

## Meeting Minutes

<b>Subject</b>	<b>CEST – Energy Working Group (“EWG”) Kick-off Meeting</b>	<b>Date</b>	<b>10-02-2009</b>
<b>Facilitator</b>	Paul McConocha	<b>Time</b>	10:00am
<b>Location</b>	Yarborough Training Room, Yarborough Steam Plant	<b>Scribe</b>	P. McConocha
<b>Attendees</b>	Bob Ferrel, Chadwick Seagraves, Ed Sekmistrz, Ellen Buckner, George Smith, Jeff Hightower, Jesse Henderson, Kathy DeBusk, Tracy Dixon, Wade Fulghum, Paul McConocha		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
<b>1</b>	<b>Sustainability Questionnaire Pre-test</b>	9 meeting participants completed the draft sustainability questionnaire. The survey instrument took approximate 5 to 6 minutes to complete. Participants provided feedback on content and structure. The questionnaire will be shared with other stakeholders for review and comment.	P. McConocha T. Dixon	Execute survey by Oct 26 <sup>th</sup> .
<b>2</b>	<b>Team Ground Rules</b>	<ol style="list-style-type: none"> <li>1. Start and end meetings on time.</li> <li>2. Cell phones/PDAs on stun.</li> <li>3. All ideas are open for discussion.</li> <li>4. No implied consent.</li> <li>5. Continually ask ourselves...are we asking the right questions?</li> <li>6. Commit to participate.</li> <li>7. Complete Action Items on time.</li> </ol>	Team	On going.
<b>3</b>	<b>CEST / EWG Charge Review</b>	The 3 phase CEST charge was reviewed and discussed. The EWG’s first milestone will occur on November 11 <sup>th</sup> when our 5-yr energy strategic plan will be submitted to CEST.	Team	Nov 11 <sup>th</sup> .
<b>4</b>	<b>Energy Demand and Greenhouse Gas Inventory Review</b>	Historic energy use and the 2008 greenhouse gas inventory findings were reviewed.	Information only	N/A

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
5	<b>Schedule Review</b>	<p>The next 4 meetings were presented.</p> <ol style="list-style-type: none"> <li>1. Wed, 10/14 at 9am</li> <li>2. Fri, 10/23 at 10am</li> <li>3. Wed, 10/28 at 9am</li> <li>4. Fri, 11/6 at 10am</li> </ol> <p>It was recommended that meeting be conducted around the campus. P. McConocha will facilitate meeting locations and communicate same.</p>	P. McConocha	Oct 6 <sup>th</sup> .

These meeting minutes are believed complete and accurate based on the discussions on 10/2. 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).