

**City of Keene
New Hampshire**

ENERGY & CLIMATE COMMITTEE RETREAT MINUTES

Thursday, January 24, 2018 4:00 PM
Railroad Square Senior Housing Conference Room

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Terry Clark, Councilor
Jessica Baum, Member
Chris Brehme, Member
Jake Pipp, Member
Ken Dooley, Member
Apper Naadzenga, Alternate
Larry Dachowski, Alternate

Staff:

Mari Brunner, Acting Planner

Guests Present:

JB Mack, Southwest Region Planning Commission
Cary Gaunt, Keene State College

1. Call to order and roll call

Dr. Shedd called meeting to order at 4:05 pm. She announced that the Resolution passed with a 14:1 vote and shared a letter of support from Councilor Jones. She said they also received letters of support from the Mayor and Councilors. Dr. Shedd stated that the Council kept the amended due date of December 2020, instead of April 2020 and hopefully they can make things happen before then.

2. Introduction

Mr. Mack introduced himself as facilitator for today's Retreat and Principal Planner at Southwest Regional Planning Commission in Keene. He asked members to introduce themselves and offer an "eco-fession."

Dr. Shedd stated that she is Chair of ECC, and her "eco-fession" is that she has not yet switched over her household's electrical supplier to one of the competitive energy suppliers who will provide 100% renewable as it is hard to sort out how "green" the offerings actually are. Councilor Clark introduced himself as Councilor liaison of ECC, and echoed what Dr. Shedd said about sorting out the offerings for renewable energy, as he has contacted some of suppliers and they told him they were not offering renewable electricity in his area yet. Councilor Clark also stated that he has not installed solar panels on his home yet either. Mr. Dachowski introduced himself as Keene citizen for the past 18 years, and former science college professor at Keene State College's CALL Program for people over the age of 50. His "eco-fession" is that he

heats his old, pretty well-insulated house with an oil-fired steam heat system and as he has gotten older and colder, he turns up the thermostat and burns huge quantities of oil. Mr. Dooley introduced himself as the Director of Building and Grounds for the Keene School District and he does not have an “eco-fession”, but shared that the School District has made some huge strides in energy conservation in the last seven years. Mr. Naadzenga introduced himself as a student at Antioch University in the Environmental Studies department. He said he is working on a Climate Action Plan for the campus and the pace has been slow, as they are focusing on many things. However, he would like to implement a green bikes program on campus in the summer. Ms. Kassamali-Fox introduced herself as the Minute-Taker for ECC and offered her “eco-fession” of long, hot showers. Ms. Brunner introduced herself as Staff person at the City and Acting Planner and said her “eco-fession” is not composting, although she hopes to begin in the spring. Mr. Pipp introduced himself as an ECC member, his “eco-fession” is that he does not walk and bike as much as he would like to as he lives on Winchester Street and the road conditions are not safe. Ms. Baum introduced herself as Sustainability Manager at W.S. Badger and a member of ECC, and her “eco-fession” is using disposable, compostable tea packets and being a “human in 2019.” Mr. Brehme introduced himself as Associate Professor in the Department of Outdoor Recreation and Planning, said he has lived in Keene for ten-years, and has been a member of ECC for 1-2 years, and his “eco-fession” is that he has a hot tub; however, it does not work. Ms. Gaunt introduced herself as the Director of Sustainability at Keene State College and her “eco-fession” is going from a net-zero house to a condo in Keene where she cannot get solar. Mr. Mack offered his “eco-fession” as not biking and walking as much as he should, and the dilemma of having to drive his teenage daughter to a charter school in Alstead.

3. Sustainable Energy Plan

Mr. Mack said they would begin discussing the Energy Plan by developing a vision/value statement. He asked if members had looked at the Hanover Energy Plan example as he found it to be a good model for Keene’s Sustainable Energy Plan. He suggested that they boil down what their objectives and efforts are while addressing the Why, When, Who, Where and How questions.

Mr. Mack suggested that the “Where” represents Keene, and perhaps the larger region. He said the “Who” is also an important piece, as this is a big challenge and it appears that ECC is not the “Who” that is going to make the Plan happen, and perhaps the vision statement should include the government and private sectors. Mr. Mack said the “What” and “Why” may include some value statements about what is important to ECC, as well as the “How” that describes what approach they will take to get there. He encouraged members to define and develop the main purpose and priorities of the Plan and turn those components into a value or vision statement for the Plan. He said they can achieve that by having members make comments on the Hanover statement, or alternatively come up with their own ideas. Ms. Brunner stated that she can scribe throughout the meeting to capture ideas as they arise.

