

## **Agenda for the NY ESC Chapter Meeting**

January 11, 2011

**WebEx**

1. Welcome and Check In
2. Elect Secretary and Webmaster for NY Chapter
3. Membership Status
4. Committee Status
  - a. Current Member Status
  - b. Chair Selection
  - c. Next Meeting for each Committee
5. Discuss of Business Model Committee
  - a. Outline Key Responsibilities and Role of Committee
6. Review Initial Expectations for the NY ESC Chapter from 12/14 Meeting
7. Set Goals and Action Items for the Chapter to Accomplish Expectations
8. Review Suggested ESC Chapter Activity Concepts
9. Discussion and Plan to Collect Data on Previous ESPC Projects in NY
10. Additional Questions Regarding ESC's Webpage
11. Set Next Chapter Meeting and Next Committee Meetings
12. Closing Thoughts

**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>

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