

Meeting Minutes

Subject	CEST – Energy Working Group (“EWG”) Meeting	Date	10-14-2009
Facilitator	Paul McConocha	Time	10:00am
Location	Admin III	Scribe	P. McConocha
Attendees	Bob Ferrel, Brandon Vann, Ed Sekmistrz, Ellen Buckner, Erik Hall, Francis de los Reyes, George Smith, Jeff Hightower, Jesse Henderson, Kelly Hook, Maurice York, Tracy Dixon, Paul McConocha		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	Sustainability Questionnaire Pre-test Review	The results of the pre-test were reviewed with the team. The questionnaire will be updated and submitted for another pre-test before the end of October.	P. McConocha T. Dixon	Execute survey pre-test by Oct 26 th .
2	Team Ground Rules	The following team ground rules were accepted by the meeting participants. <ol style="list-style-type: none"> 1. Start and end meetings on time. 2. Cell phones/PDAs on stun. 3. All ideas are open for discussion. 4. No implied consent. 5. Continually ask ourselves...are we asking the right questions? 6. Commit to participate. 7. Complete Action Items on time. 	Team	On going.
3	Energy/Water SWOT Analysis	The meeting participant conducted a Strengths, Weaknesses, Opportunities and Threats analysis for NC State Energy and Water management (copy attached).	Team	Complete.
4	Student Perspective Input	Kelly Hook provided the following constructive input. <ol style="list-style-type: none"> 1. PackPulse should have energy monitoring at the dorm room level. The whole building is too broad to change occupant behavior. 	Information only	N/A

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		<p>2. Students living on campus have no incentive to save energy today.</p> <p>3. Monitoring will enable reward incentives to save energy and encourage students to do the right thing.</p> <p>Responses included the following. While the technology to monitor energy use at the dorm room level exists, the cost to retrofit dorm rooms would be a barrier to implementation. There was debate on the merits of rewarding behavior vs. doing the right thing on it's own merits. The reward could be a trip to a developing country to conduct community service.</p>		
5	Team Assignment	A draft NC State Energy Policy was distributed to meeting participants. The facilitator asked that everyone provide at least 4 comments on the draft (preferably more), by the next team meeting.	Team	Oct 23 rd .
6	Schedule Review	<p>The next 3 meetings follow.</p> <ol style="list-style-type: none"> 1. Fri, 10/23 at 10am (Broughton Hall) 2. Wed, 10/28 at 9am (TBD) 3. Fri, 11/6 at 10am (TD) <p>Meeting locations will rotate. P. McConocha will facilitate meeting locations and communicate same.</p>	P. McConocha	Oct 23 rd .

These meeting minutes are believed complete and accurate based on the discussions on 10/14. If there are corrections, additions, or other modifications, please contact Paul McConocha via email (paul_mcconocha@ncsu.edu) or phone (919-513-3646).