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**Annual Report of Activity
Maine Indoor Air Quality Council
July 1, 2009 – June 30, 2010**

Presented to the MIAQC Membership at the Annual Business Meeting
June 25, 2010

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Report of the President: 2009-2010

The 2009-2010 council year is best described in terms of board and committee productivity, board development, relationship building, and financial challenges. One of our biggest successes this past year has been the annual conference and the receipt of grants from numerous agencies that will help us achieve financial sustainability. We have not as yet recruited sufficient corporate sponsors to replace the support received from the American Lung Association of Maine. This continues to be a goal for the coming year.

Our board meetings have featured excellent attendance and participation. Starting with the retreat during the summer of 2009 we have included an educational feature to each meeting. Our retreat had a session on social marketing, our October meeting included a tour of the Hannaford store in Augusta, our December meeting included an update from Norm Anderson on activities in the Maine CDC on indoor air quality issues, and our April meeting included a session on Public Relations 101 by Susan Most.

Our committees have been very busy especially the education committee and the conference committee. With 6 residential training programs plus sessions in December, January and June 2010 the education committee program has been quite full. The development committee met numerous times during the year and started a matrix of outstanding development opportunities. You will see reports from the other committees in our annual report. Committee work is very important to the success of the council. As members we hope you will try to join and work on one of these committees.

We continue to solidify our relationship with many cooperating agencies such as Maine State Housing and Efficiency Maine. As well as our long term relationship with the Lung Association and Northeast Laboratories.

I want to welcome to the board Dwight Littlefield, he joined us in the Fall and has been a valuable contributor to our efforts. As always we are indebted to our executive director Christy Crocker. Her work this year has been outstanding. We not only accomplished a very ambitious work plan, the quality of our offerings continues to grow. I hope in the coming year we will be able to expand our educational offerings by using web course delivery. This will help both in outreach and financial sustainability.

Submitted by:

Ivan G. Most, Council President

Report of the Executive Director

The administrative highlight for 2009-2010 has been the effort to implement the strategic plan of the MIAQC. The strategic plan, adopted in the Fall of 2008, provides the Board with guidance on ways to prioritize Council activity to best achieve our mission.

A summary of activities with key areas of the strategic plan that have been addressed this past year:

I. Continue and expand the development and distribution of Indoor Air Quality Best Practice Recommendations with special emphasis on the topic of balancing energy efficiency and healthy indoor air.

- Field tested a training for the U.S. Environmental Protection Agency on Weatherization & Indoor Air Quality.
- Worked with national Building Science professionals Bill Turner & Terry Brennan to develop a draft protocol for addressing IAQ during weatherizations.
- Presented a full day training on the draft Protocols in February of 2010
- Successful in obtaining a grant from the U.S. Environmental Protection Agency to field test the protocols in low-income weatherizations during 2010-2011.
- Solidify relationships with other key groups with ongoing interest in areas of energy efficiency: Efficiency Maine, Efficiency Maine Trust, MaineHousing, Maine Association of Building Efficiency Professionals, Build Green Maine, U.S. Green Buildings Council, Maine AIA.

II. Expand the scope and reach of professional training and conduct broad education on Indoor Air Quality basics.

- In addition to the Weatherization & IAQ related trainings noted above, the MIAQC presented two complete series of its popular Residential Construction Trainings in new geographic locations (Holden and Gorham), as well as presented a successful 2010 Maine Indoor Air Quality Conference.
- MIAQC is continuing its efforts to develop a web-based training component for its professional members and members of the professional community at large.

III. Provide public policy leadership for Indoor Air Quality issues.

- 2010 was a fairly slow year legislatively for the MIAQC. We assisted Rep. James Martin with a piece of follow-up legislation to the radon testing provisions in rental properties, and provided support to the

American Lung Association with their legislative agenda.

- The Council's policy efforts have focused the provision of technical resources and expertise to the Technical Codes Board, the body tasked with the implementation of the Maine Uniform Building & Energy Code.

IV. Build public and professional awareness of Indoor Air Quality issues and solutions.

- The Communications Committee of the Council developed a new, more comprehensive fact sheet on managing indoor environmental triggers of asthma
- The Communications Committee has circulated an RFP for redesign of the Council's website (scheduled for completion in October 2010)
- The Council has worked hard to create relationships with the Maine Asthma Program, the Maine AIA, Maine Preservation, the Maine Apartment Owners & Managers Association, the Maine Association of Building Efficiency Professionals, and the Maine Public Health Association. Developing a mutual understanding of the goals and missions of various groups and entities throughout the state assists the Council in developing policy positions and initiatives that are balanced, practical, and most likely to have impact.

V. Achieve Financial Sustainability

- Achieving financial sustainability remains the Council's biggest challenge, both in 2009-10 and looking forward to 2010-11.
- There is no question that without the financial support of key groups and organizations, the Maine Indoor Air Quality Council would cease to exist. A HUGE thank you to all organizations that assisted us financially in 2009-2010. They are:

Northeast Laboratory Services
The American Lung Association
Efficiency Maine
MaineHousing
State Radon Section
Maine Asthma Program
Turner Building Science
Rhoades Building Products
Maine Association of Building Efficiency Professionals (MABEP)
Energy Federation Incorporated (E.F.I.)
Renewaire
University of Southern Maine
Central Maine Power Company
Indoor Environment Connections
U.S. Green Buildings Council (Maine Chapter)

Thank you all for your donation of time, energy, talent, and financial resources to the Maine Indoor Air Quality Council in the past year.

- MIAQC can look forward to contractual and grant opportunities in the coming fiscal year. These include a \$25,000 US EPA Healthy Communities grant to field test the Weatherization &

IAQ Protocols in Waldo & Aroostook Counties, and a \$40,000 contract with NIOSH (National Institute for Occupational Safety & Health) to field test a moisture assessment protocol in Maine school facilities.

- MIAQC offered scholarships to more than 30 individuals needing financial assistance to attend seminars, trainings, or the Annual Conference. The Board is committed to making our programs accessible to anyone wishing to attend.

My humble thanks to each member of the Board of Directors and to the chairpersons of each of the Council Committees. Your dedication of time and energy is a tremendous source of support to me as I tackle the daily work of the MIAQC.

Members of the council are always welcome to contact me with any questions or concerns about the work of the Council in the coming year.

Submitted by:
Christine G. Crocker, Executive Director

Finance Committee

These are financially difficult times for all organizations and the MIAQC has worked hard to minimize the impact of these financial challenges. The organization has continued to meet its mission of education and professional development. We continue to form partnerships with other groups and organizations and strengthen our ongoing relationships with current partners. We continue to develop ongoing strategies to insure our financial sustainability.

The current financial reports are contained in this packet of documents and reports for your review.

Submitted by:
James R. Reny

Best Practices Committee

The Best Practices Committee did not meet in 2009-2010.

Submitted by:
Jonathan Klane, M.S.Ed., CIH, CHMM, CET, Best Practice Committee Chair

Communications and Public Relations Committee

The Communications and Public Relations Committee met 8 times this year with mostly face-to-face meetings and with a few conference call meetings when appropriate. Our work continued on the core focus of this committee – education/getting the word out, web site, electronic newsletter.

The members of the committee are, Clough Toppan, John Hastings, Mark Kjellman, Mike Sauda, and Desirae Severson, with Bob Stilwell providing valuable input frequently. Christy has been present and invaluable at all meetings due to her linkage with all the activities. All participants contributed greatly to our discussions and decisions and I thank them so much for that.

