

Minutes

| Meeting name | Subject | Attendees | Action Items |
|--|----------------|--|---|
| Renewable Energy Working Group Conference Call | Board Meeting | Jenn D'Augustine Tim Green Liz Kalies Susan Rupp Lee Walston | 1. J. D'Augustine- Create draft sponsorship flyer 2. T. Green- Put together list of committees, committee descriptions, and responsibilities/goals and send via email to Board 3. T. Green- Provide J. D'Augustine with Solar Focus contact information 4. S. Rupp- Send email blast for 2021 planning committees and head of social media |
| Meeting date | Time | | |
| 04-10-2020 | 1300-1400 EST | | |
| Location | | | |
| Teleconference | | | |

Meeting Minutes

1) Reports

- a) Treasurer Report
 - i) Deposit for member dues after April 15th
 - ii) No change from 03/13 meeting
- b) Minutes from 03/13 meeting
 - i) Approved

2) Elections 2020

- a) Treasurer and Member-at-Large positions
 - i) Begin recruitment now

3) Annual Meeting

- a) Breakfast followed by Members Meeting- onsite
 - i) Encourage Members and Non-members to stay for members meeting
 - ii) Cost
 - (1) Sponsorship opportunities
 - (a) J. D'Augustine to create a draft sponsorship flyer
 - (2) Estimated cost expected by July 1st
- b) Associated meeting
 - i) Deadline is July 12th to host meeting at TWS conference
 - (1) Monday-Thursday with 7:30 am or 11:30 am time slots
 - (a) Preferred list
 - (i) Wednesday @ 7:30 am
 - (ii) Tuesday @ 7:30 am
 - (iii) Thursday @ 7:30 am
 - (b) 90 minutes
 - (c) Continental breakfast
 - ii) Expecting approximately 30-35 people

- iii) Food for July planning
- c) Possible Renewable Energy panel discussion
 - i) May look for working group to sponsor
 - ii) Table this topic for 2021

4) Old Business

- a) Committees
 - i) T. Green to create a list of committees, descriptions, responsibilities
 - (1) T. Green to send email to Board with committee list and descriptions for approval
 - (2) After final approval, S. Rupp to send email about 2021 planning committee interest to members

5) Additions to Agenda

- a) TWS Booth
 - i) Interest in running booth
 - ii) Need at minimum 2 people to run booth
 - (1) J. D'Augustine interested
- b) Additional opportunities
 - i) Solar focus
 - (1) Workshop or table
 - (a) Potentially after standalone conference is planned
 - (2) T. Green to provide J. D'Augustine with Solar Focus contact
- c) Social Media committee
 - i) Find member to head up social media
 - ii) S. Rupp can request interest in email blast

6) Stand Alone Conference

- a) S. Rupp to send out interest email