

**State Energy Advisory Board
Teleconference Minutes
September 19, 2007 2 p.m. – 3 p.m. EST**

Attendees:

- Chris Benson, Director, Arkansas Energy Office (Chair)
 - Elliott Jacobson, Director, Action Energy Inc, Massachusetts (Secretary)
 - John Davies, Director, Division of Renewable Energy and Energy Efficiency, Kentucky Office of Energy Policy, Kentucky
 - Duane Hauck, Director, Extension Service, North Dakota State University, North Dakota
 - Jim Ploger, Energy Manager, Kansas Energy Office
 - David Terry, Executive Director, Association of State Energy Research and Technology Transfer Institutions (ASERTTI), Virginia
 - Steve Vincent, Avista Utilities, Oregon
 - Alexander Mack, Manager, State Energy Program, Florida Energy Office
 - Peter Johnston, Manager, Technology Development, Arizona Public Service (APS)
 - Janet Streff, Manager, Minnesota State Energy Office
 - Elizabeth Robertson, Director, Georgia Environmental Facilities Authority / Division of Energy Resources, Georgia
 - Bob Hoppie, Administrator, Energy Division, Department of Water Resources, Idaho
 - Paul Gutierrez, Vice Provost for Outreach Services, Associate Dean and Director, Cooperative Extension Service, College of Agriculture and Home Economics, New Mexico State University

 - Gary Garrett, Southern States Energy Board
 - Julie Riel, EERE Project Management States Coordinator (Golden Office)
 - Gary Burch, STEAB Designated Federal Officer
 - Pat Malone, TMS, Inc.
 - David Rathbun, TMS, Inc.
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Agenda Items:

- **Re-cap of the August Meeting**
- **Update on the Potential/Success of Scheduling Ad-hoc and/or STEAB Executive Committee Meetings for the Day Prior to the October Board Meeting (10/15)**
- **Follow-up Discussion on the STEAB Strategic Direction's Updated/Revised Strategic Focus Areas**
- **Follow-up Discussion on the Board's Intent to Work with the PMC to Assist DOE Labs with Transferring Selected Information to Specific Target Audiences and Other Interested Stakeholder Groups -- Facilitating Webinar Logistics**
- **October Meeting Details**
- **Discussion of the STEAB Annual Report**
- **Open Forum**

Re-cap of the August Meeting

Chris Benson began the meeting by providing a brief summary of the August meeting in Berkeley, CA. He explained that he felt that the meeting was successful and that the Lawrence Berkeley National Laboratory (LBNL) provided the Board with a “fabulous” tour. In addition, he explained that although he was not present for the meeting’s third and final day, he did have an opportunity to review the minutes and the discussions appeared to be very productive.

He then touched upon the various action items that were generated during the meeting, commenting that a great number of them are already complete: LBNL presentations are posted on the STEAB

Web site and are available for review; “Thank you” letters were forwarded to the Lab; and the minutes were submitted in DRAFT form and look very good. Gary Burch explained that he has not had an opportunity to review the minutes as of yet, but will approve forwarding them to the Board for an initial review.

Chris Benson also explained that the revised DRAFT EERE/State-stakeholder Roadmap was submitted to David Rodgers, and that Resolution 07-01, the “*North American Solar Challenge*” Resolution, was also forwarded to the Office of Energy Efficiency and Renewable Energy (EERE) headquarters for review and consideration.

Update on the Potential/Success of Scheduling Ad-hoc and/or STEAB Executive Committee Meetings for the Day Prior to the October Board Meeting (10/15)

Chris Benson stated that during the August meeting the Board discussed the possibilities of staging small, ad-hoc meetings with specific representatives from the Congress, the Office of Management and Budget (OMB), and EERE management on the day prior to the October meeting.

Steve Vincent and Elliott Jacobson explained that they were responsible for contacting Congressmen Greg Walden (R-OR) and Ed Markey (D-MA) to see if either – or both – Representatives would be able to meet with the Board to discuss their interests in energy efficiency and renewable energy programs. Steve Vincent explained that Mr. Walden’s schedule would not allow him to meet with the Board on Monday, Oct. 15, but that he may be available on Thursday, Oct. 18. Elliott Jacobson then explained that he was able to contact Mr. Markey’s office and that a member of his staff may be available to meet with the Board. He then suggested that since there would be a limited amount of time for organizing numerous meetings, that perhaps the Board should first focus on setting up ad-hoc meetings with EERE management first.

