**Energy Conservation and Building Standards – 2nd Meeting Minutes**

*In attendance: Marian Huhman, Dave Boehm, Karl Helmink, Andrea Martinez Gonzalez, Paul Foote, Carol Lin (clerk), Morgan White. Absent: Ashwini Shetty, Yun Kyi Ki*

1. Introductions
	1. Gopal Pareek, Research Assistant from Division of Intercollegiate Athletics (DIA), was supposed to call and listen in on today’s meeting but did not call in as planned.
		1. Gopal is working with Morgan and plans to visit with each of the SWATeams. DIA was asked to report on what they had done to encourage sustainability in a survey recently, and when they asked Morgan, the honest result was “not much.” Thus, they are looking to get more involved. What can athletics do to support the SWATeams’ efforts?
		2. ECBS brainstormed for DIA and some of the ideas proposed were:
			1. Memorial Stadium uses $300,000 in utilities annually. Brett Stillwell should talk to utilities about actual energy conservation topics, as well as touch base with Paul.
			2. Talk to contractors to cut back on refrigerator usage.
			3. Consider lighting-conservation projects. Can they initiate behavior change messaging?
		3. Follow up possibilities: Produce nice visuals of the DIA’s water and energy use. Make a climate action plan (on topics such as outreach and education) specifically for DIA. RST (Recreation, Sports, and Tourism) has classes that are working with DIA to promote recycling at tailgates.
2. Set up finalized meeting times for this semester:
	1. Future meetings are officially to be held on October 18, November 1, November 15, and December 6 (all Wednesdays)from 3-4:30 pm. Meeting place will continue to be F&S.
3. Updates on recent projects:
	1. Illini Lights Out (ILO) on September 29
		1. Vince and Claire, ILO interns, did a fantastic job. About 1/3 of the people who signed up were a no-show, but those that did attend brought friends with them, totaling around 35 volunteers in all. 284 light switches were turned off in 13 different buildings.
		2. Marian is meeting with Vince and Claire tomorrow and will tell them to count actual light bulbs, not light switches in the future. .
		3. Paul also wants Marian to warn Vince and Claire that Gregory Hall’s stairwell lights don’t turn off. They’re on for safety reasons and don’t qualify as part of the count.
		4. The next ILO event dates are scheduled to be on October 20, November 10, and December 1. Andrea and Karl are volunteering to go for the October one. Marian will suggest that the interns be clearer in their communications about the meeting place for ILO, usually the Foreign Language Building.
		5. The ECBS SWATeam is thinking of raising the public’s awareness by publishing details about specific buildings/facilities that are impacted, so individuals can feel a sense of pride and gain motivation to participate. They’re also considering methods of further recruitment and advertising through social media and signs.
	2. Green Labs Coordinator position
		1. The biggest concern now for this position is the funding source. The current thought is to ask F&S to take it out of their energy savings, but Morgan says that clarity is first needed from Mike Marquissee to see if green energy savings could be used for a project like this.
			1. Energy conservation dollars are dollars saved from doing a sustainability project, such as closing fume hoods. The payback on that is based on energy savings. This then goes into infrastructure change and other recommissioning projects. Utilities budget ($70 million) and rest is for utilities group (shops)
		2. The state utilities budget for maintenance of state buildings is $70 million. At the end of the year, if they only needed $69 million per se, they’ve agreed not to take the extra million so it can contribute to other projects. From 2017-18, they did protect utilities (not cutting as many F&S units), but they still have an expectation that state building maintenance was going to be $70 million and there will just be fewer cuts/conservation. The core was “leftover” energy conservation money would not go towards the coordinators. It would go to retro and utilized systems.
		3. Division of Research Safety should be involved with the planning of this position, but our team isn’t clear whether they are up to date.