Specific accomplishments this year were:

1. Periodic emailing the MIAQC electronic newsletter, in a new, better format. This newsletter is usually brief, but with timely information for members and non-members. Partnerships with MeChips (home inspectors) and with MABEP (energy auditors and weatherization technicians) has had a positive effect on participation in MIAQC educational activities.
2. An upgrade to the web site, to include behind the scenes activities such as increasing the server size to facilitate the downloading of MIAQC educational program material. The updating of fact sheets, State IAQ Contacts, and improvements to various topics.
3. Upgrading six fact sheets (Mold, Radon, Combustion by-products, Portable air cleaners, Sick building syndrome, and Asthma Triggers), and the addition of a fact sheet on broken CFL bulbs. Two fact sheets in late draft stage are Leaks and Flooding, and a Summer Preparation Checklist for homeowners and a similar fact sheet for businesses and schools.
4. The MIAQC website continues to be a resource for the public regarding indoor air concerns, with mold still being a very popular subject. The web site is now the recommended “go to” source for information on mold due to its content as well as the many references to sites such as U.S. EPA, Building Science Corporation, The State of Maine, federal Dept of labor and Housing and Urban development, National Centers for Disease Control, and others.
5. Checklists for landlord and tenant regarding the prevention of mold in apartments. Mailings were made to the various housing authorizes in the state and partnerships are being made with MAOMA – Maine Apartment Owners and Managers Association, including MIAQC items in the MAOMA newsletter..
6. MIAQC education committee participated in the number of “green” and “energy” related public exhibits, such as energy/home shows.
7. Improved email practices to minimize the occurrence of spam-related blocks on individual members receiving MIAQC email.
8. The entrance of MIAQC into the realm of social media – Facebook and LinkedIn.

***Submitted by:
Clough Toppan, Chairperson***

Development Committee

The development committee met 7 times during the year. Participants were Brant Miller, Steve Caulfield, Barry Williams, Bob Stilwell, Ivan Most, and Christy Crocker. The committee established a spreadsheet (Funders Matrix) to keep track of the major development projects.

Some of the major accomplishments are:

- Full funding for the Council’s MIAQC Residential Construction Trainings through a mix of state contracts and sponsorships. This support meant the Council could continue to offer this popular training series ***free of charge*** to attendees. Supporters included: Efficiency Maine, State Radon Section, Rhoades Building Products; Maine Association of Building Efficiency Professionals; Renewaire; and EFI (Energy Federation Incorporated).

- Funding from MaineHousing and the American Lung Association of New England to develop a protocol for addressing IAQ during weatherizations.
- Christy and Ivan met with Efficiency Maine and have determined that the 2010 contract is likely to be identical to the 2009 contract (\$21,500)
- A \$10,000 donation from Northeast Laboratory Services from 2008 into the Fall of 2009.
- Grants were received from NIOSH and EPA for activity commencing July 2010
- Continued support for both the Conference and in the policy arena from the American Lung Association in Maine.

Challenges:

- The most significant financial challenge in 2009-2010 was the loss of more than \$11,000 in sponsorships for the Annual Maine Indoor Air Quality Conference. The development Committee, with assistance from Christy Crocker, was able to put together an extremely successful event, in spite of the loss of anticipated income.

Activities that need to be implemented next year:

- A corporate sponsor program that will yield continuing support from a group of companies
- Web-based courses that will yield continuous cash flow.
- Firm up support from state agencies, sponsors, and partners/supporters for the next fiscal year.

The challenge for development in the year to come will be to achieve a level of support that will allow the organization to achieve financial sustainability. This is one of the key goals of our strategic plan.

*Submitted by:
Ivan G. Most, PE*

Education Committee

The accomplishments of the Education Committee are summarized as follows:

- We provided the complete series of three Residential Construction Trainings sessions (“Keeping Foundations Warm & Dry, The Building Shell, and Ventilating New & Existing Homes”) in Holden, late last fall and again in Gorham this past winter
- On December 14, 15, & 16th Weatherization & IAQ Seminars jointly sponsored by the MIAQC and the US EPA were completed at sites in Brewer, Augusta, and USM’s Portland Campus with live teleconferencing to U Maine campuses at Machias, Presque Isle, and Fort Kent
- On February 5th a program on “Assessing/Addressing IAQ During Weatherization was made at the Augusta Civic Center by Bill Turner and Terry Brennan.

- The annual conference was held on March 24th during which the keynote speaker Jack Spengler spoke about “The Lingering Legacy of PCBs (& Other Toxics in Buildings”. The annual conference was preceded on March 23 by a pre-conference full day seminar by Marc Rosenbaum on “deep energy retrofits”

Special thanks to all of our program sponsors for their support and assistance in carrying out this past years educational programs.

The Education Committee has set a programming goal for 2010-2011 to include:

- Schedule of breakfast forums
- Two series of Residential Construction Trainings (tentatively Augusta and York County)
- Annual Energy Efficiency & IAQ Seminar
- Annual Indoor Air Quality Conference
- Spring (June) seminar with the Annual Membership Business Meeting

Submitted by:

David J. Early, PE, CEM, CCCA, LEED AP, Education Committee Chair

Public Policy Committee

Pending.

Submitted by

Brant S. Miller, Chairperson

2010-2011

PROJECTED ACTIVITY TO IMPLEMENT THE STRATEGIC PLAN

The following activities are anticipated in 2010-2011 to implement the Council's Strategic Plan. Activities for this period are highlighted in **BLUE**.

I. Continue and expand the development and distribution of Indoor Air Quality Best Practice Recommendations with special emphasis on the topic of balancing energy efficiency and healthy indoor air.

- A. Balancing Energy Efficiency and Healthy Indoor Air: review existing recommendations, identify and promote best practices.

Continue efforts to promote the Weatherization & IAQ Protocols

Implement the EPA Healthy Communities Grant to field test the Protocols for applicability in low-income weatherization programs.

Continue to work with MaineHousing to adequately incorporate IAQ into their ECOS software/databasement management system.

Continue to provide educational opportunities on issues of Energy Efficiency & IAQ, including a full day seminar in January or February 2011.

- B. Continue to develop and disseminate MIAQC Best Practices Recommendations:

1. Complete guidance documents:
 - a) Interpreting Test Results
 - b) Residential Renovations

Complete changes and updates to best practice guidance documents for Mold & IAQ and Residential Renovations & IAQ. Complete Board adoption process.

2. Assess whether to develop guidance and develop documents as determined:
 - a) Assessment and Environmental Control of Asthma Triggers
 - b) Investigations Protocols for Existing Homes
 - c) Non-Residential Renovations (or expand School Air Quality document per below)
 - d) Other topics that arise
3. Review and update existing Best Practice Recommendations:
 - a) School Air Quality (possibly expand to include other non-residential environments)
 - b) Guidance for Determining the Need for Indoor Air Quality (IAQ) Testing
 - c) Floorcovering Systems
 - d) IAQ Checklist for New Residential Construction

- C. Collaborate with the ALA-NE to develop a comprehensive set of IAQ indicators
1. Initiate research, tracking and an IAQ "report card".

- D. Work with Maine Housing to develop an IAQ Home Owners Manual.

II. Expand the scope and reach of professional training and conduct broad education on the basics of Indoor Air Quality.

- A. Formalize an “IAQ 101” presentation for general audiences.
 - 1. Provide orientation, materials and support to board members and other “101” presenters.
 - a. Determine plans to actively market the program.
- B. Continue to present a major Annual conference.
 - 1. Assess the conference format and content, target audiences, location.
 - 2. Consider expansion to a regional New England event.
 - 3. Set goals for attendance and revenue.

