

Meeting Minutes

Board Meeting 1- 2015 Association of Energy Engineers Alberta Chapter (AEEAC)

Date: Monday, December 4, 2015
Time: 12:00 PM
Location: MICONE Consulting inc., Calgary

Present: Afure Onekpe Babar Moghal
Erin Dewar Chad Cook (via Skype)
Joshua Ulliac Waiel Hasan (via Skype)
Julien Poirier Payam Esmaili

Absent: Mike Kamal

- I Call to order at 12:00pm by Afure Onekpe.
- II Safety Moment: Cell phone distractions (refer to Presentation).
- III Energy Moment: New Alberta Climate Change Plan (refer to Presentation)
- IV Review of responsibilities of interim officers (refer to Presentation)
 - A. Director of Sponsorship position has not yet been filled. Payam Esmaili volunteered for this position and the board unanimously approved.
- V Updates from:
 - i) President - Afure Onekpe: AEEAC has obtained 'Chapter in Development' status on AEE website.
 - ii) Secretary – Erin Dewar: Meeting minutes from Nov 18, 2015 startup meeting, with photos, and Interim officers record have been sent to AEE.
 - iii) Treasurer – Joshua Ulliac: Has reviewed the AEE documents pertinent to Treasurer position and will discuss membership dues, etc. in New Business.
 - iv) Vice President – Babar Moghal: Introduced areas to focus on for corporate sponsorship. Office of Energy Efficiency (NRC Canada) is based on Buildings, Housing, Equipment Standards and Labeling, Industry, and Vehicles. These are all areas that can be looked at when searching out our corporate sponsors.
 - v) Director of Programs – Julien Poirier: Indicated the chapter should be focusing early programs on knowledge sharing (i.e. technical lunches) until there is a better understanding of member numbers.
 - vi) Director of Training and Certification – Waiel Hasan: Review of AEE guidelines for AEE certified trainers, so the chapter can start to offer training seminars internally.
 - vii) Director of Memberships – Mike Kamal; Afure spoke on behalf of Mike. The proposed recruitment plan will initially focus on Facebook and LinkedIn. Chapter presence in Job fairs in Edmonton and Calgary were proposed.
 - viii) Director of Scholarships - Chad Cook: Chad will be contacting counterparts within other chapters regarding scholarship programs.

VI New Business:

A. Chapter Training:

- i) Possible options are to have chapter members take an AEE 'train the trainer' course and then offer courses as an independent training entity, or to rely on CIET as they already offer courses in this area. Afure suggested these be done in parallel so once the chapter is set up and demand is consistent, the chapter can offer courses and benefit from revenues.

B. Recruitment plan:

- i) The Board agreed to go ahead with creating a Facebook page and LinkedIn profile.
- ii) Joshua has volunteered to man an AEEAC booth at Calgary and possibly Edmonton career fairs. He will connect with Mike on dates and details.
- iii) AEE recommends hosting an 'all-invite' meeting with a small entry fee to cover costs. Options of lunch, half-day, and full-day event were discussed. Based on budget, a short lunch or evening event was preferred, potentially one in Edmonton and one in Calgary. Eventbrite could be used to manage event ticketing. Tentatively proposed for March 2016.

C. Sponsorship and Partners:

- i) Along with lists provided by Afure and Babar, the following groups were suggested: New Climate Change Panel, Environment and Parks, Alberta Energy Regulator, Young Professional in Energy.

D. Technical Topics:

- i) Suggested topics: The new energy requirement component of the Alberta Building Code, and Alberta's Climate Change Plan.
- ii) Additional topics and speaker recommendations to be submitted by board members.

E. Website Setup and Management:

- i) AEE offers a rebate if the chapter proceeds with Star Chapter. However, setup and monthly fees are relatively high.
- ii) Afure has asked for a quote from the company that runs MICONE website, and has been in contact with a volunteer that could maintain the site.

F. Membership dues:


- i) Dues tentatively set at \$50/year, and \$25 for student members. Corporate and affiliate dues to be discussed.
- ii) Joshua will prepare a tentative budget which will aid in setting membership dues.

G. Next meetings tentatively proposed as follows:

- i) Schedule of dates, locations, and speakers for the next General meetings, Board meetings, and workshops will be circulated to board members and to be confirmed by board via email.

VII Meeting adjourned at 1:35pm.

Respectfully submitted by,


Erin Dewar
Secretary

Adopted by the Board in the meeting
of _____,
(Date of Meeting)

(Signature of Presiding Officer)