

RENEWABLE ENERGY WORKING GROUP BOARD MEETING

4 April 2013 (Teleconference @ 3:00 pm Eastern)

Tim, Greg, Patrick, Brian, and Kim were in attendance

No changes to the agenda were needed.

Meeting Minutes

March Meeting Minutes (circulated by Greg for comments via email)

Greg made a motion to accept the minutes; Brian seconded. There were no objections and the minutes were accepted.

Board Reports

- 1) Chair (Kim)
 - TWS has accepted the working group as an official Working Group in good standing
- 2) Treasurer (Patrick)
 - Patrick wondered who we would be paying out of the account since we only have a debit card and no checks
 - Kim responded that we may need to pay for hotels for guest speakers or for website services
 - Patrick suggested we should have checks and the cost will be minimal - the easiest way to reimburse people
 - Patrick will look into the costs of getting checks
- 3) Secretary (Greg)
 - Greg has not heard back from Jeremiah on the website status.
 - Kim will try calling Darryl to get a timeline on the status
 - At the next monthly meeting we will decide whether to get our own website or use the TWS option.
- 4) Membership
 - No updates

Old Business

- TWS Sub Unit website update (Greg)
 - Already discussed under the secretary report
- TWS Symposium Proposal Update (next due date 4/22)
 - We will include all sectors and include 2 talks per sector
 - Kim will need help with the symposium
- 3) March Action Item Review (from minutes)
 - Kim will revisit having the nominations committee prepared with volunteers to setup a slate for new officers
 - Tim will help with the nominations committee
 - Kim will address this in her March-April Membership update
 - Kim will note that elections should be open by August 1
 - Kim will get help from Tim
 - Greg will look over instructions to see the flexibility
 - Already done
 - Kim will ask TWS if we can put easels in our symposium for posters for those presenting on the offshore topic

- We are including the marine sector so this may be moot. Kim will ask Darryl when she calls him
- Kim will arrange a call after a Doodle poll with the board to discuss how to allocate the time for the symposium.
- Already done

New Business

- Official Full Working Group Recognition from TWS (Kim)
- Strategic Planning Brainstorming
- Brian thought this was an important step for the group
- Tim suggested keeping the approach simple
- Kim will setup a surveymonkey to get the board's feedback; this may possibly be extended to the Working Group membership

5. New Action Item Summary and Wrap Up

- Kim will insert the official date we were recognized as an official group in our charter
- Patrick will examine the costs of checks and how best to transfer money to individuals
- Greg will forward communications with Jeremiah to Kim
- Kim will followup with folks to make sure we have what we need from presenters
- Kim will ask Darryl if posters in the symposium are permitted as well as a status update on the website
- Kim will send out an update about the nominations update in her March-April Membership Update
- Kim will get help from Tim with the elections
- Kim will set up a surveymonkey tool to survey the board about strategic planning.

Meeting was adjourned: 3:38PM