The 2011 Maine Indoor Air Quality Conference is set for Wednesday, March 23, 2011 at the Augusta Civic Center. The Call for Presentations is now open. Members wishing to submit program proposals should contact the MIAQC office at christy@maineindoorair.org.

- C. Develop a “business plan” to expand the scope and reach of educational seminars.
 - 1. Confirm priority topics, content, audiences, frequency, in-person and potential delivery through video conferencing, satellite telecast, webinars and online courses, pricing, sponsorship and marketing plans.
Priority topics include:
 - a) Energy Efficiency and IAQ
 - b) Asthma and IAQ
 - c) Residential Construction
 - d) Others as determined

The Education Committee is working to set a full year of programming so that educational and networking opportunities are available to the membership on a monthly basis. The first set of programs gets underway in September 2010 with trainings sessions on the new radon standard which is part of the Maine Building & Energy Code.

- 2. Work with the State Planning Office, State Office of Public Safety, and Department of Labor Safety Works Program to determine an ongoing plan for codes education.

The first set of programs gets underway in September 2010 with trainings sessions on the new radon standard which is part of the Maine Building & Energy Code.

The Education Committee is continuing to update the Residential Construction Trainings with relevant codes information.

- D. Continue to provide IAQ telephone information and referral services.

III. Provide public policy leadership for Indoor Air Quality issues.

- A. Continue intensive participation in the development and work of the Technical Codes Board.

The Policy Committee will be working with the Technical Codes Board and other groups to submit Errors & Omissions legislation to fix some language issues of the MUBEC implementation statute.

- B. Evaluate new building code for potential areas of weakness; implement code-strengthening strategies as determined

- C. Evaluate statutory provisions for warranty of habitability and maintenance codes for landlord provision of healthy living environments; engage in advocacy as determined.
- D. Continue to be a significant resource to Maine Asthma Program.

MIAQC will be more active in the Workplace Workshop of the Maine Asthma Program.

- E. Assess opportunities and forge connections with Maine’s Public Health Districts and Healthy Maine Partnerships.
- F. Monitor development of the Maine Lead Poisoning Prevention Program for potential partnerships.
- G. Continue to monitor Maine legislative activity; engage in advocacy as determined.
- H. Continue to partner with IAQA to monitor federal policy; engage in advocacy as determined.
- I. Review and update existing policy recommendations as determined.
 1. [Energy Efficiency & Indoor Air Quality](#) (completed in 2009)
 2. [General Statement on Indoor Air Quality](#) (completed in 2009)
 3. [Health Basis for MIAQC Recommendations \(On Agenda for 2010-2011\)](#)
 4. [Interdisciplinary Approach to IAQ](#) (completed in 2009)
 5. [Mold Exposure \(On Agenda for 2010-2011\)](#)
 6. [Motor Vehicles as Indoor Environments \(On Agenda for 2010-2011\)](#)
 7. [Radon](#)
 8. [Source Control](#) (completed in 2009)
 9. [Tobacco Smoke \(On Agenda for 2010-2011\)](#)
 10. [Whole Building Approach to IAQ \(On Agenda for 2010-2011\)](#)

IV. Build public and professional awareness of IAQ issues and solutions.

- A. Collaborate with the ALA-ME on the IAQ aspects of its Healthy Air Campaign.
 1. **Develop and implement an ongoing public education campaign regarding the balance between energy efficiency and healthy indoor air quality.**
- B. Expand “popular topic” fact sheets; include Asthma and IAQ, others.

Developing fact sheets on “Summer Tips for Healthy IAQ”;

- C. Expand sponsored podcasts and availability of visual presentations.
 1. Consider a “self-guided” version of “IAQ 101” for publication on the web site.

Implementing a significant redesign of the MIAQC website

- D. Revise content and develop and implement plans for redistribution of MIAQC’s well-received “refrigerator magnets”.

Actively seeking funding for a magnet reprint

- E. Develop and implement a seasonal calendar of annual IAQ “reminders” to the public.
- F. Develop and implement a plan for “search engine optimization” to drive traffic to the MIAQC web site.

Part of website redesign

- G. Assess and act on opportunities to expand awareness of IAQ issues and MIAQC resources through radio, television and newspapers.

V. Achieve Financial Sustainability

- A. Increase membership outreach and engagement, and increase overall financial support.

Implement recommendations from the spring 2010 Membership Survey

- B. Complete evaluation of membership goals (new and renewing), structure, pricing, and marketing; implement membership outreach plans as determined.
- C. Develop and implement annual strategies to foster increased active participation of members in the work of the Council's committees, projects and activities.
- D. Develop and implement plans for board development, including leadership roles and officer succession.

2010 Board Retreat scheduled for Summer of 2010

- E. Develop and implement an annual calendar of grant-seeking and sponsorship outreach and renewal.
 - 1. Enhance role of Development Committee.
- F. Increase staffing and financial resources to meet the goals and objectives of the strategic plan.
 - 1. Maintain a minimum operating reserve of 1/4 of each year's projected annual budget.

