that's being reduced 11 percent to \$750,000.

Education allocation line, in the last year was \$645,114, that's going down 53 percent to \$300,000. Consumer production, '08 was \$568,000, that's going down 72 percent to \$160,000.

Mr. Sean Cota made motion to accept the 2009 financials 2nd Dave martin, and duly seconded.

Mr. Maniscalco discussed the 2010 budget preparation. There were two budget scenarios which were discussed by the Budget subcommittee, one adopting a "non-renewal" budget, and the other on a "renewed" basis.

The "non-renewal" listed Net Collection Revenue of \$2,254,767; Grants & State Rebates of \$2,968,644; Project Accounts of \$370,000; Total Operating Expenses of \$622,200; Total Expenditures of \$3,950,844 and a Decrease in Net Assets of \$1,696,077.

The "renewed" listed Net Collection Revenue of \$11,982,996; Grants & State Rebates of \$9,520,796; Project Accounts of \$1,650,000; Total Operating Expenses of \$632,200, and Total Expenditures of \$11,982,996 resulting in a zero budget.

Mr. Chris Keyser moved the motion on the 2010 budget, Mr. Peter Carini seconded and it was duly accepted.

WHEREAS: The proposed 2010 Budget has been prepared by the Budget Subcommittee and reviewed by the Board of Directors and the Executive Committee:

WHEREAS: The proposed 2010 Budget has been released for public comment by distribution to various publications:

WHEREAS: The proposed 2010 Budget has been transmitted to Congress and the Secretary of Energy:

WHEREAS: Congress is still in session and is actively considering an extension for NORA through 2010:

NOW THEREFORE BE IT RESOLVED: That the 2010 Budget as presented be adopted by the Board.

BE IT FURTHER RESOLVED: That NORA shall implement the Budget on January 1, 2010 in accordance with Congressional Action.

IV. GAO Study Update

Mr. Huber discussed the GAO and the legislative effort regarding the renewal of NORA. Mr. Huber stated that NORA has been more than cooperative with GAO in answering all questions and adhering to policies and procedures; the questions regarding the statutes and whether or not NORA has been applying the statute properly. Over 2,000 pages of documents have been sent to GAO. There was a general discussion regarding the GAO audit. There was a general comparison between NORA and PERC. NORA and PERC are both being audited.

Mr. Huber discussed the GAO update and the letter that was sent by senator Bingaman. Mr. Huber discussed seeking legislation and if money was being spent in accordance with the act.

There was a general discussion regarding accounting and the amount of money spent on R&D.

V. Research and Development

Mr. Carini made some remarks regarding research and development. Mr. Carini discussed the Industry Summit that occurred in late September. Mr. Carini discussed lowering the sulfur content in order to comply with environmental restrictions. Mr. Carini discussed three resolutions. There was a general discussion regarding wood cellulose. Mr. Carini stated that this new process and fuel is cheaper than Biofuels.

Mr. Sean Cota moved the motion on Bioblends resolution, Mr. Dave Martin seconded and it was accepted unanimously.

WHEREAS: The industry is actively working to have a base fuel incorporating a 2% bio-blend component on or about July 2010, and

WHEREAS: The industry intends to increase the bio-blend component, as soon as practicable, to optimize economics, carbon content and domestic supply, and

WHEREAS: ASTM equivalence for #2 heating oil (ASTM 396) and B5 limits bio-blending to 5%,

NOW THEREFORE BE IT RESOLVED: That the NORA Board approve the expenditure of up to \$100,000 for further research as directed by the Executive Committee, for the purpose of assessing the issues, coordinating with relevant experts and expert bodies (e.g. ASTM fuels committee, Bio Diesel Board, etc.), defining the tasks, potential standard pathways and preliminary research efforts.

BE IT FURTHER RESOLVED: The Research Chair shall review a final work statement and program plan details with the research and development committee and present to the Executive Committee for their approval as soon as they are available.

There is a five percent bio-blend that can be blended at anytime; researching the number that can be blended with biofuel. There was a general discussion regarding bio-blends.

Mr. Sean Cota moved the motion on the Alternative Biofuel Source (ABS) resolution, Mr. Dave Martin seconded and it was accepted unanimously.

