**Energy Conservation and Building Standards – 5th Meeting Minutes**

*In attendance: Marian Huhman (through conference call), Yun Kyi Ki, Karl Helmink, Andrea Martinez Gonzalez, Paul Foote, Carol Lin (clerk); Absent: Swarnali Sanyal, Dave Boehm*

* 1. Introductions
	2. Approval of the November 1st minutes
		1. More corrections have been suggested. Wait on Dave to confirm the numbers.
	3. Recommendation draft for energy conservation funds. Draft coming before meeting.
		1. The SWATeam looked at their rough draft of their recommendation for energy conservations funds together as a team.
		2. Yun wants to know what the fifth recommissioning team would do if it were to be passed.
			1. Retro-commission = This is what Karl does. He and his team are the first pass-through of the buildings.
			2. Recommission = This is the second pass-through of the buildings. Inspections occur every 5 years. There are 6 maintenance zones on campus. They look through the buildings and find the problems that need fixing. If it’s possible, they try to fix it on the spot. The things they fix are typically room-level and occupancy-based jobs.
				1. Preventative maintenance teams work with recommission. Recommission revisits the building and new folks are involved who may have some different perspectives.
			3. The preventative maintenance (PM) teams are responsible for hydronic systems. They report to maintenance and look at air handling unit systems.
	4. Follow up discussion from Doris Reeser and Brad Klein presentation.  Are there any next steps for us?
		1. Marian says Doris and Brad did a fantastic presentation. Takeaway is there is already a lot of deferred maintenance. They already have a conscientious awareness. There isn’t much room to request money statistically. They are very involved. Without looking at all the projects, it seems like they’re doing a lot of things that are good for energy conservation already. They spread out their priorities to beyond academic buildings too.
		2. Karl wants to know if they revisit the priorities with students regarding energy conservation within the AFMFA context. They stayed out of the larger lab buildings because there’s not a lot of academic hours there, but they’re supposed to do student-impacting things and not just labs. These labs are big energy users.
		3. Karl is meeting with Brad on Friday. Marian says nudge them a little on priorities for projects for energy savings. Advocate for our priorities as well. Deferred maintenance priorities and associated updates are a work in progress.
	5. Energy report cards for buildings. Renewed discussion
		1. Morgan and Anna are working on this. They’re identifying some buildings, and Karl gave them a best and worst building list. Morgan is creating the Dirty Dozen (top and worst buildings in efficiency). They’re going to release report cards soon. They are excited for building managers’ reactions. Anna is going to talk to people tomorrow. Anna is the academic hourly working in the communications group. There is also a graduate student working with her. The team is considering holding a competition between the Dirty Dozen and the Top Twelve in the future. Include this on a future meeting agenda.
	6. Updates:
		1. Working with American Advertising Federation (AAF) student group on imagery for energy conservation
			1. Morgan wants a portfolio of images (not a logo or brand) that we can use as a team to send pics and videos related to ILO. This portfolio can serve as a message we want to get across to the campus about energy savings. Morgan and Marian are going to meet with someone from AAF on Thursday.
		2. Green Labs Coordinator position
			1. Paul sent an email to Ximing. They’re working on drafting the document. They have not presented anything at this time.
		3. Certified Green Office Program
			1. Program 2.0 has been launched! Feedback to Olivia and Micah has been given by Marian. There is confusion on how to become certified and what to do after they’ve been certified. Many offices are unaware certification is for one year.
			2. The goal is to have 50% of units on campus certified by 2020. We’re at 31% as of now, but there is uncertainty as to how many units there are on campus.
			3. Paul wonders how marketing for this program works. Emails are sent out, and building managers and staff come up with their own ideas.
				1. For the freezer challenge, Paul and his team sent out documents of ideas, but it wasn’t very effective. The freezer challenge showed there is a lack of active people. Paul suggests putting a face to the office program. In addition, a thorough explanation of the office program and a connection with the target audience is needed. Encourage people to commit and make results happen because volunteers can’t always be expected. Marian agrees with this 100%.
			4. We have paid students that are working with Micah to send out emails. When people respond with interest, they discuss further.
			5. The SWATeam is considering having certified green office staff attend a meeting next semester to discuss planning and progress.
			6. Paul will contact Jan.
	7. Karl’s note: Kent is saying control systems are like a computer. They have an IT audit item. There are temperature control systems that are older that need to be replaced. Good progress has been made, but there are several millions of dollars of work to be completed. Kent is trying to retire this on campus. Marians wants to know if this is something to include in the rationale. Karl say it might be worth mentioning.
	8. Yun’s student project
		1. His research involves trying to look at large-scale energy usage of each building. There are a lot of different methods involved. Yun hasn’t named the process yet, but he wants to compare which methods are good and which ones are bad. By looking into these methods and our energy usage, he hopes to come up with a better method for our school. Yun is trying to look at buildings’ age, updates, systems, lighting, etc. If anyone can get Yun this info, it would be super helpful for his research.
		2. Karl says use existing information. He can get him floor plans. EBS also has a website for when each building was built as well as their energy usage.
		3. The team also suggested Yun get granted access and go to a librarian and go through project plans.
		4. Yun wants both old and new methods of access to data. Karl says Yun should talk to Beth, who is basically the F&S librarian. Start small, pick half a dozen buildings, and spend a couple hours discussing them with her.
	9. Next meeting:
		1. Thursday, November the 30th from 3:30 – 5:00 pm is fine with the team.
		2. Marian will look into reserving Lincoln Hall again