Profit & Loss

| | Current Month | Jul 09 - Jun 10 | YTD Budget | \$ Over Budget | Annual Budget |
|--|------------------|-------------------|-------------------|-------------------|-------------------|
| Income | | | | | |
| Donations | 0.00 | 225.00 | 1,000.00 | (775.00) | 1,000.00 |
| Dues | 0.00 | 12,770.00 | 11,500.00 | 1,270.00 | 11,500.00 |
| General Support | 0.00 | 8,000.00 | 12,000.00 | (4,000.00) | 12,000.00 |
| Interest | 0.00 | 93.77 | 250.00 | (156.23) | 250.00 |
| Program/Project Support | | | | | |
| IAQ Conf-Advertising | 0.00 | 195.00 | 300.00 | (105.00) | 300.00 |
| IAQ Conference-Sponsorship | 0.00 | 14,225.00 | 22,000.00 | (7,775.00) | 22,000.00 |
| IAQ Conference Exhibits | 0.00 | 6,605.00 | 6,625.00 | (20.00) | 6,625.00 |
| IAQ Conference Registrations | 160.00 | 16,327.25 | 18,000.00 | (1,672.75) | 18,000.00 |
| Maine Asthma Program Project | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 |
| Residential Const-Web Based Training Support | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 5,000.00 |
| Residential Const Sponsorship | 0.00 | 31,055.00 | 20,500.00 | 10,555.00 | 20,500.00 |
| Sales | 0.00 | 335.00 | 0.00 | 335.00 | 0.00 |
| Seminar Registrations | 139.55 | 38,252.55 | 16,000.00 | 22,252.55 | 16,000.00 |
| Program/Project Support | 0.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| Total Program/Project Support | 299.55 | 113,494.80 | 93,425.00 | 20,069.80 | 93,425.00 |
| Total Income | 299.55 | 134,583.57 | 118,175.00 | 16,408.57 | 118,175.00 |
| Expense | | | | | |
| Advertising | 0.00 | 59.45 | 250.00 | (190.55) | 250.00 |
| AV Equipment Rental | 0.00 | 1,930.00 | 1,100.00 | 830.00 | 1,100.00 |
| Bank Fees | 0.00 | 1,573.40 | 1,200.00 | 373.40 | 1,200.00 |
| Contracted Services non Speaker | | | | | |
| Accounting Services | 0.00 | 1,450.00 | 1,500.00 | (50.00) | 1,500.00 |
| Board Retreat | 0.00 | 0.00 | 1,500.00 | (1,500.00) | 1,500.00 |
| Communication | 0.00 | 325.00 | 1,350.00 | (1,025.00) | 1,350.00 |
| Legal Opinions | 0.00 | 247.50 | 300.00 | (52.50) | 300.00 |
| Residential Const-Management Contract | 0.00 | 3,450.00 | 3,000.00 | 450.00 | 3,000.00 |
| Web Based Training Module | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 5,000.00 |
| Contracted Services non Speaker | 0.00 | 1,010.00 | 0.00 | 1,010.00 | 0.00 |
| Total Contracted Services non Speaker | 0.00 | 6,482.50 | 12,650.00 | (6,167.50) | 12,650.00 |
| Contracted Services Speaker | | | | | |
| IAQ Conf-Contracted Services | 0.00 | 435.00 | 2,500.00 | (2,065.00) | 2,500.00 |
| Res Const-Contracted Services | 0.00 | 6,878.35 | 7,500.00 | (621.65) | 7,500.00 |
| Seminar Speakers | 0.00 | 17,275.20 | 1,500.00 | 15,775.20 | 1,500.00 |
| Contracted Services - Other | 0.00 | 50.00 | 0.00 | 50.00 | 0.00 |
| Total Contracted Services Speaker | 0.00 | 24,638.55 | 11,500.00 | 13,138.55 | 11,500.00 |
| Equipment Repairs | 0.00 | 323.32 | 850.00 | (526.68) | 850.00 |
| Executive Director | | | | | |
| Salaries & | 4,243.78 | 51,109.11 | 43,366.86 | 7,742.25 | 43,366.86 |
| Facilities (Rental) | | | | | |
| Board Meetings | 0.00 | 15.00 | 60.00 | (45.00) | 60.00 |
| IAQ Conference-Facility Rental | 0.00 | 11,957.27 | 10,500.00 | 1,457.27 | 10,500.00 |
| Seminars-Facility Rental | 0.00 | 8,693.62 | 5,000.00 | 3,693.62 | 5,000.00 |
| Facilities (Rental) Board Meetings | 0.00 | 809.69 | 0.00 | 809.69 | 0.00 |
| Total Facilities (Rental) | 0.00 | 21,475.58 | 15,560.00 | 5,915.58 | 15,560.00 |
| Financial Administrator | 0.00 | 2,930.00 | 2,500.00 | 430.00 | 2,500.00 |
| Handouts (programs) | | | | | |
| IAQ Conf- Publications/Handouts | 0.00 | 844.79 | 800.00 | 44.79 | 800.00 |

| | Current Month | Jul 09 - Jun 10 | YTD Budget | \$ Over Budget | Annual Budget |
|---|--------------------------|------------------------|-----------------------|---------------------------|--------------------------|
| Residential Const-Handouts | 0.00 | 1,393.32 | 250.00 | 1,143.32 | 250.00 |
| Seminars Handouts | 0.00 | 2,662.25 | 500.00 | 2,162.25 | 500.00 |
| Other | 0.00 | 309.05 | 0.00 | 309.05 | 0.00 |
| Total Handouts (programs) | 0.00 | 5,209.41 | 1,550.00 | 3,659.41 | 1,550.00 |
| Honorarium | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Insurance | 0.00 | 2,522.00 | 1,950.00 | 572.00 | 1,950.00 |
| Internet Services | 0.00 | 517.69 | 780.00 | (262.31) | 780.00 |
| Mailing Lists & Accreditations | | | | | |
| IAQ Conference-Mailing Lists | 0.00 | 50.00 | 250.00 | (200.00) | 250.00 |
| Residential Construction Mailing | 0.00 | 39.00 | 0.00 | 39.00 | 0.00 |
| Seminars-Mailing Lists & Accred | 0.00 | 67.73 | 100.00 | (32.27) | 100.00 |
| Mailing Lists & Accreditations | 0.00 | 120.00 | 0.00 | 120.00 | 0.00 |
| Total Mailing Lists & Accreditations | 0.00 | 276.73 | 350.00 | (73.27) | 350.00 |
| Meetings - Internal Committee | | | | | |
| IAQ Conference-Meetings | 0.00 | 0.00 | 150.00 | (150.00) | 150.00 |
| Board Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Meeting - Committees | 0.00 | 1,068.16 | 1,200.00 | (131.84) | 1,200.00 |
| Total Meetings - Internal Committee | 0.00 | 1,068.16 | 1,350.00 | (281.84) | 1,350.00 |
| Office Supplies/Letterhead | | | | | |
| IAQ Conference Office Supplies | 0.00 | 272.51 | 150.00 | 122.51 | 150.00 |
| Office Supplies/Letterhead | 0.00 | 758.10 | 500.00 | 258.10 | 500.00 |
| Total Office Supplies/Letterhead | 0.00 | 1,030.61 | 650.00 | 380.61 | 650.00 |
| Postage In-House | | | | | |
| In-house Copying | 0.00 | 212.44 | 139.68 | 72.76 | 139.68 |
| In-house Postage | 0.94 | 459.51 | 171.70 | 287.81 | 171.70 |
| Total Postage In-House | 0.94 | 671.95 | 311.38 | 360.57 | 311.38 |
| Postage/mailings Promotional | | | | | |
| IAQ Conf-Postage | 0.00 | 1,022.43 | 2,700.00 | (1,677.57) | 2,700.00 |
| Seminars - Postage | 0.00 | 12.60 | 4,200.00 | (4,187.40) | 4,200.00 |
| Total Postage/mailings Promotional | 0.00 | 1,035.03 | 6,900.00 | (5,864.97) | 6,900.00 |
| Program Brochures (printing) | | | | | |
| Asthma Project Printing | 0.00 | 911.40 | 0.00 | 911.40 | 0.00 |
| IAQ Conf-Printing Brochures | 0.00 | 1,437.45 | 2,250.00 | (812.55) | 2,250.00 |
| Seminars-Program Brochures | 0.00 | 0.00 | 2,000.00 | (2,000.00) | 0.00 |
| Energy Efficiency & IAQ | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Spring Seminar | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Seminar-Program Brochures | 0.00 | 0.00 | 2,000.00 | (2,000.00) | 2,000.00 |
| Total Program Brochures (printing) | 0.00 | 2,348.85 | 4,250.00 | (1,901.15) | 4,250.00 |
| Subscriptions and Due | 10.00 | 1,034.99 | 1,000.00 | 34.99 | 1,000.00 |
| Telephone | | | | | |
| Conference Calls | | | | | |
| IAQ Conf-Conference Calls | 0.00 | 356.14 | 500.00 | (143.86) | 500.00 |
| Residential Con Training-Conf | 0.00 | 0.00 | 100.00 | (100.00) | 100.00 |
| Seminars Conference Calls | 0.00 | 0.00 | 150.00 | (150.00) | 150.00 |
| Conference Calls | 0.00 | 1,284.08 | 1,500.00 | (215.92) | 1,500.00 |
| Total Conference Calls | 0.00 | 1,640.22 | 2,250.00 | (609.78) | 2,250.00 |
| General Purposes Telephone | 62.73 | 1,068.57 | 1,300.00 | (231.43) | 1,300.00 |
| Total Telephone | 62.73 | 2,708.79 | 3,550.00 | (841.21) | 3,550.00 |
| Travel - Staff | | | | | |
| IAQ onference-Speaker Travel | 0.00 | 182.22 | 2,000.00 | (1,817.78) | 2,000.00 |

| | Current Month | Jul 09 - Jun 10 | YTD Budget | \$ Over Budget | Annual Budget |
|-----------------------|--------------------------|------------------------|-----------------------|---------------------------|--------------------------|
| Seminar Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel - Staff | 50.00 | 1,216.17 | 500.00 | 716.17 | 500.00 |
| Total Travel | 50.00 | 1,398.39 | 2,500.00 | (1,101.61) | 2,500.00 |
| Miscellaneous Expense | 0.00 | 10.93 | 0.00 | 10.93 | 0.00 |
| Amount to Reserves | 0.00 | 0.00 | 4,000.00 | (4,000.00) | 4,000.00 |
| Total Expense | 4,367.45 | 131,355.44 | 118,118.24 | 13,237.20 | 118,118.24 |
| Net Income | (4,067.90) | 3,228.13 | 56.76 | 3,171.37 | 56.76 |