WHEREAS: Northeast States Center for a Clean Air Future (NESCCAF), various states and other policy groups are focusing on woody biomass as an energy resource and a means to economic development in heating oil states, and

WHEREAS: Conversion of woody or cellulosic biomass to heating oil blend-able liquids appears economically viable and environmentally and economically superior to virtually all combustible heating, and

WHEREAS: Representatives from NORA have visited a facility to develop this material, and the liquid has been tested in sites in New Jersey,

NOW THEREFORE BE IT RESOLVED: That the NORA Board approves the expenditure of up to \$100,000, as directed by the Executive Committee, to undertake the initial investigation of these processes, assess the bio-blend liquid properties and their impact on fuel blending, stability, delivery, storage and combustion. The Research Chair shall present to the Executive Committee for their approval program plan details as soon as they are available.

There is was a general discussion regarding the ABS.

Mr. Chris Keyser moved the motion on the Plastic Heat Exchanger resolution, Mr. Darren LeDoux seconded and it was accepted unanimously. There was a general discussion regarding Heat Exchangers.

WHEREAS: NORA indicated interest in supporting research of a suitable design for a polymer heat exchanger acceptable for mass production and use with an oil-fired boiler with various sulfur levels at its Research and Development Committee meeting in 2008.

WHEREAS : Development of such heat exchangers could lower costs for appliances, and improve durability, and

WHEREAS: NYSERDA has agreed to support development of this program in conjunction with NORA, and

WHEREAS said proposed research would cost \$395,000, NYSERDA has agreed to fund \$295,000 and the NORA Board is requested to fund \$100,000,

NOW THEREFORE BE IT RESOLVED that the NORA Board approve the expenditure of \$100,000, as directed by the Executive Committee, to fund \$100,000 of the polymer heat exchanger research program leveraging \$295,000 of NYSERDA investment and to enter into a contract with NYSERDA to effectuate this research

Mr. Michael Romita moved the motion on the Strategic Planning resolution, Mr. Dave Martin seconded and it was accepted unanimously. There was a general discussion regarding the industry with regards to strategic planning and a long term look at the industry.

WHEREAS: The fuels, technology, energy policy and environmental issues are all rapidly changing, and

WHEREAS: The industry's last strategic review of the state of the industry and the research program was held in December of 2006,

NOW THEREFORE BE IT RESOLVED: That the NORA Board approve the expenditure of \$10,000, as directed by the Executive Committee, to develop and hold a strategic planning update in the first quarter of 2010. The Research Chair shall present to the Executive Committee for their approval program plan details as soon as they are available.

Mr. Rich Sweetser reported in detail on Greenhouse Gas Emission, stating that carbon equivalent contains carbon dioxide but it also contains the global warming potential in terms of carbon equivalent, or actually six other elements; however the only important two are methane, which is 23 times the equivalent of carbon dioxide, or molecule carbon dioxide and nitrous oxide which is 296 times carbon dioxide.

Dr. Tom Butcher discussed the Hamburg Conference in Germany. Dr. Butcher explained that every three years an oil heat technical conference is held in Germany that covers the most important recent technical advances. The conference is organized by OWI (Öl-Wärme Institut) a major oil heat research laboratory. Mr. Rich Sweetser from NORA and Dr. Tom Butcher from Brookhaven Lab participated in the conference and Mr. Butcher presented a poster on recent work on condensing boilers fired with B-100.

VI. Education Report

Mr. Bob Hedden discussed NORA Energy Conservation Analysis. Mr. Bob Hedden stated that the new Energy Audits training program at NORA is available. He reported that the intensive training will familiarize participants with the process and protocols for performing an energy audit in accordance with standards defined by the Building Performance Institute. Mr. Hedden reported that the focus is on hands-on testing activities, and diagnostic investigative techniques used to identify retrofit opportunities for energy saving measures that include health and safety as well as comfort and durability.

Mr. Bob Hedden discussed NORA technician certification. Mr. Hedden discussed the NORA certification program compared to other certification programs. Mr. Hedden stated that other programs do not discuss heating systems appropriately; rather they discuss gas heating equipment and how to control carbon monoxide levels. There was a general discussion regarding curriculum and partnerships for the certification program.

