**RELF Working Group**

**Meeting Minutes**

**Wednesday February 10th, 2010 2:00-3:00 UC 224**

**Members Present:** Robin Saha, Alex Zimmerman, Len Broberg, Nick Bowman, Erica Bloom, Amanda Summers, Emily Schembra

**Members Not Present:** Jake Armstrong, Patrick Rhea

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| **Review Draft Application** |
| **Guidelines:**   * Todd Building is also referred to as Continuing Education. * The only buildings that have not had energy audits are:   - On-campus housing (Residence Halls, Lewis and Clark, University Village, Toole Village)  -Todd Building  -Lubrecht   * Alex can provide information on the audits that have been done. * We are adding UM FLAT to the list of auxiliary buildings and taking off Montana Island Lodge * On the application guidelines we can highlight or flag the buildings that have already had energy audits done. * Alex suggested that we include reducing maintenance costs as a qualification but this is hard to quantify in payback ability, so we will consider it as a side benefit.   **New Timeline**: April 9th 2010 for submission deadline. Decisions on projects will be made April 30th 2010.  *Question for Rosi*: Tell us when we can start spending money for the projects. As soon as they are approved or do we have to wait for any regulations on fiscal year?  *Question for Rosi*: When do approved projects must complete their spending? We thought May 2011?   * The projects need to be implemented within one year. * Once we find out when the project spending can begin we can put this in the award letter. |
| **Project Development Support** |
| * Robin can contact people who can help with payback values and accounting. * We can put an amortization schedule on the web, this can help people figure out electricity costs. Alex can help with this. * Facilities Service is doing energy saving projects and we don’t want to overlap. Alex will talk to Hugh about this—RELF could do similar projects and build the scale. Could match the RELF project with a FS project. * It would be useful to have a discussion board on the website where people can post their ideas about what they are working on. This could be a blog or chat board. * We want to have a good number of proposals at least $30,000 to spend. People want to see utilization. * We decided to make $60,000 available for projects for 2010/2011 |
| **Outreach** |
| * Press Release with UM Relations * Article in the Kaimin * Mandi will be the spokesperson from ASUM * Table in UC * Create Posters * College of Technology-Nick will announce in energy classes * EVST newsletter * ASUM announcement at meetings * Campus Climate Exchange participants can announce to class * Climate Change Studies Minor-Nicky Phear * UM CAN * Green Thread * Sustainable Campus Committee * Announcements to EVST classes   **Website**   * Want to have materials up on website by next week. |
| **Projects that are Ready** |
| We would like to get a list of available projects that are ready to go. Alex has some. We can contact the building managers again and get possible projects from them.  Len’s 204 class project did a project proposal for UM FLAT. |
| **Action Items** |
| **Robin and Erica:** Final Materials for Website  **Mandi/Erica**: Outreach through ASUM and website. Contact Kaimin  **Robin:** Working on getting support people to help  **Mandi:** Follow up with Jake and Rosi about spending dates and timelines.  **Nick:** COT announcements  **Alex:** List of projects already available. Talk to Hugh about other energy projects. Energy costs, demand, utility rates for university to put on website. |
| **Next Meeting:** Would like to meet once before submission deadline April 9th |