As of 6/13/10

Balance Sheet

| | Jul 09 - Jun 10 | Jul 08 - Jun 09 | \$ Change | % Change |
|--|------------------|------------------|------------------|----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| Kennebec Savings Bank-Checking | 20,833.70 | 16,261.90 | 4,571.80 | 28.1% |
| Total Checking/Savings | 20,833.70 | 16,261.90 | 4,571.80 | 28.1% |
| Accounts Receivable | -2,290.00 | -2,300.00 | | |
| Other Current Assets | | | | |
| Accumulated Depreciation | 0.00 | 0.00 | 0.00 | 0.0% |
| Prepariad Expenses | 0.00 | 1,556.00 | -1,556.00 | -100.0% |
| Undeposited Funds | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Current Assets | 0.00 | 1,556.00 | -1,556.00 | -100.0% |
| Total Current Assets | 18,543.70 | 15,517.90 | 3,015.80 | 19.5% |
| Fixed Assets | | | | |
| Captial Expenditures | 4,784.45 | 4,784.45 | 0.00 | 0.0% |
| Accumulated Depreciation | -4,034.00 | -4,034.00 | 0.00 | 0.0% |
| Total Fixed Assets | 750.45 | 750.45 | 0.00 | 0.0% |
| TOTAL ASSETS | 19,294.15 | 16,268.35 | 3,015.80 | 18.6% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | 0.00 | 0.00 | 0.00 | 0.0% |
| Maine Income Tax Payable | 0.00 | 0.00 | 0.00 | 0.0% |
| Social Security Payable EE | 21.78 | 21.78 | 0.00 | 0.0% |
| Social Security Payable ER | 136.60 | 136.60 | 0.00 | 0.0% |
| Medicare Payable EE | 5.13 | 5.13 | 0.00 | 0.0% |
| Medicare Payable EMPR | 31.98 | 31.98 | 0.00 | 0.0% |
| Total Accounts Payable | 195.49 | 195.49 | 0.00 | 0.0% |
| Kennebec Savings Bank-Visa | 0.00 | 170.99 | -170.99 | -100.0% |
| Other Current Liabilities | | | | |
| Accrued payroll taxes | 0.00 | 0.00 | 0.00 | 0.0% |
| Payroll Liabiltiltes | 643.00 | 674.34 | -31.34 | -4.6% |
| Total Other Current Liabilities | 643.00 | 674.34 | -31.34 | -4.6% |
| Total Current Liabilities | 838.49 | 1,040.82 | -202.33 | -19.4% |
| Total Liabilities | 838.49 | 1,040.82 | -202.33 | -19.4% |
| Equity | | | | |
| Opening Bal Equity | 24,489.69 | 24,489.69 | 0.00 | 0.0% |
| Retained Earnings | -9,262.16 | -925.47 | -8,336.69 | 900.8% |
| Net Income | 3,228.13 | -8,336.69 | 11,564.82 | -138.7% |
| Total Equity | 18,455.66 | 15,227.53 | 3,228.13 | 21.2% |
| TOTAL LIABILITIES & EQUITY | 19,294.15 | 16,268.35 | 3,025.80 | 18.6% |

As of 6/13/10

Profit & Loss

| | Jul 09 Jun 10 | Jul 08 Jun 09 | \$ Change | Annual Budget |
|--|-------------------|------------------|------------------|-------------------|
| Income | | | | |
| Donations | 225.00 | 150.00 | 75.00 | 1,000.00 |
| Dues | 12,770.00 | 11,250.00 | 1,520.00 | 11,500.00 |
| General Support | 8,000.00 | 8,000.00 | 0.00 | 12,000.00 |
| Interest | 93.77 | 237.22 | (143.45) | 250.00 |
| Program/Project Support | | | | |
| IAQ Conf-Advertising | 195.00 | 265.00 | (70.00) | 300.00 |
| IAQ Conference-Sponsorship | 14,225.00 | 21,650.00 | (7,425.00) | 22,000.00 |
| IAQ Conference Exhibits | 6,605.00 | 6,625.00 | (20.00) | 6,625.00 |
| IAQ Conference Registrations | 16,327.25 | 17,193.00 | (865.75) | 18,000.00 |
| Maine Asthma Program Project | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| Residential Const-Web Based Training Support | 0.00 | 4,287.17 | (4,287.17) | 5,000.00 |
| Residential Const Sponsorship | 31,055.00 | 2,500.00 | 28,555.00 | 20,500.00 |
| Sales | 335.00 | 0.00 | 335.00 | 0.00 |
| Seminar Registrations | 38,252.55 | 16,838.75 | 21,413.80 | 16,000.00 |
| Program/Project Support | 1,500.00 | 700.00 | 800.00 | 0.00 |
| Total Program/Project Support | 113,494.80 | 70,058.92 | 43,435.88 | 93,425.00 |
| Total Income | 134,583.57 | 89,696.14 | 44,887.43 | 118,175.00 |
| Expense | | | | |
| Advertising | 59.45 | 895.00 | (835.55) | 250.00 |
| AV Equipment Rental | 1,930.00 | 1,025.00 | 905.00 | 1,100.00 |
| Bank Fees | 1,573.40 | 1,239.33 | 334.07 | 1,200.00 |
| Contracted Services non Speaker | | | | |
| Accounting Services | 1,450.00 | 2,025.00 | (575.00) | 1,500.00 |
| Board Retreat | 0.00 | 0.00 | 0.00 | 1,500.00 |
| Communication | 325.00 | 1,320.00 | (995.00) | 1,350.00 |
| Legal Opinions | 247.50 | 0.00 | 247.50 | 300.00 |
| Residential Const-Management Contract | 3,450.00 | 0.00 | 3,450.00 | 3,000.00 |
| Web Based Training Module | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Contracted Services non Speaker | 1,010.00 | 1,250.00 | (240.00) | 0.00 |
| Total Contracted Services non Speaker | 6,482.50 | 4,595.00 | 1,887.50 | 12,650.00 |
| Contracted Services Speaker | | | | |
| IAQ Conf-Contracted Services | 435.00 | 2,050.00 | (1,615.00) | 2,500.00 |
| Res Const-Contracted Services | 6,878.35 | 2,535.00 | 4,343.35 | 7,500.00 |
| Seminar Speakers | 17,275.20 | 1,500.00 | 15,775.20 | 1,500.00 |
| Contracted Services Speaker-Other | 50.00 | 0.00 | 50.00 | 1,501.00 |
| Total Contracted Services Speaker | 24,638.55 | 6,085.00 | 18,553.55 | 13,001.00 |
| Equipment Repairs | 323.32 | 614.50 | (291.18) | 850.00 |
| Executive Director | | | | |
| Salaries & | 51,109.11 | 41,261.22 | 9,847.89 | 43,366.86 |
| Facilities (Rental) | | | | |
| Board Meetings | 15.00 | 0.00 | 15.00 | 60.00 |
| IAQ Conference-Facility Rental | 11,957.27 | 10,280.76 | 1,676.51 | 10,500.00 |