Mr. Brehme suggested that there should be a clear emphasis on equity and inclusiveness of those who may not have the means and the resources to pay their heating bill, never mind invest in renewable energy. He said it is important to include that segment of the community. Mr. Pipp added that acquiring support from the landlords of rental properties is equally important. He said

there are many renters in Keene and landlords tend to lack incentives to weatherize or make changes to rental properties and renters do not always have the means or are legally unable to make those changes.

Mr. Mack asked other members to indulge him with the Who, What, Why, When framework, like Mr. Brehme and Mr. Pipp started to do.

Councilor Clark stated that the biggest similarity between Hanover and Keene is that they are both economic centers of the region and because of the population base and centralized location; therefore, it is easier to get the utilities involved, which in turn may help involve those who otherwise would find it difficult to become involved. He said the utilities can perhaps adopt many of the initiatives they are talking about and in turn be able to include more people. Dr. Shedd added that the current fuel providers are part of a cluster of stakeholders who should also be enlisted to participate.

Mr. Mack encouraged suggestions across all sectors of stakeholders, such as the energy sector, property owners, etc.

Councilor Clark suggested considering Keene State College and Dartmouth-Hitchcock Hospital. Mr. Mack agreed and stated that the Hanover example included Dartmouth Hospital as a huge stakeholder. Ms. Baum suggested advocating for any legislators who can influence State policies to take down barriers around some of this work. For example, in terms of RGGI funding; New Hampshire has spent over 80% of RGGI funds as rebates to taxpayers instead of putting those funds towards energy efficiency. She highlighted the importance of engaging with other community stakeholders, for example, Hanover, as their combined sphere of influence may be greater in affecting legislative change than for Keene alone. Ms. Brunner added that Keene is part of a couple of different municipal networks that are engaged in advocacy; one is called New England Municipal Sustainability (NEMS) network and another is a NH-specific network organized by the Conservation Law Foundation. She said there is also another group that is starting up. Dr. Shedd said that group is related to the Sierra Club which promoted the *Ready for 100* campaign, and they do a monthly conference call for communities that have adopted the *Ready for 100* goals or are actively working towards them. She said the monthly call took place last night and was led by the City Manager who spoke for them, and the Hanover Town Manager also participated. She said the “Who” is not just Keene, but includes surrounding communities with shared goals who are eager for multiple-way collaboration. Ms. Brunner said some of those communities are also thinking of community choice aggregation opt-in solutions and she is looking forward to hearing more about that.

a. Values statement

Mr. Naadzenga recommended that the Plan be composed of deliberately open ideas which are fluid and flexible. Mr. Mack asked a member to state what the Resolution calls for. Ms. Brunner said the Resolution that was adopted by City Council calls for Keene to become 100% renewable in the electricity sector by 2030, and that includes the municipal and community sectors, and by 2050 for the thermal and transportation sectors. She said the second part of the Resolution calls for ECC and the City to work together to come up with a Plan by December 2020 to achieve

those goals. Mr. Mack emphasized that the objectives and dates of those goals are fixed, but how they arrive there can be flexible and adaptive. Mr. Pipp added the Hospital, the School District, Keene State College and the business sector as all important stakeholders to include. Mr. Dachowski shared the immortal classic of the Frog Prince as a way to illustrate that they need more frogs! He said this endeavor is viewed too much as a small group of people doing this work, for example, the Hanover Resolution was passed in a town meeting and the ECC is comprised of nine people, and the Resolution passed 14:1. However, he said what is really happening is that a large subset of people in the community wanted Keene to take this position, for example, the Monadnock Progressive Alliance, the Sierra Club, and members of the public were all involved and these stakeholders should remain involved to foster even more community involvement, for example, for greater publicity and recruitment of volunteers for sub-tasks for development of the Plan.

Dr. Shedd added that for the “Who” and the “How”, she envisions using some of ECC’s regular monthly meeting time for focus groups or clusters of different sectors, for example, she sees a cluster around the institutional sector that would include perhaps Keene State College-School District-Antioch University- Medical Center, another cluster around low-to-middle income, a cluster around commercial-industrial, etc. She said this could help focus what energy-related issues are endemic to different sectors and what representatives of those sectors might already be envisioning for energy sustainability. Mr. Mack asked Dr. Shedd if she is referring to the development of the Plan and she replied yes. He said there are two concurrent themes: the development of the Plan and the sustainability of the Plan.

