

TWS Renewable Energy Working Group (REWG)

Minutes

Subject: REWG Monthly Board Meeting
Meeting Date: July 14, 2023
Time: 1300-1400 (EST)
Location: Teleconference

Attendees:
 Sofia Agudelo (Secretary)
 Jason Damm (Member at Large)
 Jenn D’Augustine (Chair)
 Mona Khalil (Member at Large)

| Action Items | Responsible |
|---|----------------------|
| Treasurer’s report | Matt |
| Ideas on how to maintain member’s engagement and promote membership | Activities committee |
| Contact Jenn if interested in joining the Planning Team for the Symposium/Panel | All |
| Ask TWS if they have an online platform to facilitate questions during the stakeholder engagement | Jenn |
| Reach out to contacts to gauge interest in joining the advisory committee | All |
| Find new monthly meeting time | All |
| Webinar series: decide on frequency and ownership | All |

1) Welcome/Roll Call

2) Old Business/Previous Action Items

- a) Membership
 - i) General upward trending
- b) Treasurer’s report
 - i) Balance of \$4,064. Matt to provide the most current report during the next meeting.
 - ii) Discussion on how to use this money to maintain member’s engagement and increase membership. Options included funding a mid-year virtual activity, promoting and sponsoring events such as lunch and learn or workshops, travel grants to attend the annual conference, and sending out small gift cards.
 - (1) Activities committee to lead this effort.
- c) 2023 Annual Meeting Proposal Update
 - i) Went from all day symposium to 90-minute panel session format. The goal is to have short presentations to open the stakeholder engagement component.
- d) Google doc with the updated proposal available here:
<https://docs.google.com/document/d/1zrCracZkdczQISmLbksO1YpgROJ2nQfdyJmD0GMUBOE/edit>
 - i) Contact Jenn if interested in joining the planning team. Jenn will send invite to planning team meetings.
 - ii) The planning team wants to create an advisory committee to develop questions for the stakeholder engagement component.
 - (1) Questions available here:
<https://docs.google.com/document/d/1arG5VHa6FoJ47wEamMrusoKvkhWt7G78IAhZQ-B08Pk/edit>

- (2) Advisory committee members do not need to be present or to present at the Symposium.
- (3) The Board was encouraged to reach out to their contacts and gauge their interest in joining the advisory committee.
- iii) Discussion on logistics and structure to maintain participants engagement and proper flow of the discussion.
 - (1) How to create groups, decide which questions to ask, and increase efficiency?
 - (a) Jenn will ask TWS if they have an online platform for participants to submit questions.
 - (b) Create a variety of questions/topics at different technical/knowledge levels so that everyone can participate in the discussion.
 - (c) Include a student in the planning committee?
 - (d) At the beginning of the Symposium/Panel, introduce the structure of the event to minimize confusion and optimize the experience of participants.
 - (e) Request PowerPoint from each presenter beforehand and have it all in one presentation to save time.
 - (f) Post-symposium happy hour to provide an additional networking/idea sharing space.

3) New Business

- a) No August webinar. Schedule one in September and then resume in January (no October, November, or December webinars).
 - i) Need to have someone taking ownership of the webinars.
 - ii) Need to rethink frequency. Options discussed quarterly instead of monthly.
- b) Continue advertising for elections.
- c) Find a new time/day for monthly meetings.

4) Close Meeting/Set Date

- a) Next Board Meeting: Monday August 14, 2023, at 1600 EST
- b) Next All Members Meeting: (TBD)

Minutes approved by Executive Board on December 18, 2023