Strategic
Planning

| | Jul 09 Jun 10 | Jul 08 Jun 09 | \$ Change | Annual Budget |
|---|--------------------------|--------------------------|------------------|--------------------------|
| Seminars-Facility Rental | 8,693.62 | 4,904.71 | 3,788.91 | 5,000.00 |
| Facilities (Rental) Board Meetings | 809.69 | 15.00 | 794.69 | 0.00 |
| Total Facilities (Rental) | 21,475.58 | 15,200.47 | 6,275.11 | 15,560.00 |
| Financial Administrator | 2,930.00 | 1,698.75 | 1,231.25 | 2,500.00 |
| Handouts (programs) | | | | |
| IAQ Conf- Publications/Handouts | 844.79 | 817.47 | 27.32 | 800.00 |
| Residential Const-Handouts | 1,393.32 | 240.64 | 1,152.68 | 250.00 |
| Seminars Handouts | 2,662.25 | 497.02 | 2,165.23 | 500.00 |
| Other | 309.05 | 128.63 | 180.42 | 0.00 |
| Total Handouts (programs) | 5,209.41 | 1,683.76 | 3,525.65 | 1,550.00 |
| Honarium | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Insurance | 2,522.00 | 1,524.00 | 998.00 | 1,950.00 |
| Internet Services | 517.69 | 770.40 | (252.71) | 780.00 |
| Mailing Lists & Accreditations | | | | |
| IAQ Conference-Mailing Lists | 50.00 | 245.00 | (195.00) | 250.00 |
| Residential Construction Mailing | 39.00 | 0.00 | 39.00 | 0.00 |
| Seminars-Mailing Lists & Accred | 67.73 | 94.67 | (26.94) | 100.00 |
| Mailing Lists & Accreditations | 120.00 | 60.00 | 60.00 | 0.00 |
| Total Mailing Lists & Accreditations | 276.73 | 399.67 | (122.94) | 350.00 |
| Meetings - Internal Committee | | | | |
| IAQ Conference-Meetings | 0.00 | 141.83 | (141.83) | 150.00 |
| Board Meetings | 0.00 | 0.00 | 0.00 | 0.00 |
| Meeting - Committees | 1,068.16 | 1,276.83 | (208.67) | 1,200.00 |
| Total Meetings - Internal Committee | 1,068.16 | 1,418.66 | (350.50) | 1,350.00 |
| Office Supplies/Letterhead | | | | |
| IAQ Conference Office Supplies | 272.51 | 156.88 | 115.63 | 150.00 |
| Office Supplies/Letterhead | 758.10 | 470.20 | 287.90 | 500.00 |
| Total Office Supplies/Letterhead | 1,030.61 | 627.08 | 403.53 | 650.00 |
| Postage In-House | | | | |
| In-house Copying | 212.44 | 403.51 | (191.07) | 139.68 |
| In-house Postage | 459.51 | 841.00 | (381.49) | 171.70 |
| Total Postage In-House | 671.95 | 1,244.51 | (572.56) | 311.38 |
| Postage/mailings Promotional | | | | |
| IAQ Conf-Postage | 1,022.43 | 2,657.80 | (1,635.37) | 2,700.00 |
| Seminars - Postage | 12.60 | 4,932.80 | (4,920.20) | 4,200.00 |
| Total Postage/mailings Promotional | 1,035.03 | 7,590.60 | (6,555.57) | 6,900.00 |
| Program Brochures (printing) | | | | |
| IAQ Conf-Printing Brochures | 1,437.45 | 2,257.50 | (820.05) | 2,250.00 |
| Maine Asthma Program Project | 911.40 | 0.00 | 911.40 | 0.00 |
| Seminars-Program Brochures | 0.00 | 0.00 | 0.00 | 0.00 |
| Energy Efficiency & IAQ | 0.00 | 1,993.95 | (1,993.95) | 1,000.00 |
| Spring Seminar | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Seminar-Program Brochures | 0.00 | 1,993.95 | (1,993.95) | 2,000.00 |
| Total Program Brochures (printing) | 2,348.85 | 4,251.45 | (1,902.60) | 4,250.00 |
| Subscriptions and Due | 1,034.99 | 811.98 | 223.01 | 1,000.00 |

| | Jul 09 Jun 10 | Jul 08 Jun 09 | \$ Change | Annual Budget |
|--------------------------------------|--------------------------|--------------------------|------------------|--------------------------|
| Telephone | | | | |
| Conference Calls | | | | |
| IAQ Conf-Conference Calls | 356.14 | 522.11 | (165.97) | 500.00 |
| Residential Con Training-Conf | 0.00 | 0.00 | 0.00 | 100.00 |
| Seminars Conference Calls | 0.00 | 107.13 | (107.13) | 150.00 |
| Conference Calls | 1,284.08 | 1,483.65 | (199.57) | 1,500.00 |
| Total Conference Calls | 1,640.22 | 2,112.89 | (472.67) | 2,250.00 |
| General Purposes Telephone | 1,068.57 | 1,260.47 | (191.90) | 1,300.00 |
| Total Telephone | 2,708.79 | 3,373.36 | (664.57) | 3,550.00 |
| Travel - Staff | | | | |
| IAQ onference-Speaker Travel | 182.22 | 953.50 | (771.28) | 2,000.00 |
| Seminar Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel - Staff | 1,216.17 | 469.59 | 746.58 | 500.00 |
| Total Travel | 1,398.39 | 1,423.09 | (24.70) | 2,500.00 |
| Miscellaneous Expense | 10.93 | 0.00 | 10.93 | 0.00 |
| Depreciation Expense | 0.00 | 300.00 | (300.00) | 0.00 |
| Amount to Reserves | 0.00 | 0.00 | 0.00 | 4,000.00 |
| Total Expense | 131,355.44 | 98,032.83 | 33,622.61 | 119,619.24 |
| Net Income | 3,228.13 | (8,336.69) | 11,564.82 | (1,444.24) |

