**C**ampus   
**E**nvironmental   
**S**ustainability   
**T**eam

**Minutes**  
Wed. Jan. 13, 3:00 – 4:30 PMAdministrative Building III, Room 301

Attendance: Jack Colby, Bill Winner, Carole Acquesta, Emily Dell, Tracy Dixon, David Dean, Barbara Doll, Wade Fulghum, Lisa Johnson, Paul McConocha, Barry Olson, Brian O’Sullivan, Nessa Stone, Zach Tolbert, Mike Harwood, Scott Parker (AEI), Jerry Schnitt (AEI), Bill Davis, Mahomet Auilien, John Carter (AEI), Lindsay Batchelor, Steve Bostian, Rob (Energy Strategies))

Climate Action Planning (CAP) Kickoff Meeting

See accompanying meeting presentation

3:05PM - Jack Lead-In/Welcome

3:08PM – Update on Planning Process

* April vetting CAP ideas to campus
* Summer combine strategic sustainability plan and climate action plan
* Fall campus vetting of final plan

3:11PM – GHG Inventory – Jeff Hightower

* Presentation attached

3:18PM – Jerry introductions of AEI team

3:20PM - John Carpenter presentation on CAP – attached

* Questions about offsets
* Discussion on the importance of CEST developing a date for climate neutrality or carbon neutrality

3:50PM - Rob presentation on models/deliverables

– Skype/technology issues

* Description of action plan model including utility supply, demand forecast, portfolio wedges & valuation, campus area forecast
* How they build a base case
* Building base case in parallel with idea generation

4:05PM - Lindsay presentation of what the NC State CAP process looks like – see presentation

* Information flow
* Two meetings a month for working groups between Jan. 22 and March 10th
* March 24 – April 22 – Sustainability Office vets to long list of ideas campus to narrow down to more manageable list
* April 30th – Tactics for strategies outside of the CAP due to Sustainability Office
* April 23 – May 12 – AEI develops short list
* Summer – Sustainability Office merging plans and giving to Jack/Bill for upper administration

4:10PM- John discussion on what Jan. meeting agendas will look like

4:14PM- Lindsay – 5-Year Tactics

* March 10-April 30th
* Apply to strategies outside of the CAP

4:15PM - Discussion

* What is the consultant prepared to do on meeting times
* The Sustainability Office will supply a blurb on the importance of these meetings to send to working groups
* Quick summation of why these meetings are important
* AEI will lead next week’s working group meetings
* Understanding that the working group members might want to focus on tactics
* AEI will identify and address strategies relating to GHG, working groups address the remaining tactics
* AEI will take meeting minutes