

**Board Meeting Minutes**

**July 10, 2017**

**DRAFT**

Vision: The LEA aims to reduce greenhouse gas emissions through energy efficiency and conservation efforts.

Mission: The LEA promotes energy efficiency and conservation through Energy Star programs and certifications.

Present: Kurt Barrett, Chris Cieminski, Michael Crimmins, Kim Martinez, Maria Koetter, David Underwood, Andrea Webster

Absent: Maren Lane, Colleen Crum, Richard Hoopengardner, Angela Futter

Guest: Lee Colten

Kurt brought the meeting to order at 11:35am. The meeting started with introductions.

Lee mentioned that Rick Bender (Executive Advisor at DEDI) wanted to come today but had a last minute engagement. Maria asked to see the updated org chart for DEDI. Lee agreed.

* Action Items
  + Vote to approve meeting minutes from June 12th, 2017 (Kurt) – Kim made a motion to approve the minutes from June 12, 2017. Michael seconded. All were in favor.
* Old Business
  + May minutes e-approved-(Kurt)
  + June 28th-Portfolio Manager Training update (Andrea) – Angela hosted the meeting and it went well. There were nine people in attendance. She hopes to hold a 301 training as well.
    - Chris suggested hosting an suburban location event too. NTS has a suburban location. Harshaw Trane has space, too. Neither location has a computer lab. There might be other colleges that would host, such as Indiana Wesleyan.
  + Website (Michael)
    - Board member bios –Kim’s bio is still needed.
    - Website up to date – Michael has the website up-to-date. He updated the event with the LG&E sponsorship.
      * We need to add an updated contact sheet. Angela can send Michael the updated contacts list. He will populate the list on the board only section.
    - E-vote site now available for any votes we need to complete.
* Sustaining Partners (All)
* Any progress from Board (Kurt) – DEDI joined as a sustaining partner.
* Johnson Controls reached out to Andrea and expressed interest in sponsoring again. Andrea hasn’t heard anything and will follow up.
* Site visit YMCA-(Kurt/Andrea) – one of the YMCA’s facility managers (downtown location) came to the last Portfolio Manager training. They have a lot of issues in the building, which is an EPAD opportunity. We’re going to offer some free consulting. They don’t qualify for ENERGY STAR. Kurt is scheduling the tour, and Andrea will invite other YMCA’s to attend.
* New Business
* Update on new board members-KPPC, Stites and Harbison (Kim) – We received 8 yes’s and no no’s.
  + Kurt and Angela will work to send them formal invitation letters.
  + Treasurer’s report (Kim)
    - The bank statements (Attachment A) do not report DEDI’s $500 deposit, which is shown in the check register (Attachment B).
    - Kim received the Quickbooks account from Eagle Paper.
    - We expect to receive the BOMA payment of $650 in September.
    - The bank balance is $6,657.62.
  + Executive Committee monthly meeting (Kurt)
    - Summer Energy Event-*Making Cents of Energy* (Kurt/Kim/Michael) – The event will be held July 26th. LG&E is the sponsor. Lee is our kick-off speaker. Other speakers include LG&E, Kurt, Andrea, Angela, and Bobby Clark. The sponsorship should pay for breakfast and we’ll have extra left over for profit. It will be held at Spalding University.
      * Chris mentioned that Panera might be interested in providing some breakfast. We’re thinking of bagels, coffee and fruit. Chris will ask if they will provide coffee and bagels. We can use Heine Brothers as a back-up if Panera can’t. Chris will know by the end of the week.
      * Michael created a flyer. Chris offered to include the flyer with the BOMA meeting notice.
      * Our targeted audience is facility managers, business owners, CFOs. Kim will send to the WELL group, and Chris will reach out to IREM. Maria can send to USGBC. Architects are also a target audience. Kurt will talk to KAM about the event. Maria will talk to Matt Yates (Economic Development), who is coordinating a new local KAM group.
    - Fall Energy Conservation Conversation (Kurt/Andrea)
      * KAM all day workforce conference on October 26th. There is a KAM luncheon on the 27th to distribute awards, so the morning is open. The event would be a joint event between KAM and LEA, with Trane Energy Supply as the main speaker and a major sponsor. Kurt thinks they would do a great idea. They speak on the forecasts of energy and other topics. They are using the Galt House. There is one room with a capacity of 81. They wouldn’t charge us for the room, just the food. The price would be $2,560 for 81 people. It would be from 8:30 – 10am, with registration starting at 8am. If we charge $50, we would make $4000, which would cover the costs. If we get sponsors, we could make more.