As of 6/13/10

IAQ Conference

| | Jul 09 - Jun 10 | Jul 08 - Jun 09 | YTD Budget | Annual Budget | \$ Diff |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Income | | | | | |
| Advertising | \$195.00 | \$265.00 | \$250.00 | \$300.00 | -\$105.00 |
| Sponsorship | \$14,225.00 | \$21,650.00 | \$18,333.34 | \$22,000.00 | -\$7,775.00 |
| Exhibits | \$6,605.00 | \$6,625.00 | \$5,520.84 | \$6,625.00 | -\$20.00 |
| Registrations | \$16,327.25 | \$17,193.00 | \$15,000.00 | \$18,000.00 | -\$1,672.75 |
| Total Income | \$37,352.25 | \$45,733.00 | \$39,104.18 | \$46,925.00 | -\$9,572.75 |
| Expense | | | | | |
| Advertising | \$59.45 | \$895.00 | \$208.34 | \$250.00 | -\$190.55 |
| AV Equipment Rental | \$1,930.00 | \$1,025.00 | \$916.66 | \$1,100.00 | \$830.00 |
| Communication | \$325.00 | \$1,320.00 | \$1,125.00 | \$1,350.00 | -\$1,025.00 |
| Contracted Services Non Speaker | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Contracted Services Speaker | \$435.00 | \$2,050.00 | \$2,083.34 | \$2,500.00 | -\$2,065.00 |
| Facilities (Rental) | \$11,957.27 | \$10,280.76 | \$8,750.00 | \$10,500.00 | \$1,457.27 |
| Handouts (programs) | \$844.79 | \$817.47 | \$666.66 | \$800.00 | \$44.79 |
| Mailing Lists & Accreditations | \$50.00 | \$245.00 | \$208.34 | \$250.00 | -\$200.00 |
| Meetings | \$0.00 | \$141.83 | \$125.00 | \$150.00 | -\$150.00 |
| Office Supplies/Letterhead | \$272.51 | \$156.88 | \$125.00 | \$150.00 | \$122.51 |
| Postage/mailings Promotional | \$1,022.43 | \$2,657.80 | \$2,250.00 | \$2,700.00 | -\$1,677.57 |
| Program Brochures (printing) | \$1,437.45 | \$2,257.50 | \$1,875.00 | \$2,250.00 | -\$812.55 |
| Conference Calls | \$356.14 | \$522.11 | \$416.66 | \$500.00 | -\$143.86 |
| Speaker Travel | \$182.22 | \$953.50 | \$1,666.66 | \$2,000.00 | -\$1,817.78 |
| Total Expense | \$18,872.26 | \$23,322.85 | \$20,416.66 | \$24,500.00 | -\$5,627.74 |
| Net Income | \$18,479.99 | \$22,410.15 | \$18,687.52 | \$22,425.00 | -\$3,945.01 |

As of 6/13/10

Residential Construction

| | Jul 09 - Jun 10 | Jul 08 - Jun 09 | YTD Budget | Annual Budget | \$ Diff |
|---|--------------------|--------------------|------------------|------------------|-----------------|
| Income | | | | | |
| Grants | 0.00 | 4,287.17 | 4,166.66 | 5,000.00 | -5,000.00 |
| Program/Project Support | 31,055.00 | 2,500.00 | 17,083.34 | 20,500.00 | 10,555.00 |
| Total Income | 31,055.00 | 6,787.17 | 21,250.00 | 25,500.00 | 5,555.00 |
| Expense | | | | | 0.00 |
| AV Equipment Rental | 630.00 | 200.00 | 916.66 | 1,100.00 | -470.00 |
| Evaluation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contracted Services -Non Speaker | 3,450.00 | 0.00 | 2,500.00 | 3,000.00 | 450.00 |
| Contracted Services | 6,878.35 | 2,535.00 | 6,250.00 | 7,500.00 | -621.65 |
| Handouts | 1,393.32 | 240.64 | 208.34 | 250.00 | 1,143.32 |
| Mailing Lists & Accreditations | 39.00 | 0.00 | 0.00 | 0.00 | 39.00 |
| Conference Calls | 0.00 | 0.00 | 83.34 | 100.00 | -100.00 |
| Total Expense | 12,390.67 | 2,975.64 | 9,958.34 | 11,950.00 | 440.67 |
| Net Income | 18,664.33 | 3,811.53 | 11,291.66 | 13,550.00 | 5,114.33 |

As of 6/13/10

Seminars

| | Jul 09 - Jun 10 | Jul 08 - Jun 09 | YTD Budget | Annual Budget | \$ Diff |
|---|-----------------|-----------------|---------------|------------------|---------------|
| Income | | | | | |
| Protocols for Evaluating Homes prior to Weatherization 2/10 | \$ 18,053.00 | \$ - | \$ - | \$ - | \$ 18,053.00 |
| Weatherization & IAQ 12/09 | \$ 9,157.50 | \$ - | \$ - | \$ - | \$ 9,157.50 |
| Energy Efficiency & IAQ 2008/2009 | \$ 3,000.00 | \$ 13,337.50 | | | |
| Radon Seminar 2008/2009 | \$ - | \$ 800.00 | \$ - | \$ - | \$ (800.00) |
| Interpret Mold Test Results 6/09 | \$ 1,325.00 | \$ 2,701.25 | \$ - | \$ - | \$ (1,376.25) |
| Deep Energy Retrofits 3/23/10 | \$ 6,902.50 | \$ - | \$ - | \$ - | \$ 6,902.50 |
| Assessing & Addressing IAQ Seminar 2/5/10 | | | | | |
| Radon Seminar April 2010 | \$ 109.55 | | | | |
| Seminar Income | | \$ - | \$ - | \$ - | \$ - |
| Program/Project Support | | \$ 3,000.00 | \$ 16,000.00 | \$ 16,000.00 | \$ (3,000.00) |
| Total Income | \$ 38,547.55 | \$ 19,838.75 | \$ 16,000.00 | \$ 16,000.00 | \$ 28,936.75 |
| Expense | | | | | |
| AV Equipment Rental | \$ 265.00 | \$ 170.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 95.00 |
| Contracted Services Non Speaker | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contracted Services Speaker | \$ 17,275.20 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 15,775.20 |
| Facility Rental | \$ 8,693.62 | \$ 4,904.71 | \$ 5,000.00 | \$ 5,000.00 | \$ 3,788.91 |
| Handouts | \$ 2,662.25 | \$ 497.02 | \$ 500.00 | \$ 500.00 | \$ 2,165.23 |
| Mailing Lists & Accreditations | \$ - | \$ - | \$ 100.00 | \$ 100.00 | \$ - |
| Meeting Expense | \$ - | \$ - | \$ - | \$ - | \$ - |
| Postage | \$ 12.60 | \$ 4,932.80 | \$ 4,200.00 | \$ 4,200.00 | \$ (4,920.20) |
| Program Brochures (printing) | \$ - | \$ 1,993.95 | \$ 2,000.00 | \$ 2,000.00 | \$ (1,993.95) |
| Conference Calls | \$ - | \$ 107.13 | \$ 150.00 | \$ 150.00 | \$ (107.13) |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expense | \$ 28,908.67 | \$ 14,105.61 | \$ 14,550.00 | \$ 14,550.00 | \$ 14,803.06 |
| Net Income | \$ 9,638.88 | \$ 5,733.14 | \$ 1,450.00 | \$ 1,450.00 | \$ 14,133.69 |

