

TWS REWG - Minutes

Subject: REWG Monthly Board Meeting

Meeting Date: December 18, 2023

Location: Teleconference

Time: 1430-1530 (EST)

Attendees:

Sofia Agudela (outgoing Secretary)
Jenn D’Augustine (Chair)
Shilo Felton (to report on TWS session)
Sarah Fritts (Secretary)
Tim Green
Matt Ihnken (Treasurer)
Melinda Squillace (Member at Large)
Outstanding (Mona Khalil, Misti Sporer,
Meaghan Gade)

Action Items	Responsible
1. Assign responsible party to webinar planning	
2. Discuss how to review and approve meeting minutes	
3. REWG TWS Symposium white paper write-up	Matt Ihnken
4. Dissolve/Re-assign subcommittees	On hold; start after Jan. meeting; ready by Q1 meeting
5. Move Jan. meeting	Jenn D’Augustine

1) Welcome/Roll Call

2) Report

- a) Review meeting minutes from previous meetings with scheduling issues
 - i) Six of eight board members approved so quorum
 - (1) Nov. meeting – Susan had question, Google spreadsheet not assigned to particular person, how frequent webinars, currently not sure where this stands
 - (a) Susan reported in September meeting that she would be responsible, but not sure where that stands now, need to reach out to Susan, Sofia will let Susan know
 - (b) Only need 3 board members to have quorum for executive committee meetings
 - ii) Have outstanding meeting minutes (maybe March), will do in Q1 annual member’s meeting, will provide all outstanding meeting minutes then
 - iii) Requesting ideas to review and approve meeting minutes due to low participation
 - (1) Tim Green says status quo is normal

- iv) Membership up to 202 currently, increasing trend
- v) \$2,354.08 current balance
- vi) Updated Zoom membership (only item pending)

3) Old Business/Previous Action Items

- a) TWS Annual Conference Updates
 - i) REWG Panel (Shilo Felton) says successful with full room (~50 people in break out discussions)
 - (1) Need to continue outreach as some people were very new to the information (10 from state agencies; 4 from renewable energy companies)
 - (2) Lower representation from industry in attendance
 - (3) Plan to write up white paper put on agenda; Shilo Felton requests REWI receive funding for write-up, process should take ~3 days and cost ~\$3000 in actuality; Matt Ihnken will be responsible for writing to offset costs
 - ii) REWG provided sponsorship to REWI solar conference
 - (a) Shilo Felton says meeting was successful; agreed by REWG members
 - (i) Text
- b) Text

4) New Business

- a) Upcoming Quarterly All Members Meetings (usually week before executive board meeting)
 - i) Q1 – Jan/Feb/March – Feb. 12, 2023: 2:30-3:30 EST
 - ii) Q2 – April/May/June – May 13, 2023: 2:30-3:30 EST
 - iii) Q3 – July/Aug/Sept – Aug 12, 2023: 2:30-3:30 EST
 - iv) Q4 – November Annual Meeting
 - v) No requirement for quarterly meeting – can revisit
- b) 2023 Lessons Learned
 - i) Webinar Series
 - (1) Started monthly in 2022; had large pool of speakers (6 months worth in que) and slowly adding people then ran out of speakers
 - (2) Need to reduce number of webinars; could do quarterly and align with Q members meetings

- (3) Need time for advertising for attendance
- (4) Some did not get follow through with contacts from activities committee
- (5) Maybe do a 30 min webinar + 30 min all members meeting
 - (a) Will need to ensure non-members are not voting
- ii) Subcommittees/By-laws
 - (1) Number of subcommittees – by-laws has that each subcommittee needs chair and should be active
 - (2) Redundancies exist and may have been optimistic when forming subcommittees
 - (3) Can create ad hoc committees instead
 - (4) Quentin Hays may be interested in assisting with conference planning
- c) 2024 Goals/Ideas
 - i) Sponsorship/Donations
 - ii) Fundraising
 - (1) Student scholarship?
 - (2) Fundraising activity ideas
 - iii) Annual Meeting Proposal

5) Open Table

6) Close Meeting/Set Date

- a) Next Board Meeting: **January, 15 2023, at 1430 EST**
 - i) **MLK Jr Day – do we want to shift one week earlier or later? Shift one week.**

Minutes approved by

Sarah Fritts, Jenn D’Augustine, Misti Sporer, Melinda Squillace