

## Meeting Minutes

<b>Subject</b>	<b>CEST – Energy &amp; Water Working Group (“EWG”) Meeting</b>	<b>Date</b>	<b>10-28-2009</b>
<b>Facilitator</b>	Paul McConocha	<b>Time</b>	9:00am
<b>Location</b>	Broughton Hall Environmental Lab and Yarbrough Conf Room	<b>Scribe</b>	P. McConocha
<b>Attendees</b>	Bob Ferrel, Brandon Vann, Kathy DeBusk, David Black, Ed Sekmistrz, Ellen Buckner, Erik Hall, Francis de los Reyes, George Smith, Jesse Henderson, Chadwick Seagram, Paul McConocha		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
<b>1</b>	<b>Broughton Hall Environmental Engineering Research Laboratory Tour</b>	Assoc Prof Francis de los Reyes opened his research laboratory for a tour. The lab manager, David Black, provided a general tour. George Smith described the unique HVAC configuration for campus laboratories. Lab fresh air requirements create an energy drain; however, protecting occupant human health is paramount. The team kicked around possible solutions that will protect occupants while using less energy.	Info only	N/A
<b>2</b>	<b>10/14 Meeting Minutes</b>	The 10/14 meeting minutes were accepted.	Info only	N/A
<b>3</b>	<b>Energy/Water SWOT Analysis</b>	The meeting participant reviewed Strengths, Weaknesses, Opportunities and Threats analysis for NC State Energy and Water management . Additional suggestions from Wade Fulghum were incorporated into the SWOT matrix.	Team	Complete.
<b>4</b>	<b>Draft Energy Policy</b>	A number of team members provided comments on the draft NC State Energy Policy. Comments will be incorporated and presented to the team at the next meeting.	P. McConocha	11/6
<b>5</b>	<b>Vision Statement Development</b>	The team conducted a number of vision development exercises (see meeting ppt deck).	Team	11/6
<b>6</b>	<b>Schedule Review</b>	Next meeting will be Fri, 11/6 at 10am.	P. McConocha	11/16

These meeting minutes are believed complete and accurate based on the discussions on 10/28. If there are corrections, additions, or other modifications, please contact Paul McConocha via email ([paul\\_mcconocha@ncsu.edu](mailto:paul_mcconocha@ncsu.edu)) or phone (919-513-3646).