2010 Seminars

| | Interpret Mold Test Results 6/09 | Weatherization & IAQ 12/09 | Deep Energy Retrofits 3/23/10 | Protocols for Evaluating Homes prior to Weatherization 2/5/10 | Energy Efficiency 1/09 | Energy Efficiency 1/08 | Radon 4/10 | Total | Annual Budget |
|--------------------------------|--|----------------------------------|----------------------------------|---|------------------------------|------------------------------|---------------|------------------|------------------|
| Income | | | | | | | | | |
| Registrations | \$ 1,325.00 | 2,832.50 | 6,902.50 | 10,553.00 | | | 109.55 | 21,722.55 | 16,000.00 |
| Program/Project Support | \$ - | 6,325.00 | | 7,500.00 | 1,500.00 | 1,500.00 | | 16,825.00 | 0.00 |
| Total Income | 1,325.00 | 9,157.50 | 6,902.50 | 18,053.00 | 1,500.00 | 1,500.00 | 109.55 | 38,547.55 | 16,000.00 |
| Expense | | | | | | | | | |
| AV Equipment Rental | 165.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 265.00 | 1,100.00 |
| Contracted Services Speaker | 0.00 | 2,807.70 | 3,687.50 | 10,780.00 | 0.00 | 0.00 | 0.00 | 17,275.20 | 1,500.00 |
| Facility Rental | 0.00 | 3,359.85 | 1,922.42 | 3,411.35 | 0.00 | 0.00 | 0.00 | 8,693.62 | 5,000.00 |
| Handouts | \$ 159.55 | 1,294.35 | 248.58 | 959.77 | 0.00 | 0.00 | 0.00 | 2,662.25 | 500.00 |
| Mailing Lists & Accreditations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Meeting Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage | 0.00 | 12.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.60 | 4,200.00 |
| Program Brochures (printing) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| Conference Calls | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expense | 324.55 | 7,474.50 | 5,858.50 | 15,251.12 | 0.00 | 0.00 | 0.00 | 28,908.67 | 14,550.00 |

| | | | | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|--------|----------|----------|
| Net Income | 1,000.45 | 1,683.00 | 1,044.00 | 2,801.88 | 1,500.00 | 1,500.00 | 109.55 | 9,638.88 | 1,450.00 |
|-------------------|----------|----------|----------|----------|----------|----------|--------|----------|----------|

2009 Seminars

| | Energy Efficiency 1/09 | Radon Seminar 6/08 | After the Test 6/09 | Total | Annual Budget | \$ Diff |
|--------------------------------|---------------------------|-----------------------|------------------------|------------------|------------------|------------------|
| Income | | | | | | |
| Registrations | \$ 13,337.50 | 800.00 | 3,226.25 | 17,363.75 | 14,000.00 | 3,363.75 |
| Program/Project Support | \$ 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| Total Income | 16,337.50 | 800.00 | 3,226.25 | 20,363.75 | 14,000.00 | 6,363.75 |
| Expense | | | | | | |
| AV Equipment Rental | 170.00 | 0.00 | 165.00 | 335.00 | 0.00 | (335.00) |
| Contracted Services Speaker | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 1,000.00 | (500.00) |
| Facility Rental | 4,053.96 | 0.00 | 850.75 | 4,904.71 | 5,500.00 | 595.29 |
| Handouts | \$ 230.70 | 266.32 | 159.55 | 656.57 | 1,200.00 | 543.43 |
| Mailing Lists & Accreditations | 0.00 | 0.00 | 0.00 | 0.00 | 160.00 | 160.00 |
| Meeting Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage | 2,432.80 | 0.00 | 2,500.00 | 4,932.80 | 3,000.00 | (1,932.80) |
| Program Brochures (printing) | 1,113.00 | 0.00 | 880.95 | 1,993.95 | 1,800.00 | (193.95) |
| Conference Calls | 70.21 | 0.00 | 36.92 | 107.13 | 200.00 | 92.87 |
| Travel | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| Total Expense | 9,570.67 | 266.32 | 4,593.17 | 14,430.16 | 13,060.00 | -1,370.16 |
| Net Income | 6,766.83 | 533.68 | -1,366.92 | 5,933.59 | 940.00 | 4,993.59 |

2008 Seminars

| | Energy Efficiency | Radon Seminar | Total | Annual Budget | \$ Diff |
|---|----------------------|------------------|-----------|------------------|------------|
| Income | | | | | |
| Registrations | 12,473.75 | 3,943.75 | 16,417.50 | 10,950.00 | 5,467.50 |
| Total Income | 12,473.75 | 3,943.75 | 16,417.50 | 10,950.00 | 5,467.50 |
| Expense | | | | | |
| Contracted Services Speaker | 1,500.00 | 0.00 | 1,500.00 | 0.00 | (1,500.00) |
| Facility Rental | 4,103.96 | 1,321.59 | 5,425.55 | 2,400.00 | (3,025.55) |
| Handouts | 1,015.77 | 9.50 | 1,025.27 | 0.00 | (1,025.27) |
| Mailing Lists & Accreditations | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 |
| Meeting Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage | 1,793.57 | 803.16 | 2,596.73 | 3,200.00 | 603.27 |
| Program Brochures (printing) | 1,029.00 | 740.25 | 1,769.25 | 1,600.00 | (169.25) |
| Conference Calls | 174.66 | 0.00 | 174.66 | 250.00 | 75.34 |
| Travel | 0.00 | 323.27 | 323.27 | 450.00 | 126.73 |
| Total Expense | 9,616.96 | 3,197.77 | 12,814.73 | 8,150.00 | 4,664.73 |
| Net Income | 2,856.79 | 745.98 | 3,602.77 | 2,800.00 | 802.77 |

As of 6/13/10

\$ Diff

5,722.55

16,825.00

22,547.55

835.00

(15,775.20)

(3,693.62)

(2,162.25)

100.00

0.00

4,187.40

2,000.00

150.00

0.00

-14,358.67

8,188.88

| | <u>Date</u> | <u>Memo</u> | <u>Account</u> | <u>Class</u> | <u>Amount</u> |
|-----------------------------|-------------|----------------------------|---------------------------|--------------|---------------------|
| BCN Telecom, Inc. | | | | | |
| | 06/13/2010 | Monthly Phone Charges | General Purposes Telephon | General | 11.09 |
| Total BCN Telecom, Inc. | | | | | <u>11.09</u> |
| Great Works Internet | | | | | |
| | 06/02/2010 | Monthly Fee June 1-July 1 | General Purposes Telephon | General | 51.64 |
| Total Great Works Internet | | | | | <u>51.64</u> |
| WWW.Events.org | | | | | |
| | 06/13/2010 | Asthma in Maine Business S | Subscriptions and Due | General | 10.00 |
| Total WWW.Events.org | | | | | <u>10.00</u> |
| TOTAL | | | | | <u><u>72.73</u></u> |

As of 6/13/10

Balance

11.09

11.09

51.64

51.64

10.00

10.00

72.73

| | Date | Memo | Account | Class | Amount |
|-----------------------|-------------|--|------------------------------|--------------------------------------|----------------------|
| Gifford, Adam | | | | | |
| | 06/11/2010 | Weatherization & IAQ December 2009 | Seminar Registrations | Seminar:2009Weatherization & IAQ Dec | 30.00 |
| Total Gifford, Adam | | | | | <u>30.00</u> |
| Leavitt, David | | | | | |
| | 06/11/2010 | IAQ Conference-Registration | IAQ Conference Registrations | IAQ Conference:2010 IAQ Conference | 125.00 |
| Total Leavitt, David | | | | | <u>125.00</u> |
| Mermin, Naomi_ | | | | | |
| | 06/11/2010 | IAQ Conference-Registration | IAQ Conference Registrations | IAQ Conference:2010 IAQ Conference | 35.00 |
| Total Mermin, Naomi_ | | | | | <u>35.00</u> |
| Rutgers | | | | | |
| | 06/11/2010 | Reimbursement for handouts/printing costs for Radon Semi Seminar Registrations | | Seminar:Radon Seminars (Arpil 10) | 109.55 |
| Total Rutgers | | | | | <u>109.55</u> |
| TOTAL | | | | | <u><u>299.55</u></u> |

As of 6/13/10

Balance

30.00

30.00

125.00

125.00

35.00

35.00

109.55

109.55

299.55