Ms. Baum stated that ECC has discussed community engagement and buy-in as an important component of the development of the Plan to create ownership over the Plan. She said she has been hearing a lot of community excitement over the Plan, but very few people are actually connected to ECC or involved in the process. Ms. Brunner added community engagement as a big piece of the Plan’s development. Ms. Baum suggested that the CONNECT event they have in the fall which attracts hundreds of people serve as a stakeholder plug-in for Keene’s energy future and buy-in for the Plan. Dr. Shedd said the CONNECT event has shifted to Radically Rural and there are several people working on a Renewable Energy track this year. Ms. Gaunt asked for clarification on their process and asked if they are contributing broad-brushed statements for the value and vision statement, as they may be getting into the weeds with their idea-generation right now and maybe should be focusing on the general vision for the community.

Mr. Mack agreed and said that he does think this idea-generation process is helpful for determining what the priorities are. Mr. Mack asked members what they are trying to achieve. Councilor Clark replied they are trying to get people involved. Ms. Brunner suggested mentioning climate change in the statement and Dr. Shedd suggested mentioning energy resilience. Mr. Mack stated that they were expecting to have a discussion about renewable energy and defining what that actually means. He asked as ECC is the body that advises City Council, what direction do they want to take. Mr. Mack asked if they would like to reference Professor Webler’s email which brought up a number of interesting considerations for defining renewable energy. He asked where members’ values lie and what is consistent with the Resolution. Ms. Gaunt stated that the Resolution uses the term “renewable” without definition

and at KSC they define “renewable” as without greenhouse gas emissions and carbon neutral. Councilor Clark said the goal is to have non-fossil fuels run the community, however, the way to get there may not be that easy as there are oil contractors in place in the community and that is currently how people live. Ms. Brunner said non-fossil can include hydro or nuclear and asked members to be clear about what type of energy they are talking about. Ms. Baum stated that there are preexisting relationships, but she feels that any new development should meet the standard of not causing further harm, as well as helping to reverse damage that has already been caused and supporting or reversing climate change. She said large scale hydro-projects do not feel like an option that is helping to support the resilience of aquatic ecosystems. Dr. Shedd suggested considering the life cycle analysis of energy sources, locally and globally, for example, biofuels sourced from Indonesian palm oil associated with rain forest destruction may not be a fuel they prioritize. She encouraged recognizing that as a value as well. Ms. Baum said they should also not be limited to life cycle analysis of individual products, but also put attention towards the interplay with ecosystems and ways in which they can contribute locally to a healthier, more robust natural world.

Mr. Naadzenga said he attended a webinar about the aspirations of the city of Portland, Oregon which discussed *deconstruction* in the context of making things easier for residents of the city to contribute to sustainability. He suggested thinking of what the values of the city are and making it easy for people to align with sustainable options by doing away with the terminologies and their connotations. He suggested relating these concepts to people’s everyday lives so each individual feels empowered to do something. Mr. Mack said that concept goes along with simplicity, and the idea that the vision should be broad and focus on community buy-in and have people feel good about participating.

Ms. Brunner said this is an important point because they cannot force people to anything and all they can really do is make it easy for people to participate and encourage them to want to do this for themselves. Mr. Mack asked how this impacts individual people and how this will make people’s lives better. Mr. Naadzenga replied that is all about effective communication. Mr. Mack stated that the Hanover example includes a statement about helping the community thrive. Ms. Gaunt highlighted that at Keene State College they are advocating for energy sources and an energy future that will promote well-being of our human and nonhuman communities; however, she feels they have not communicated that concept well enough yet. She encouraged cradle to cradle thinking and narrowing their energy options, for example, solar. She said the idea of flourishing is something they can help sell, as well as affordability of energy options and that is something she hopes to work with the City on.

Dr. Shedd stated that the vision of healthy communities, strong citizenship and buy-in were developed out of a community engagement process so that we can provide a foundation to tying their ideas to the vision of the Master Plan. Mr. Mack said they have a good start and it is a real challenge to create a vision statement. He said the likelihood is that this brainstorming session will culminate in a couple of people funneling these great ideas and crafting a larger statement that they will bring to the group. Mr. Mack asked Mr. Dooley what his thoughts are. Mr. Dooley replied that he believes they will need to financially incentivize a certain demographic of people to get their buy-in. Ms. Baum added that there is some great new research about the costs of climate change, for example, a recent study demonstrated that by 2080 it will cost the economy

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10% of the GDP, another study highlighted a large number of deaths that can be expected due to climate change, and another study showed that about 72% of Americans think climate change is an important issue that needs to be addressed. She stated that involving the schools in their long-term vision for 2050 is highly important, as there are people in our community that will not be around then and people not yet born that will be, and they need to focus on the intergenerational aspect of the issue.

