

U.S. Department of Commerce

Renewable Energy and Energy Efficiency Advisory Committee

Fourth Charter, 2016-2018

December 22, 2016
11:00 AM Eastern
Teleconference/Webinar

MINUTES

Welcome and Introductions

- Cindy Thyfault, REEEAC IV Chair
 - Thyfault welcomed the committee to the conference call and walked through the features of the webinar format.

- Vickie Gunderson, Designated Federal Officer of the REEEAC, U.S. Department of Commerce
 - Gunderson welcomed the committee to the call and noted three things regarding the letter the group will be discussing today:
 - (1) Reminded the group the letter will be a public document.
 - (2) Underscored and reminded the group that all official REEEAC communications should adhere to protocol. This includes that all official committee communications with any transition team should be administered through the DFO. If members are in communication with transition team staff, it is only in their personal or firm's capacity and not on behalf of the Committee.
 - (3) Following up on a question received during the December 1 meeting, Gunderson checked with the Office of the General Council and received guidance that after a letter is finalized and sent to the Secretary, members (or their organizations) are able to issue press releases in their personal capacity in support of the letter. These would not (and should not) be considered an official committee press releases.

Letter Task Force Update, Review, & Approval Voting

- Cindy Thyfault, REEEAC IV Chair
 - Thyfault began this section of the meeting by introducing Ken Kramer, who led the letter drafting task force. She thanked Kramer and the other task force members for working diligently on the letter.

- Ken Kramer, Letter Task Force Lead
 - Kramer noted that the draft letter under review reflects collaboration among a third of the committee members, who have been working on it over the last month and discussed the document via two teleconferences. The group is comfortable with the language and is upon to comments from the group.
 - Kramer noted there are still remaining outstanding citations and statistics in the letter. Specifically, he raised the inclusion that the United States is "the world leader" in these sectors. The group has not found a "silver bullet" to support this.

- Members – via the webinar “chat” function submitted comments including to state as “one of the,” or “a” world leader and “leading the industry.”
- Kramer also raised the issue of collecting the total number of jobs of all the committee members. Thyfault noted this was a request she made of the committee. Committee members including Mike Davis and Jonathan Stewart indicated this may be difficult given that for organizations like associations, not all the members (or all the jobs for one firm) relate to this sector. Other members raised concerns over this data as detracting from the overall total industry job numbers – as raised via email (and included as a comment in the draft) by Jorge Sanchez. Kevin Smith underscored this is difficult to count and would prefer not to include in the document. Thyfault noted apparent consensus that these numbers should be eliminated from the draft.
- Thyfault further noted the task force proposed and recommend that all REEEAC members sign the letter, deviating from past protocol of just the Chair. Thyfault further noted that some members may not be able to sign individually per guidance from their firm or may need to circulate with their organizations for clearance. She asked that those not able to sign or needing internal organization review, let her know. In the duration, she encouraged members to send signatures soonest.
- Recognizing there were still minor citations to secure as well signatures, it was moved that the committee vote to approve the letter with minor edits. Voting occurred via “chat function.” Unanimous consent to approve the letters.

Priority Survey Results, Sub-Committee Formation Discussion, & Next Steps

- Rani Chatrath, REEEAC IV Vice-Chair
 - Chatrath presented the results of the survey sent to the committee regarding priorities and subcommittees. She thanked the group for those that responded and noted that responses received in the last couple days were not included in this analysis, but would be incorporated for a final summary document.
 - Chatrath noted a few highlights of the survey including: the finance subcommittee having the largest number of members interested in serving, market access having the highest standard deviation of priorities, the highest priority item identified was “communication of RE&EE opportunities to the Secretary of Commerce and staff” under market outreach. Lowest priority items were to review exporting apps and other tools under export competitiveness.
 - Chatrath noted that each subcommittee will receive a “packet” of the full data in advance of meetings.
- Cindy Thyfault, REEEAC IV Chair
 - Thyfault noted that the subcommittee and priorities included in the document were proposed as a starting point for discussion based on previous charters, but should not be limiting to the group. Each subcommittee should work to identify priorities and find champions to lead the charge.
 - Thyfault noted in the interest of time, that the Executive Committee has scheduled the first subcommittee meetings via teleconference for January 9, 10, 11, and 12. She noted that Gunderson had sent meeting requests to all members and members should opt in as they are interested. Future subcommittee meetings will be scheduled based on member availability. She noted that the agenda items for each of those call is to (1) elect a Chairman and Vice Chair, (2) discuss the priority issues from each committee member, (3) Develop a list of priorities and recommendations for a 100, 200, and longer term plan, (4) make committee assignments, and (4) set up next conference calls for February and a work plan.

- Thyfault noted that the group should leverage outside organizations and contacts to seek research and inform subcommittee recommendation drafting. She underscored that Gunderson could help connect and organize briefings by U.S. Government officials.
- Thyfault further walked through the recommended format of deliverables and a list of key considerations. These included ensuring recommendations are realistic, timely, and relevant.

Committee Meeting Dates

- Cindy Thyfault, REEEAC IV Chair
 - Thyfault further announced a proposed calendar for 2017 meetings. This included confirmed meetings for March 1 and May 4 and tentative meetings for September 14 and November 2. Thyfault encouraged members to let her know if the latter dates have overlapping major conferences or programming.

Next Steps

- Thyfault further noted the group still needed to approve the December 1 meeting minutes. Minutes were approved unanimously.

Public Comment & Adjourn

- No public comments were made.
- Meeting adjourned.

Attendance

Adam	Atkinson-Lewis	Natel Energy
Bruce	Bauchmire	DLZ Corporation
Matt	Card	Sunvia
Rani	Chatrath	Geothermal Energy Association
Mike	Davis	NC Sustainable Energy Association
Kelly	Davis	Renewable Fuels Association
Jen	Derstine	Capstone Turbine Corporation
Subhash	Dhar	XALT Energy
Terry	Fry	Nexant
Seth	Ginther	U.S. Industrial Pellet Association
Phillip	Green	Green Powered Technology
Arthur	Haubensstock	8minutenergy Renewables
Kusum	Kavia	Combustion Associates Inc.
Kenneth	Kramer	Rushton Atlantic
Joseph	Mendelson	SolarCity
Greg	Merritt	Cree, Inc.
Gary	Rackliffe	ABB Inc.
Jorge	Sanchez	Sana, Inc.
Scott	Sklar	The Stella Group, Ltd.
Kevin	Smith	SolarReserve
Paula	Soos	Covanta Energy

Jonathan	Stewart	NEMA
Trey	Taylor	Verdant Power Inc.
Cindy	Thyfault	Westar Trade Resources
Laura	Van Wie McGrory	Alliance to Save Energy
Vickie	Gunderson	U.S. Department of Commerce
Cora	Dickson	U.S. Department of Commerce
Leland	Cogliani	Lewis Burke (Member of Public)