

**Agenda for Kick Off Meeting of the
New York State Chapter of the Energy Services Coalition
December 14, 2010
Albany, NY**

1. Introductions (15 minutes)
2. Overview of Energy Services Coalition (ESC) – National and state chapter activities (15 minutes)
3. Introduce the interim Public Sector ESC Chapter Co-Chair (5 minutes)
Responsibilities for ESC State Chapter startup
In 6 months, the public sector co-chair for the next year will be selected by the interested state agencies.
4. Introduce the interim Private Sector ESC Chapter Co-Chair (5 minutes)
Responsibilities for ESC State Chapter startup
In 6 months, the public sector co-chair for the next year will be elected by a vote of all members of the ESC State Chapter
5. Discuss Initial Expectations of NY ESC Chapter (10 minutes)
6. Describe the responsibilities of ESC Chapter Committees (15 minutes)
Chapter Outreach Committee
Chapter Workshops Committee
Chapter State-Specific Documents Committee
Chapter Membership Committee
7. Ask attendees to identify the members of each of the committees above (5 minutes)
8. Discuss Goals for NY ESC Chapter (15 Minutes)
9. Brainstorm Outreach Program for the Chapter (15 Minutes)
10. Review Steps to Become a Member of the NY ESC Chapter (5 Minutes)
11. Identify a regular schedule for ESC State Chapter meetings (10 minutes)
 - Set a regular meeting time and date. (For example, 9 am on the first Tuesday of each month is suggested.)
12. Share Committee Selection and Introduce Committee Members (10 Minutes)
13. Close of meeting

Suggested Responsibilities for ESC Chapter Committees

- 1) Chapter Membership Committee:
 - (a) Recruit members for the ESC chapter (and national ESC) in the state served by the chapter.
 - (b) Gather contact information of people who should be on the ESC e-mail list and e-mail this contact information to the national ESC.
 - (c) On a regular basis, gather attendee lists from events attended by chapter members where attendees may be interested in ESC's message. These lists can be e-mailed or faxed to the national ESC.

- 2) Chapter Outreach Committee:
 - a) Identify organizations whose members would benefit from learning about performance contracting and arrange to have ESC articles in their newsletters and ESC speakers at their meetings.
 - b) Prepare a calendar of upcoming state chapter events and e-mail to the national ESC on a regular basis.
 - c) On a regular basis, prepare an article on state chapter events that have occurred (with pictures if possible). Submit this article to the national ESC for posting on the ESC web site.
 - d) Work with ESC national organization to prepare and release on a quarterly basis news releases describing the ESC State Chapter's achievements

- 3) Chapter Workshops Committee:
 - a) Organize at least one workshop per year on performance contracting.
 - b) Coordinate chapter workshops with the National ESC executive director.
 - c) National ESC will handle attendee registration.
 - d) Organize workshop and local logistics. (A modest fee should be charged to cover costs, with a reduced fee for ESC members to provide an incentive to join.)
 - e) National ESC executive director should sign contracts for meeting rooms and other services. National ESC will pay for meeting rooms and other services out of fees collected, donations, and other sources. The goal is for each of these workshops to be financially self-supporting.

- 4) Chapter State-Specific Documents Committee:
 - a) Prepare a one to two-page summary of the rules applying to performance contracting in each vertical market in the state covered by the chapter, and include contacts and web links for additional information for rules applying to each vertical market.
 - b) If it is seen as necessary and useful, prepare state-specific versions of ESC procurement and contracting documents. (Where possible, suggest improvements to national documents so they can meet both state-specific and national needs).
 - c) Prepare a state specific guide to performance contracting for your state based on ESC template.
 - d) E-mail all documents prepared to the national ESC documents committee for review, approval, and addition to ESC web site.
 - e) Prepare a quarterly and annual list of new performance contracting projects in the state with, project address, contact information, square feet addressed and expected energy savings. Submit to the Chapter Outreach Committee and the national ESC executive director so they can work together to issue a news release to the media and interested organizations in the state.

Helpful Links:

ESC National Site: <http://www.energyservicescoalition.org/index.html>

NY ESC Chapter Site: <http://www.energyservicescoalition.org/chapters/NY/>

ESC Membership: <https://www.energyservicescoalition.org/membership/join.aspx>

Helpful Information about ESC:

<https://www.energyservicescoalition.org/videos/index.html>

<https://www.energyservicescoalition.org/news/newsletter/index.html>

<https://www.energyservicescoalition.org/webinars/index.html>

<https://www.energyservicescoalition.org/resources/index.html>

<https://www.energyservicescoalition.org/about/index.html>

Name and Organization: _____

What are Your Expectations of the NY ESC Chapter?

Active Roles in the NY ESC Chapter: Which Committee Would You Like to Be a Member Of? (Membership, Outreach, Workshop and State Specific Documents)

Other Roles: Would you be Interested in Additional Support Roles?

Webmaster:

Secretary:
