



**Energy Services Coalition
Minnesota Chapter Meeting Minutes
Ramsey County Library, Maplewood
3025 Southlawn Drive
Maplewood, MN
October 23, 2014
1:00 – 2:30 PM**

Introductions

Presenter

Public Co-Chair: Peter Berger

Private Co-Chair: Trish Curtis

- Called to order by Pete Berger at 1:05 PM
- Laura Young made a motion to approve the July meeting minutes. Seconded by Jeff Jackson.
- Attendees: Madonna Rykken, Danielle Ritter, Trish Curtis, Lindsay Wimmer, Josh Cowdery, Peter Berger, Jeff Jackson, Laura Young, Joe Sullivan, John Kearney, Lee Hammer.

Committee Updates

- Membership Committee Jeff Jackson
 - 30 current members
 - \$7,910.33 fund balance

- Outreach Committee Lee Hammer/Madonna Rykken
 - Nothing new to report.
 - At our next meeting, vote on separating State Documents from the Outreach committee duties.

- Workshop Committee Trish Curtis
 - Consider doing our next workshop in the Duluth area
 - Is there interest in doing a 2-2 1/2 hour workshop in the afternoon or after work? It would need a condensed agenda. Consider doing a segment on Common Objections to doing GESP? M & V?
 - After elections, committees can be formed for the workshop

- **New Business** Pete Berger

Election of Officers needs to be done at the November meeting. It was agreed to use the same process as the National ESC uses.

 - Offices:
 - Public Co-Chair
 - Private Co-Chair
 - Membership Chair
 - Outreach Chair
 - Workshop Chair
 - State Documents Chair
 - Secretary

- A summary of the duties of each position will be sent out to the membership with a request for interest in running for specific positions.
- Motion by Madonna Rykken, Second by Trish Curtis to pull State Documents out of Outreach and make it a standalone position again. Approved.
- Trish Curtis to provide defined job descriptions to Lee Hammer by October 23rd

• **ENERGY SERVICES COALITION ELECTION OF OFFICERS-TIMELINE**

DATE	ACTION REQUIRED
October 31 st	Email of Interest in an Office goes out to members
November 7 th	Interest in Office email due to Lee Hammer
November 14 th	ESC MN Chapter Ballot is sent out to all members via email
November 21	Ballots are due to Lee Hammer via email
November 26 th	Ratification of election results at ESC chapter meeting

- Motion was made by Pete Berger and Seconded by Jeff Jackson and approved by members to change our meeting frequency to bi-monthly. We will meet in November as our last meeting of 2014. Our next meeting will be in January. It was agreed that Pete will provide email communications to all members during the non-meeting months to provide status updates.

Website Update Discussion

Trish Curtis

- Under the Resources Tab
 - Executive Order
 - State GESP Link
 - State Legislation-Muni, K-12,
 - DSIRE Utility Conservation and Rebate Programs
 - Million\$ Challenge from Port Authority
- Under News Tab
 - ASHRAE News
 - MNSEA

It was agreed that Trish will work on these additions to the website prior to our next meeting

- John Kearney asked about the contract exposure of unlimited consequential damages and how other contractors deal with it. Pete Berger explained that all contractors working with the State of MN are bound by AIA 201. John will contact contractors working on State projects to discuss and understand the requirements and how they deal with this.
- Discussion on the cancellation of the Fond du Lac SSRFP.

Active Project List Discussion

- Discussion about having an active project list published each month/putting the active list on the chapter website. Much discussion on the intent and purpose of better communication. Pete mentioned there may be privacy constraints. Discussion on the EO and the JPA and milestones which initiate the no contact order. Other discussion involved the JPA and need to add to October's meeting minutes that there was discussion but no decision/no motion.

Meeting adjourned.