



Summit Co-Chair Meeting Minutes
Friday, May 18, 2018 1:00-1:45pm

In attendance: Carol Grant, Scott Johnstone, Sue Coakley, Lucie Carriou and Jennifer Wassan

Agenda:

1. Confirm what we are asking of you as Summit CO-Chairs
2. Get your thoughts on the summit topical focus
3. Get your feedback on the Summit components
4. Get your thoughts on keynote speakers (so far have only invited Governor Raimondo and Senator Whitehouse)
5. Confirm our planning schedule

Action Steps:

- Carol and Scott will send any keynote speaker recommendations they may have to NEEP. Carol will follow-up with Senator Whitehouse and Governor Raimondo. If the Governor is unable to make an appearance in person, she could record a message.
- Carol will designate one of her efficiency leaders to join her on the calls. *(completed- Becca has been added to the group)*
- NEEP will create an online private portal to make accessible to the co-chairs any relevant Summit materials.
- Jen will send out a meeting notice for the Wednesday, June 13 meeting. *(completed)*
- NEEP will make a clear, conscious effort to build out the meaning of advanced energy efficiency through our blogs, summit promotions, etc.

Summary Notes:

- NEEP is looking to the Summit Co-Chairs to help build the event's visibility, to assist at the Summit itself on October 2 and 3 (and Oct. 1st if possible) and to help guide the program and speaker selection. There will be 3 teleconferences between now and Oct. 1 to review the status of the program, speaker confirmation and event visibility.
- Sue Coakley is leading the overall summit, with assistance from Lucie, Jen, the Strategic Marketing and Communications team and additional NEEP staff as needed.
- The focus and topic selection of the Summit is being informed by the Leadership Forums. NEEP will be pulling forward content for the round table conversation and recommendations for featured speakers and participants. We will be looking at being inclusive of those that are shaping where advanced



efficiency is going, the economic and environmental impacts and what that means to the built environment.

- NEEP is very focused on supporting diversity at the Summit. This will be evident in our speaker selection. We are hoping to recruit women, people of color and of all ages. Diversity will also be apparent in Student Mentoring Program.
- There was a question regarding Business recognition at the Summit. Sue stated that the staff made the conscious decision to remove it this year as it is costly both financially and with staff time. NEEP will be highlighting extraordinary activities through posters at the event.
- NEEP will be looking to the Summit Co-Chairs, NEEP staff and forum attendees for speaker recommendations. We hope to reach out to everyone in mid-June to invite their participation. Current suggestions include: Jigar Shaw, Gina McCarthy, Beth Sacks and Majora Carter.