

**TWS Renewable Energy Working Group (REWG)**

**Minutes**

**Subject:** REWG Monthly Board Meeting  
**Meeting Date:** August 12, 2022  
**Time:** 13:00-14:00 (EST)  
**Location:** Teleconference

**Attendees:**  
 Susan Rupp (Chair)  
 Jenn D’Augustine (Chair-Elect)  
 Mona Khalil (Member at Large)  
 Tim Green

| Action Items   | Responsible    |
|--|----------------|
| 1. Send out membership newsletter on Monday 08/15  | J. Damm        |
| 2. Prepare statement for e-wildlifer/email distribution about REWG meeting at conference | J, D’Augustine |
| 3. send out personalized email to membership   | S. Rupp        |
| 4. Submit past meeting minutes to TWS  | S. Agudelo     |
| 5. Coordinate with TWS regarding venue screen setup                                      | S. Rupp        |

**1) Welcome/Roll Call**

**2) Old Business/Previous Action Items**

**3) New Business**

a) Annual Conference

- i) Lumping symposium and working group meeting location together.
  - (1) Catering options – August 30<sup>th</sup> (let’s plan for beginning of September).
  - (2) Stage set up from Tricia Fry and Kerrell Dunsmore.
    - (a) Screen setup is off to the side.
      - (i) In agreement that we should attempt to either have screen setup behind stage or need to discuss alternative options.
    - (b) Set up for 216 people.
    - (c) Nine six-foot round tables at the back.
  - ii) Advertise annual conference symposium/REWG members meeting open to all/lunch.
    - (1) Include details that panelists/speakers will be attending working group meeting.
    - (2) Include symposium advertisement in Susan’s email.
    - (3) E-wildlifer announcement – J. D’Augustine to prepare statement, send to Executive Board for approval, coordinate with Jason to get that to Mariah.

b) Elections

- i) J. D’Augustine to send newsletter by Monday August 15<sup>th</sup>
- ii) S. Rupp to draft email to go to members and non-members by Friday August 19<sup>th</sup>

- (1) Include big picture items from past year, goals for upcoming year, need for nominations for elections, annual conference REWG meeting.
  - iii) J. D'Augustine to send election application form to S. Rupp for use with email to members/non-members.
  - c) TWS REWG webpage
    - i) J. D'Augustine to coordinate with Mariah (TWS)
      - (1) Update Events page to Announcement Page.
      - (2) Create headers (i.e. Announcements, Webinars, and Conferences).
- 4) Close Meeting/Set Date**
- a) Next Board Meeting: Friday, September 9, 2022 at 13:00 EST

**Minutes approved by** Executive Board on September 9, 2022