

## **SBSE Annual Meeting**

**August 7, 2020**

**Meeting Minutes: Emily McGlohn (transcribed from recording)**

Board Members Present:

|   |                 |    |
|---|-----------------|----|
| X | Jonathan Bean   | JB |
| X | Tom Collins     | TC |
| X | Bruce Haglund   | BH |
|   | Emily McGlohn   | EM |
| X | Ulrike Passe    | UP |
| X | Troy Peters     | TP |
| X | Georg Reichard  | GR |
|   | Michael McGlynn | MM |

\*Full participant list attached at end of meeting minutes.

### **AGENDA**

1. Announcements (Georg Reichard)
2. Treasurer Report (Tom Collins)
3. Scholarship Report (Jonathan Bean)
4. Education and Resource Committee Report (Michael McGlynn)
5. Communication Committee Report (Bruce Haglund)
6. Cook Trust Relations (Georg Reichard)
7. Other relations - AIA, PLEA (Georg Reichard/Ulrike Passe)
8. Sun Angle Calculator Distribution (Tom Collins and Georg Reichard)
9. Future Retreats
10. Other activities, engagement, conferences

### **MOTIONS**

### **MINUTES**

1. Announcements (Georg Reichard)
  - a. Michael McGlynn resigned as Education Chair, David Fannon will now serve as new Education Chair. GR will complete last year's report for MM.
2. Treasurer Report (Tom Collins)
  - a. TC - Started the year with a little more than 41K.
  - b. TC - Donations this year are complicated because events and retreat did not happen [COVID 10].

- c. TC - Some of the money was paid out from the Cook Trust this year from last year's obligations.
  - d. TC - Sun angle calculators - a large order was placed. 5K last year and 6K this year for the next order. This puts us behind because we pay this up front.
  - e. TC - Still waiting for 2nd reimbursement for sun angle calculators from last year (outstanding payment). Once we receive payment, our sales will be a little below what they were last year.
  - f. TC - There are some decreases in membership from last year. Membership is a moving target. People renew on summer solstice. Made a little more than 6K in membership dues. We pay out some money to Wild Apricot.
  - g. GR - would like to have a brief discussion about members from developing countries. Should we grandfather them in or ask for membership dues?
    - i. UP- we need to understand what the membership is used for. May ask people who are in a better situation to pay, we should ask them to support SBSE because it goes to scholarships.
    - ii. GR- do an inventory of who is affected by this issue.
    - iii. Hassan Azad - dues supports students, why not ask?
    - iv. JB- it is clear what it is used for. Should ask.
    - v. AK- flexibility needed, economic conditions don't change quickly for individuals. We need more discussion about how this can happen.
    - vi. UP - membership is down because we didn't have a retreat this year. Send a reminder.
    - vii. TC- Wild Apricot does a good job of reminding of renewal. We'll try to track this a little closer.
    - viii. GR- Sends notice once, this is fine; we don't want to be pushy. NIBS, make membership "pay what you can." Maybe we can consider this for members from developing countries?
    - ix. Nicholas Rajkovich - ask them to volunteer on behalf of SBSE.
    - x. JB- reviewing scholarships? We should also articulate how much money we want to raise and state we want it to help students.
    - xi. GR - should have a discussion on membership benefits.
  - h. TC - We budgeted for more scholarships than was issued because of COVID.
  - i. TC - Sponsored an event at John Reynolds Symposium.
  - j. TC- \$26,946 - end of year balance. In line with what we've been in the last few years.
  - k. GR - Thanks to TC and BH for helping SBSE deal with an issue with the IRS.
  - l. BH - Someone changed our address to Arizona State University.
  - m. TC- non-profit status was terminated in 1998 for some reason.
3. Scholarship Report (Jonathan Bean)

- a. JB - one goal for this year was to move some of the scholarship information to a form where it is easier to access and communicate. The idea is that we will have a yearly list of scholarships we have, the amount that's been committed, and indication if it's given.
- b. JB - we ran an open scholarship this year, there were no applicants.
- c. JB - PLEA is still outstanding.
- d. GR - What are you waiting on for PLEA?
- e. JB - we're waiting on the student paper list.
- f. UP - PLEA will give us the list, but we need confirmation from Cook Trust.
- g. GR - need to run this through the Trust for approval. The idea is that we can fund up to 30 students to attend this virtual conference. We will have a virtual meeting of all recipients for recruitment.
- h. UP - She is on the board for PLEA.
- i. JB - have these scholarships as an on-ramp for students to join and participate in SBSE.
- j. JB - Issues 2 faculty retreat scholarship, 3 student retreat scholarships, 1 student retreat scholarship will roll forward. Issued only one PHIUS student scholarship, have funding for ASES conference (not seeing applicants).
- k. JB - Sponsored Reynolds Symposium, funded 5 emerging faculty to attend.
- l. JB - committed 23 scholarships, but only funded 11 so far. Plan to push PLEA scholarships into next year.
- m. JB - would like to repurpose open scholarship money since we don't know when we'll be able to travel again.
- n. JB - open to ideas to advertise for scholarships. Would like to see more applicants.
- o. GR - would like to have discussion on scholarships. A few years back, we introduced the idea of open scholarships. We don't have enough takers, maybe because the word isn't getting out. Maybe we should move to the idea of targeted scholarships for conferences outside of our typical list. We also need to look at why some conferences, like Passive House, are not picking up enough interest anymore.
  - i. JB - a good and pragmatic suggestion. Most organizations are interested in getting more students involved. Would be a mutually beneficial relationship.
  - ii. GR - does the Passive House conference help promote our scholarships?
  - iii. JB - It did advertise, but late. There was a scholarship requirement for only undergraduate students. More interest from graduate students. Believes requirement came with money. Should find out where this requirement came from.