Mr. Bob Hedden discussed the Canadian Oilheat Association and its association with NORA. Mr. Hedden stated that the Canadian Oilheat Association (COHA) and the National Oilheat Research Alliance (NORA) have worked cooperatively for several years. Each organization recognizes that the free flow of information improves the ability of each organization to fulfill their respective missions of improving the oilheating industry. COHA and NORA work together to cover the three main areas of focus for the organizations; technical information, education, and information provided to consumers.

Mr. Bob Hedden explained that NORA should continue to pursue training with state associations in regards to weatherization. Mr. Hedden stated that this would be a great asset to NORA because it enables consumers to permanently reduce their energy bills by making their homes more energy efficient. There was a general discussion regarding weatherization and training. It was generally accepted by the board.

Mr. John Levey discussed train the trainer that is held in conjunction with National Association of Oil Heat Service Managers (NAOHSM). This intensive 2-1/2 day workshop will focus on improving the teaching skills of those who do training for the Oilheating Industry. The primary focus of this course will be how to teach using the new NORA "Oilheat Technician's Manual."

Mr. John Levey discussed the new textbook entitled, "Introduction to Oilheat Technology". This text book was created by NAOHSM for high school students interested in oilheat technology. The textbook includes chapters such as, combustion theory and a background of clean and modern oilheat, the book focuses on safety, tools and customers relations. Mr. Levey also discussed the instructor's power-point presentation that accompanies this educational supplement.

Mr. John Levey discussed the possibility of a Carbon Monoxide (CO) video for technician training. Mr. Levey stated that on average, about 170 people in the United States die every year from CO produced by non-automotive consumer products. Mr. Levey explained the importance of training technicians on the proper inspection of heating systems in relations to CO safety. There was a general discussion regarding CO and the production of a video.

Mrs. Nancy Allen moved the motion on the Carbon Monoxide resolution, Mr. Bob Blanchard seconded and it was accepted unanimously. There was a general discussion regarding Carbon Monoxide.

Mr. Mike Neish moved the motion to do a Carbon Monoxide video; it was seconded by Mr. Sean Cota and duly accepted by voice.

WHEREAS: Carbon Monoxide Detectors have been made available to consumers and are now in many residences:

WHEREAS: These detectors are increasingly important to consumer safety and:

WHEREAS: Service representatives are frequently called after a carbon monoxide detector activates:

WHEREAS: NORA has been unable to find educational resources or training material describing how a service representative should respond to such a request:

WHEREAS: NORA has developed a training video script on proper response, and has had the script reviewed by the National Fire Protection Association (NFPA) and the New York State Energy and Research Development Authority (NYSERDA):

WHEREAS: NFPA and NYSERDA have indicated an interest in developing and distributing such a video jointly with NORA:

NOW THEREFORE BE IT RESOLVED: That the NORA Board of Directors allocates up to \$25,000 of its Education and Training Budget for this project.

VII. Consumer Education Report

Mr. Roy Patterson discussed the new radio and that now radio is about gender marketing. Mr. Roy Patterson discussed gender marketing related to Oil heat and that it is gender bender product meaning that the product is influenced by both men and women. Mr. Roy Patterson discussed the new ads and that they are geared more towards women because women are bigger influence depending on the age of a couple.

IX. Executive Committee Nominations

The new Executive Committee was introduced for discussion. The new Chairman, Mr. Peter Carini, 1st Vice Chair, Mr. Ed Noonan, 2nd Vice Chair, Mr. Sean Cota, Secretary, Mr. Will Lawes, Treasurer Mr. John Maniscalco, President, Mr. John Huber and members, Ms. Molly Brady, Mr. Jim Buhrmaster, Mr. Dave Martin, Mr. Michael Romita, Mr. Eric S. Slifka, Mr. Shane Sweet, Mr. Tom Tubman and Mr. Jim Woodruff.

Mrs. Nancy Allen moved for the motion to accept the Executive Committee, the motion was seconded by Mr. Mike Neish and duly accepted by voice.

X. New Business

Mr. John Huber thanked Mr. Bob Boltz for being the Chairman of the Board for two years.

The new meeting schedule was distributed.

XI. Adjournment

The meeting was adjourned at 3:28 pm.