Gary Burch informed the Board that Mr. Michael Bruce, a Senior Advisor within the immediate Office of the Assistant Secretary for EERE, will be speaking at the Board meeting in the place of Mr. Brad Barton (EERE Commercialization and Deployment). He explained that Mr. Bruce informed him that he would be available at 4:30 p.m. on the day prior to the meeting (Oct. 15), and that it would be advantageous for the STEAB Executive Committee to meet with him as it will allow him to better focus his comments during the Tuesday (Oct. 16) discussion and to better engage the Board.

Elliott Jacobson said that his schedule will permit him to attend this meeting, and inquired as to whether or not he should attempt to schedule a meeting with Rep. Markey’s staff for sometime around 2:00 p.m. on the same day. Chris Benson suggested that any and all EERE headquarters meetings be scheduled first, and then the Board can entertain the possibility scheduling meetings on “the Hill.” Steve Vincent and Elliott Jacobson agreed, and explained that they will continue discussions to identify what potential meetings may be possible/feasible.

Follow-up Discussion on the STEAB Strategic Direction's updated/revised Strategic Focus Areas

Chris Benson said that he was not present for this discussion at the August Board meeting, but stated that the Strategic Focus Areas identified appeared to very well developed. Pat Malone explained that he recorded the Board’s discussion topics on flip charts during the Strategic Direction brainstorming sessions, and then held a separate discussion segment where the Board “roundtabled” the proposed ideas and narrowed them down. Peter Johnston stated that the list of ideas was very beneficial in terms of “whittling” down broad topics into concise areas of focus.

Chris Benson suggested that over the next few weeks, the Board should continue working within their respective groups to see if any refining and changes could/should take place to the current content captured under each proposed Strategic focus Area, and that the Board will re-engage this topic during the upcoming Board meeting in October.

Follow-up Discussion on the Board's Intent to Work with the PMC to Assist DOE Labs with Transferring Selected Information to Specific Target Audiences and Other Interested Stakeholder Groups – Facilitating Webinar Logistics

Gary Burch explained that after STEAB met in Oak Ridge, TN (October, 2006), the Board determined that the National Laboratories' research and development (R&D) information had considerably more exposure within their respective regions as opposed to a "national awareness." He explained that the "Market Transformation" white paper Recommendation was developed as a result of the October meeting discussions and was subsequently shared with EERE headquarters. In addition, he explained that after the recent LBNL tour, the Board has apparently come to the same conclusion in terms of a "regional vs. national awareness" of Laboratory R&D. And during the August meeting, the Board again brought up the topic of how the STEAB may be able to assist in increasing National Laboratory outreach through the use of web-based broadcasts (Webinars). He explained that the Board discussed the possibility that the EERE Project Management Center (PMC), perhaps on a quarterly basis, could interface with selected National Labs and various representatives from the State Energy Offices (SEOs) to forward information that highlights specific "items of interest," as well as information about the Labs' respective programs and commercially viable near-ready technologies.

Julie Riel explained that the PMC would be willing participants in this effort and that they do have the capability to put together Webinars. She explained that she would be able to develop and put together any preliminary logistics, and inquired if she should be the person responsible for sending out invitations to the SEOs and the Labs to participate in the broadcasts.

Gary Burch explained that he was able to meet with select representatives from EERE headquarters and shared this idea with them during the previous week. He said that Michael Bruce appeared to embrace this effort, and inquired if it was possible to include public and private industry representatives so that they too may be able view the presentations. Julie Riel stated that given the topics that are being discussed, it would make sense to include public and private industry. She explained that if the States that are participating in this initiative were to identify "industry players" and invite them to attend/participate in the broadcasts, then the PMC would be acting in a "responsive" manner to Mr. Bruce and it would not change the primary purpose of the session(s) – the call/Webinar would still be focused towards increasing information sharing between the National Labs and the SEOs.

David Terry inquired as to whether or not other State and local energy institutions could be included as well. Gary Burch stated that the SEOs would likely be in a better position to understand and to make determinations regarding which technologies are close to market readiness, and also what technologies can or cannot be implemented in the States. Julie Riel agreed, explaining that the Webinar format and the information being broadcast would potentially allow the States to have a better opportunity to see what institutions would be the most beneficial to invite from their respective States.

Gary Burch explained that the Board should first attempt to engage with the DOE Laboratories that have the greatest focus on energy efficiency and renewable energy technologies: Sandia National Laboratory (NM); LBNL (CA); Oak Ridge National Laboratory (TN); and, the National Renewable Energy Laboratory (NREL) (CO). Gary Burch suggested that the Board contact Ms. Marcy Beck

(LBNL) to see if she would be able to identify three or four energy topics/technologies that would be of interest, and then work with her from there to discuss how these technologies may be highlighted during future Webinar presentations.

