

# Minutes

<b>Meeting name</b>	<b>Subject</b>	<b>Attendees</b>	<b>Action Items</b>
Renewable Energy Working Group Conference Call	Board Meeting	Taber Allison Jason Damm Jenn D'Augustine Tim Green Susan Rupp Michael Whitby	1. J. D'Augustine – send out meeting minutes for last board meeting and members meeting for review 2. T. Green – set up Teams for Exec Board meeting 3. S. Rupp – set up Members meeting 4. J. D'Augustine – Send the board the meeting minutes from Dec, Jan, and members meeting to board for review 5. S. Rupp to send a follow up email after the Operations Committee meeting regarding Member-at-large position
<b>Meeting date</b>	<b>Time</b>		
01-08-2021	1300-1400 EST		
<b>Location</b>			
Teleconference			

## Meeting Minutes

### 1) Housekeeping

- a) TWS Gmail login
- b) Minimize overwhelmed feelings

### 2) Members Meeting

- a) General Impressions
  - i) Low attendance
- b) Get dates on the calendar for quarterly meetings
  - i) Add to newsletter and REWG website
  - ii) Send a calendar invite
    - (1) Technical issues with Zoom vs. Google vs. Outlook
    - (2) S. Rupp to use Zoom account to create zoom Members meeting
      - (a) Should we get a paid account for TWS REWG? (Mariah with TWS confirmed each staff member has their own zoom account and was willing to offer it to REWG but there may be competition)
      - (b) Discussion of a Microsoft Teams account for the REWG, possibly more beneficial/initiative for calendar reminders, saving files, etc.
    - (3) Anticipated Quarterly Members Meeting Dates
      - (a) April 1 at 3pm EST
      - (b) July 1 at 3pm EST
      - (c) TWS Annual Meeting, dependent on members meeting time slot
      - (d) Include in newsletter, board

### 3) Minutes

- a) Dec, Jan, and All members meeting
  - i) J. D'Augustine to send to board
  - ii) After board review, send to Mariah as Draft minutes to post on REWG website
    - (1) Include a note that meeting minutes are available on our website
- b) Review minutes at February Board Meeting
  - i) Send to Mariah as Final Minutes

**4) Important Due Dates**

- a) Review Position Statement
  - i) Due on January 20<sup>th</sup>
- b) Review of TWS by-laws
  - i) Due on January 15<sup>th</sup>
- c) Annual Report for REWG
  - i) Due on January 30<sup>th</sup>
- d) TWS IRS
  - i) Due on January 30<sup>th</sup>

**5) Member-At-Large Position**

- a) Need to fill position
  - i) Refer to T. Green – the last election for the open position, Lee Walston was the other candidate so we can ask him to fill the position for the time being and then he would run in the fall for the remaining time for the position (1 year)
  - ii) May need to review the by-laws
    - (1) Operations committee meets Monday 01/11/21 so they can confirm there is no issue/what the appropriate action is
  - iii) Tabled this decision until the Operations committee meets and S. Rupp to send a follow up email after meeting with final decision.