      * The luncheon received really great attendance. They estimated 250 – 300 people. The luncheon costs more than $50. We could offer a combined breakfast and lunch price.
      * Maria is open to calling it a joint event and letting them coordinate registration.
      * Kurt will consider asking for a booth for the LEA at the luncheon, or tickets for LEA board member to attend the luncheon.
      * In general, all board members agreed that this would be a good fall event for the LEA. Kim believes we made around $4,500 from the ECC last year (confirmed at $4,418). We might not make as much as in previous years, but this event would introduce the LEA to a new audience, including industrials.
      * Kurt is going to the KAM board meeting tomorrow in Frankfort to get confirmation form the KAM board that they are okay with us pursuing this event.
* ENERGY STAR City ranking (Maria)
  + - Louisville fell of the list of the top 25 cities with the most ENERGY STAR Certified buildings in 2016. We dropped from 5th to 7th on the list of mid-sized cities. The rankings are based on Louisville’s MSA, not the city boundaries.
      * Lee asked about mandatory energy use benchmarking. Maria said she wants to get to this, but we haven’t had the capacity to address it yet. It’s in the sustainability plan.
      * Recertifications count towards the ranking, so we are trying to work with JCPS to help them recertify their buildings with our ENERGY STAR assistance program. Recertifications are easy, but they are really easy if the same firm/person performs the recertification year after year.
      * Cincinnati and Indianapolis are on the list this year, and they weren’t on the list in the past.
      * Louisville had 50 buildings on the list. JCPS has 36 buildings participating in the ENERGY STAR program, so we could dramatically jump up on the list if we could get them to recertify their buildings.
      * Andrea asked how often a recertification results in increased energy savings. Kurt responded that the Hawthorne Effect states that if someone is actively involved in tracking their energy usage, they are more likely to save more energy.
      * Kroger used to be more engaged. Kroger, Target, Best Buy and Rite Aid have actively participated in ENERGY STAR in the past. We should target them again.
      * Walmart doesn’t do ENERGY STAR.
      * We were scheduled to do the ENERGY STAR recognition awards this fall, but we might need to postpone that event depending on how the KAM event turns out.
        + We could send personalized emails to people that haven’t recertified, inviting them to recertify. Angela could do a paper mailing.
      * The LEA should apply as an ENERGY STAR partner so we can use the logo. We could do window clings that we give to certified buildings to recognize the certification, and put the LEA logo on it.
* Partnership for a Green City-Energy Competition (Andrea)
* The Partnership for a Green City (UofL, Louisville Metro Government, JCPS, JCTC) is considering launching an energy savings competition between the partners. It would be organization-wide, rather than by building, and the timeline would be different than the Kilowatt Crackdown (September 1st – April 30th). They want to launch it in August, but almost no work has taken place so far. Andrea mentioned that there was some discussion at the LEA Executive Committee Meeting that the competition could dilute the Kilowatt Crackdown brand.
  + Lee suggested that the Kilowatt Crackdown open a new category for organization competitions. It could be PGC specific, and even have a different time frame.
  + Andrea will talk to the PGC and see if they will consider this option.
* Information Sharing
  + DEDI
    - The ACEEE scorecard will soon be released. Kentucky is moving from 30th to 27th this year.
    - DEDI will soon announce competitive grant competition winners on its blog. KPPC will be one of the winners. They are working with MEEA to set up a certification program for facility managers who are not engineers. It’s similar to a Certified Energy Managers-light.
    - Chris mentioned that the Certified Energy Managers group would be great to engage for the LEA.
    - Lee will send out more information soon.
  + Maria
    - The Office of Sustainability is working with a group out of Detroit to get a museum category for ENERGY STAR Certification. Louisville is partnering for the pilot, including KMAC, the Muhammad Ali museum and maybe the Kentucky Science Center. The Frasier or the Speed might be other good participants.
* Andrea made a motion to adjourn the meeting. Chris seconded. The meeting concluded at 1:01pm.

Next meeting

* August 14th, 2017 – Hines

Minutes submitted by: Andrea Webster