

Propane Education & Research Council
April 12, 2019
Atlanta

MINUTES

Chairman Robert Chalmers called the meeting to order at 8:40 Eastern Daylight Time.

Mr. Chalmers, Meritum Energy Holdings (San Antonio), welcomed the Council members in attendance:

Kasib Abdullah, BP (Houston) — *Vice Chairman, Producers*
Gene Bissell (Gladwyne, Pa.)
Libby Cloos, Enterprise Products Operating (Houston)
Drew Combs, CHS (Inver Grove Heights, Minn.) — *Immediate Past Chairman*
Casey Cramton, Dead River Co. (South Portland, Maine)
Daniel Dixon, AmeriGas (Florence, Ala.) — *Secretary*
Mark Donahue, MarkWest Energy (Denver, Colo.)
Randy Doyle (Ocean Springs, Miss.) — *Treasurer*
Phil Farris, Plains Marketing (Denver, N.C.)
Gary France, France Propane Service (Schofield, Wis.)
Robert Freeman, Freeman Gas (Spartanburg, S.C.) — *Vice Chairman, Marketers*
Bruce Leonard, Targa (Houston)
Joe Rose (Loudon, N.H.)
Stuart Weidie, Blossman Gas (Swannanoa, N.C.)
Richard Williams, Suburban Propane Partners (Whippany, N.J.)
David Wiseman, Williams Energy Resources (Tulsa, Okla.)
Mark Zimora, Energy Distribution Partners (Greencastle, Pa.)

Mr. Chalmers opened the meeting with a prayer and the Pledge of Allegiance.

Chairman's Report

Approval of Minutes. Mr. Chalmers directed councilors' attention to the minutes of the November 2018 and February 2019 Council meetings. Upon a motion duly made and seconded, the Council approved the minutes.

Executive Committee. Mr. Chalmers said PERC's Executive Committee met April 11 and talked about strategic planning, new councilor appointments for July, and other matters.

He noted that the Executive Committee would meet jointly with the National Propane Gas Association's Executive Committee after the conclusion of the Council meeting.

Audit Committee Report

Mr. Bissell offered an update on the transition to new accounting and fulfillment firms and cloud-based accounting systems.

He noted that the Audit Committee approved the transition to a new firm for 401(k) and payroll services.

Upon a motion duly made and seconded, the Council accepted the Audit Committee's report.

Officer Nominations

PERC President and CEO Tucker Perkins reviewed the procedure for electing officers for the upcoming term. He noted that the Council would collect nominations at this meeting.

Portfolio Subcommittee Report

Mr. France noted that subcommittee met April 11 and reviewed the portfolio of PERC projects.

Strategy Planning Task Force Report

Mr. Dixon offered an update on the development of a strategic plan. He emphasized the importance of measurable goals.

Training and Certification Joint Task Force Report

Mr. Freeman reported that PERC had reached an agreement in principle to acquire the CETP certification program from NPGA. He noted that negotiations have begun.

Advisory Committee Report

Emily Willis, vice chairwoman of the Market Development and Outreach Working Group, offered a report on the most recent meeting of the Advisory Committee.

NPGA Report

Randy Thompson, NPGA chairman-elect, reviewed the ongoing coordination between the association and the Council.

Chairman Comments

Mr. Chalmers offered comments on Council priorities and progress.

Treasurer's Report

Mr. Doyle reviewed actual financials for 2018 and how they compare with the budget.

Mr. Doyle invited PERC Senior Vice President Michael Eason to review our upgrades to information technology, including a new accounting system, and our transition to a new accounting firm, new fulfillment firm, and new payroll and 401(k) firm. He introduced Dennis Shine of Marcum, the new accounting firm.

Mr. Eason offered a report on an inventory adjustment approved April 11 by the Audit Committee and explained new processes adopted to avoid such an adjustment in the future.

Consent Calendar

Mr. Chalmers directed councilors' attention to the consent calendar. Upon a motion duly made and seconded, the Council approved the funding requests on the consent calendar (as follows). There was one dissenting vote.

Docket: 21933
Principal Contractor: Swanson Russell

Title:	Dispensing Propane Safely Technical and Market Revisions
Amount Requested:	\$298,354
Action:	Approved
Docket:	21943
Principal Contractor:	ICF
Title:	Impact of the Propane Industry on U.S. and State Economies (2018)
Amount Requested:	\$70,000
Action:	Approved
Docket:	21944
Principal Contractor:	Gas Technology Institute
Title:	Technical and Market Analysis for Residential and Commercial Micro-CHP
Amount Requested:	\$25,000
Action:	Approved
Docket:	21770 (Change Order)
Principal Contractor:	PERC
Title:	Residential & Commercial Market Outreach Program
Amount Requested:	\$300,000
Action:	Approved
Docket:	21954 (Rebate Request)
Principal Contractor:	Propane Education Foundation of Florida
Title:	Florida Continuing Education Production
Amount Requested:	\$5,000
Action:	Approved

Chief Executive Officer's Report

PERC President and CEO Tucker Perkins offered a report on PERC's recent achievements, including the launch of the redesigned propane.com in December 2018, and described the importance of a thought-leadership PR campaign.

Business Development Report

PERC Senior Vice President Cinch Munson offered an update on the business development program and its metrics, including engagement with industry members, influencers, and customers.

Industry Relations Report

PERC Senior Vice President Bridget Kidd reviewed industry relations programs for 2019, including the ongoing workforce recruitment program and Can-Do marketing training. She offered a report on a new strategic direction in safety and technical training, and she went over a proposal to restructure the Advisory Committee.

Communications Report

PERC Senior Vice President Tina N. Wilson offered a report about the newly redesigned propane.com and the Propane Can Do That™ integrated consumer education program.

Public Comments

Mr. Chalmers invited members of the public to comment on matters before the Council. There were no comments.

Old Business

There was no old business.

New Business

Bill Van Hoy, executive director of the Texas Propane Gas Association, asked the Council to consider revisiting the method of collecting annual propane sales figures in Texas and around the country.

Mr. Perkins recognized the councilors whose terms have come to an end: Gene Bissell, Steve Breckon, Rob Chalmers, Drew Combs, Robert Hemsworth, Dick Williams, and David Wiseman. He thanks them for their years of service.

Mr. Chalmers announced that the next Council meeting would take place July 17 and 18 in Lake Tahoe, Calif.

By unanimous consent, the Council adjourned at 1:53 p.m. EDT.

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