**iCAP Energy December Meeting Minutes**

**Date**: December 10th, 2024

**Key Agenda**: Introductions, team objectives, project updates, and next steps.

**Attendees:**

* Adrika Vats
* Andrew J Stumpf
* Paul Foote
* Tim Mies
* Amber Perfetti
* Roman Makhnenko

**Key Topics Discussed**

**1. Occupant Engagement Program Updates**

* Students divided responsibilities for reaching out to building occupants across several campus locations.
* Engagement focused on gathering input from graduate students and other building users regarding energy efficiency practices.
* Discussed strategies to enhance engagement, such as attending existing lab or departmental meetings for broader outreach.

**2. Solar Rooftop Projects**

* Progress on evaluating potential buildings for solar installations:
  + Identified the need to reassess roof conditions and electrical capacities of candidate buildings.
  + Targeting finalized assessments and budgets by early 2025 to prepare funding applications.

**3. Energy Efficiency Recommendations**

* Reviewed a draft proposal for campus-wide energy performance contracting, retro-commissioning, and revolving loan funding.
* Emphasized upgrading older mechanical systems and improving building infrastructure to reduce energy consumption.
* Explored integrating advanced tools, such as risk-based lab optimization, into long-term energy strategies.

**4. Other Updates**

* Discussed SSC energy funded projects, including:
  + Additional support for Wymer Hall.
  + A wind turbine project to enhance renewable energy research.
* Noted upcoming construction for an agrivoltaics solar array, with permits and materials in place for a spring start.

**5. Lab Optimization Initiatives**

* Introduced a potential pilot for risk-based lab space optimization:
  + Adjusting ventilation and airflows based on research-specific risk levels.
  + Targeting collaboration across departments and stakeholders to implement this initiative.

**Action Items and Next Steps**

1. Occupant Engagement:
   * Students to complete outreach to occupants by semester’s end and consolidate findings.
   * Explore scheduling group or lab meetings to collect feedback efficiently.
2. Solar Projects:
   * Work with facilities management to finalize rooftop evaluations.
   * Identify candidate buildings and develop detailed proposals by February 2025.
3. Energy Efficiency Recommendations:
   * Team members to review and comment on the draft by mid-February.
   * Explore integrating lab optimization pilot ideas into the recommendations.
4. Stakeholder Engagement:
   * Plan meetings with relevant departments and campus groups to secure support for recommendations.
   * Share key metrics from past projects to highlight impact and build momentum.

**Key Deadlines**

* Occupant Engagement Reports: Consolidated findings by end of December 2024.
* Occupant Engagement Reports: Work on next step in Spring 2025.
* Solar Project Proposals: Submission preparation by February 2025.
* Energy Efficiency Draft Comments: Final review by February 2025.