Chris Benson inquired if James Ferguson, the PMC States Coordinator for the National Energy Technology Laboratory (NETL) – Pittsburgh Office, is aware of the proposed Webinar format. Julie Riel explained that he is aware; however, it is her intent to engage Mr. Ferguson in a much broader discussion so that he can better assist with some of the logistics that are required during this process. Gary Burch agreed, and recommended he and Julie Riel handle the initial contacts to solicit Mr. Ferguson's assistance. He further added that once the Board is able to obtain a list from the LBNL that details the technologies/issues that they would like to present, the Board should then begin to discuss the mechanics for coordinating Webinars, perhaps during the Board meeting in October.

October Meeting Details

David Rathbun (TMS, Inc.) gave a brief summary of the dates and times for the next STEAB meeting, announcing that it will take place from October 16 – 18, 2007 at the L'Enfant Plaza Hotel in S.W. Washington, D.C.

L'Enfant Plaza Hotel
480 L'Enfant Plaza, SW
Washington, D.C. 20024
(202) 484-1000

Travel Arrangements:

If you have not already done so, please contact the STEAB's travel coordinator, Natalie Alexander (TMS, Inc.), to book your flights to and from the D.C. area. She can be reached at (202) 554-4623 or at nalexander@tms-hq.com.

Kick-Off Dinner:

The kick-off dinner will take place at the Old Ebbitt Grill at 675 15th Street, NW. The dinner reservation is set for 6:00 p.m. on Monday, October 15.

The restaurant is Metro-accessible http://www.ebbitt.com/main/home.cfm?Section=Via_Metro&Category=Find_Us, and is approximately 1 to 2 blocks from the Metro Center station; the L'Enfant Plaza Metro station is directly beneath the hotel <http://www.wmata.com/metrorail/systemmap.cfm>. The Orange and Blue lines go straight to Metro center and are only three stops away. You may also take a taxi if you wish as the expense is reimbursable. Please contact David Rathbun (301) 670-6390 drathbun@tms-hq.com to confirm your attendance.

Discussion of the STEAB Annual Report

Chris Benson stated that one item on the agenda for the upcoming October meeting is a discussion for developing the FY 2007 STEAB Annual Report. He explained that during the August meeting, the Board raised the question as to how the STEAB Annual Report is distributed to the Congress once it is submitted to the DOE. Gary Burch explained that he attempted to identify how the DOE submits the report but was unsuccessful. He explained that he has asked personnel at DOE headquarters to locate the process and he is still waiting for a response – he has no additional information.

Gary Burch stated that prior to the current EERE administration, the STEAB would simply submit the STEAB Annual Report to EERE and could do nothing further with it. He further explained that the new administration allows the Board to distribute the document however it sees fit once the Annual Report has been submitted to EERE/DOE headquarters.

Gary Burch explained that the STEAB Annual Report covers the current fiscal year (Oct 1, 2006 – Sept. 30, 2007) and that the Board is required to complete it by the end of the calendar year (Dec. 31, 2007). Pat Malone (TMS, Inc.) explained that over the last few years, the Annual Report was developed around the STEAB Strategic Direction and highlighted significant accomplishments in the construct to include attaching the Board's Resolutions and Recommendations as appendices. He explained that he will attempt to put together a high-level DRAFT prior to the October meeting so that the Board can be in a better position to discuss what the document should contain to reflect the Board's activities over the past year.

Open Forum

Gary Garrett, a Senior Technical Analyst for the Southern States Energy Board, attended the conference call. He stated that he enjoyed listening in on the call, and that he recently downloaded the FY 2006 STEAB Annual Report and is looking forward to reading it.

Chris Benson explained that Jim Ploger contacted him recently and suggested that the Board consider inviting a spokesperson from the Solar Decathlon to brief the Board on the event's purpose and its significance for enhancing awareness of renewable energy technologies. Jim Ploger explained that he recently spoke with Mr. Richard King, the Director of the Solar Decathlon event, and he would be willing to attend the Board meeting and prepare a brief discussion about the event. Gary Burch explained that this would be fine, stating that the public is permitted to present themselves during the meeting or could be invited to attend. He explained that the current time set aside for the Public Forum segment of the meeting is 4:30 p.m. on Tuesday, October 16.