			1. Jeremy Neighbors from DRS has weighed in occasionally. DRS reports to Jan Novakofski; Jan reports to VCR; VCR reports to the Chancellor. Melanie Loots is also involved. Melanie and Jan oversee DRS and thus are important people to talk to. Morgan proposed that, in the future, one should create a description of the idea of interest and incorporate ideas about safety. They should get comments on the proposal and have DRS review it. Give them a copy, have a meeting, and have a discussion.
		4. Micah is putting together a proposal of what the Green Labs Coordinator position would look like. Essentially, that proposal would go to a group of people that could potentially fund it. The description would include costs, who would oversee it, and how it’s going to benefit each group. Paul was asked to complete the draft proposal and present it to Micah and Ximing. Then, Jeremy, Maureen and Jan should review it. Paul noted the exact specs on the position are hard to define, such as how much of the position will be equipment focused and how much will be focused on behavior and cultural change. For example, at Harvard, fume hoods, at the start, took 100% of the coordinator’s time, but after the program was established, it takes only 5% of his time.
			1. Although F&S can contribute funding to the position, the team believes the coordinator position will look better if it’s a program coming from sustainability
		5. Can carbon credit sales be used as a source of funding? Morgan says that it needs to be a pilot first. Paul wants to integrate different components: the energy side, cultural change, and behavioral awareness.
		6. SSC should also be considered as a source of funding for this program.
		7. Marian wants to meet with Ximing before the next SWATeam meeting, if possible. He’s back on the 26th.
	3. ECIP updates
		1. Every year iSEE identifies the top energy-saving buildings. There are two categories: energy advancement category (which correlates to centrally funded energy buildings) and the occupant action energy category (which correlates to buildings that are not centrally funded). Davenport Hall, as last year’s top energy saver, saw 25.8% improvement in their energy usage. Celebration for winners is October 25.
		2. All SWATeams are attending the celebration. The event needs to be further publicized. A large portion of the public is still unaware such an event exists. Since this is the 5th year of doing the ECIP, they are looking for more talking points.
		3. Kent wants Mike Marquissee to start a mid-year checkpoint for future ECIP’s so people can know where they stand.
4. Discussion and work on the progress poster.
	1. The four objectives had corrections made. The graph from objective 1 was also elaborated on.
		1. Waiting on Craig Grant to elaborate on legal requirements. While the code/law says to use ASHRAE 13, the team is wondering if they can use an earlier year. This issue should be resolved tomorrow.
5. General discussion on recommendations we can contemplate for this semester. Issues to possibly address:
	1. Loss of DCEO grants (~$1.5 M annually) that were being used for energy conservation projects
	2. Addressing Enterprise Works building, which needs upgrades to heating and air systems. Revolving funds were made available to them last year, but the department did not come up with the matching funds.
	3. Would getting funds from the Academic Facilities Maintenance Fund Association (AFMFA) be a possible source for deferred maintenance in research and lab buildings, in addition to their use in academic buildings?
		1. Could AFMFA projects be redefined in order to do more maintenance things. Always student involvement based, but there are so many deferred maintenance needs to be addressed in research buildings. Brad Klein should come to a SWATeam meeting to discuss deferred maintenance issues. Karl will talk to Brad and plant the seed of the idea. Brad can be a resource for the underlying topics, while Doris Reeser could be invited to discuss her view of the boundaries of AFMFA. In addition, Ted Christy (who is on the master plan committee) should be contacted, for he has a lot of ideas.
			1. The SWATeam also looked at the F&S building’s website’s list of projects and buildings with deferred maintenance. More research needs to be conducted before contacting Doris Reeser and Brad Klein.
			2. History on AFMFA was explained: Safety was the first priority of AFMFA funds, e,g, some buildings didn’t have adequate fire alarms. After that was taken care of, energy efficiency was made equal in priority. Deferred maintenance was pushed to instructional classroom funding.
		2. Marian had raised use of AFMFA funds with Micah, who was supportive to look further into this. He plans to look at trustee minutes.
	4. Tabled for a future meeting:
		1. Streamlining the process for awarding ESCOs. Currently, lots of hoops.
		2. Consider proposals to SSC