- iv. UP - Passive House money is ours. Requirement for undergraduate students may have come from us. It's up to us to change it.
  - v. WG - can't remember a compelling argument to keep this requirement.
  - vi. JB - would like to open this up to graduate students.
  - vii. UP - would like to second this.
  - viii. BH - the board makes this decision. This meeting can send the decision to the board.
  - ix. BH - Make sure we get a link on websites of conferences we support with scholarships.
  - x. JB - creating a nomination process for student scholarships. This may push up application rates.
  - xi. Dorthy Gerring - husband's organization has the same problem.
- p. GR - One other discussion. Reynolds Symposium we acted as a sponsor and supported with scholarship. Is this something we should consider doing for other organizations and conferences?
- i. Nicholas Raijkovich - we talked about (15 years ago) an SBSE award for teams submitting to Solar Decathlon.
  - ii. JB - Discussion from Solar Decathlon board that this competition may not be in person in the future. Would like to see effort to encourage this competition to stay in-person.
  - iii. GB - could make a commitment to keeping Solar Decathlon in-person with travel funds through scholarship.
4. Education and Resource Committee Report (Michael McGlynn)
- a. GR - Portal has been set up for sharing resources between faculty. UP started a survey to address the needs of faculty. Question: how do we curate this information.
  - b. David Fannon - SBSE has been an important resource as a teacher. Eager to contribute to the organization.
5. Communication Committee Report (Bruce Haglund)
- a. BH - Newsletter is well and good. We could use a social media presence. Looking for someone to help with social media and on the website.
  - b. GR - Board has discussed recruiting someone to help with social media. Maybe a doctoral or graduate student. Do we have volunteers?
  - c. BH - will put out a call for September newsletter contributions.
6. Cook Trust Relations (Georg Reichard)
- a. GR - Would like to do up to 30 virtual scholarships - the word is positive from Amanda at Cook Trust.
  - b. GR - Faculty Scholarship for retreat, proposed to do the same except will have two faculty next year because we did not have a retreat in 2020.

- c. UP - believes it is valuable to have the international scholars at the retreat. Hasn't heard from Kristin and James but will follow up for 2021 in Detroit.
  - d. UP - Margo and Cenner are interested in planning 2022 in California.
7. Other relations - AIA, PLEA (Georg Reichard/Ulrike Passe)
- a. GR - AIA would like to engage virtually and would like to sponsor something for networking; discussion, webinar? Will look at in fall.
  - b. UP - UP is now on the board of directors for PLEA. They don't know if they will have a 2021 conference. There is an expression of interest request for the next PLEA conference. It could be in North or South America.
8. Sun Angle Calculator Distribution (Tom Collins and Georg Reichard)
- a. TC - For many years an organization at Ball State has been organizing the sales of sun angle calculators, but a series of retirements is closing this business. TC will take over sales since he's at Ball State. Looking for someone else in our organization to handle this. Looking for volunteers.
  - b. GR - Looking into how Wild Apricot can help the purchase of sun angle calculators with an online storefront. The challenge is who manages the sales and shipping. A storefront may create more work.
  - c. TC - There are over 1000 sun angle calculators. Storage isn't a huge problem. They aren't that big. Not that difficult of a task. We have a need to sell them.
  - d. GR - If there is another member with a sales group at their university, it may be easier to set up the shop for them. Could we create a rotation to share the job?
  - e. TC - The shipping to Indiana was like \$500, we can send them wherever we need to. It was maybe 20 boxes, 20x20 in size. We can deal with this in the interim.
  - f. UP - Can SBSE sponsor some students to help Tom ship calculators?
  - g. TC - Paying students may complicate matters with the IRS.
  - h. Emad Afifi - Many of us have SBSE branches. Can we send boxes to these groups to raise funds?
  - i. GR - This suggestion is a good idea for a new revenue stream, but does not solve the sales and shipping of calculators. Do we have an SBSE stamp on the calculator?
  - j. AK - The calculator is an arrangement from Pilkinton with their logo. We may be able to put a SBSE decal. It is a lot of work to ship calculators. The former shipping service charged us on the invoice.
  - k. TC - The charges were associated with shipping and taxes.
  - l. AK - It's key to have a go to place for the calculators. It should not be the responsibility of a professor.
  - m. GR - Each of us should go to our university channels and check with our bookstores for distribution.
9. Future Retreats

- a. [No discussion here]
10. Other activities, engagement, conferences
- a. GR - do we want to sponsor events? Are there other opportunities to do this? Faculty awards? Is this of interest for the group?
  - b. Elizabeth Grant - Coordinate a breakfast or chat room International Institute to Building Enclosure Consultants? Will coordinate.
  - c. GR - This is what we have in mind. Suggests that we send out a request for proposals from our membership for new organizations to connect with. Would like to have a discussion at Board to review proposals.
  - d. UP - Simulation in Urban Design Conference [not sure correct name], will be on their committee, will be another connection.
  - e. GR - Makes sense to send out a call.
  - f. GR - What about emerging career awards?
  - g. Dorothy Gerring - Sounds like a nice idea. Seems like a good way to support faculty attempting tenure.
  - h. Elizabeth Grant - Likes the ideas of supporting awards for faculty teaching building science.

Full Participant List for 2020 SBSE Annual Meeting

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