Councilor Clark added that appealing to people's immediate budgets, for example, their winter heating costs is equally important. He said he advocated with Council on the economic benefits of energy transitions, for example, encouraging HVAC companies to diversify their product lines and training their technicians on how to install solar or wind. He said the beauty of all of this is that a whole new system will need to be developed and that in and of itself will bring new jobs and economic prosperity, however, people will mostly understand things in terms of their paychecks as the larger picture is too big.

Mr. Mack said he understands the need for a sustainable energy plan in Keene can be seen in terms of severe storms and flooding events and an element of the vision can be aimed at protecting the community and the region which is susceptible to economic losses from these events. Dr. Shedd added that making it clear that resilient action costs way less than dealing with the aftermath is also important.

Mr. Mack suggested thinking about the energy environment of the future of Keene, for example, what will transportation look like? Councilor Clark said a lot of the transportation issues are being addressed by automobile manufacturers who are committing to out phasing combustion engines. He said they have to prepare the Keene infrastructure, for example, converting gas stations to charging stations and establishing more car and bike share companies. Dr. Shedd added that public transportation within and between cities is also important as much of the workforce comes from outside of Keene. Ms. Baum said there are two stakeholder groups that they have not mentioned: farmers who rely on fossil fuel-run machinery that may be poised to offer space for solar on their large tracts of land, and inclusion of diversity and marginalized populations is also lacking and that can be addressed perhaps by creating more shelters that are renewably-run in the face of increasing storms.

Mr. Mack said they have come up with a lot of great ideas on the visioning aspect but they have not quite defined what "renewable energy" means to Keene. Dr. Shedd recommended that they have follow-up discussions on defining "sustainable energy" with Professor Webler as he would like to assist ECC with the energy plan process and perhaps he can be of assistance at one of ECC's meetings. Mr. Mack stated that it is unclear how municipal government will be of help as much of the process is still so amorphous. Councilor Clark said the overarching word for him in defining "renewable" is "safe": safe for humans and their environments. Dr. Shedd stated that another aspect to address whether or not Keene wants to continue investment in fossil fuels.

Mr. Mack asked Ms. Brunner and Dr. Shedd how they feel about the idea progress so far. Dr. Shedd and Ms. Brunner stated that this exercise has been very helpful for the committee and Ms. Brunner will take the ideas and boil them down into something she can present to the committee at the February meeting.

b. Plan outline-

Mr. Mack said the draft outline for Hanover starts with an Executive Summary and Table of Contents. He said right now there does not seem to be a consultant or a budget for Keene's Energy Plan. Ms. Brunner said there may be a budget to hire a consultant for small portions of the Plan. She said they are members of Clean Energy New Hampshire, however, she is not sure if they will help actually write the Plan or if they will just provide resources and help with understanding energy policy. Ms. Baum stated that creating this Plan without a full-time Sustainability Coordinator position within the City feels overwhelming, as they have tasked ECC with such a huge endeavor. Councilor Clark said he is reintroducing the position to Council. She said hiring a Sustainability Coordinator would be cheaper for the City than spending exponential amounts of money on a consultant for sections of the Plan and they would maintain the institutional knowledge within the City as well.

Mr. Mack said Dr. Shedd would like to see certain elements included in the Plan. He said the next twenty minutes will be dedicated to talking about the structure of the Plan, as well as kick-off the discussion of items that should be included. Dr. Shedd encouraged other members to chime in as well.

Dr. Shedd stated that she has looked at plans from other communities and come up with a few important cross-sector elements, for example:

Energy purchasing options: Dr. Shedd said Hanover is actively developing an energy purchasing co-op for vetting the competitive energy suppliers who are offering hundred percent renewables and once they put that together they may be available in other parts of the State. She said that could move them quickly towards a higher percentage renewable electricity, however, it would not have benefits for local sourcing.

Exploring financing options: Dr. Shedd said Connecticut has a green bank that helps to finance energy efficiency and renewable energy projects. She said Vermont has Efficiency-VT which is the country's first efficiency utility company. She said the City has started to look at C-PACE funding, however, that stalled out as mortgagers wanted the mortgage to be primary to clean energy products but they may re-open that investigation. She said Green Revolving Loan Funds is an on-bill financing opportunity which allows consumers to not have to pay up front and instead the utility works a gradual pay-off into the bill. Mr. Mack said it is not unusual for energy plans to have a chapter on financing. Dr. Shedd agreed and stated that she hopes knowledgeable people will work on developing that section.

Ms. Brunner asked if the sector approach is still something people would like to pursue, or would they want to structure the framework differently, perhaps more similar to the Greenhouse Gas Emissions inventory. She said the institutional sector is not really included in the GGE plan nor is the school district or college, and they can probably gather more specific data from those entities and break them out separately. Mr. Mack added that he was in a meeting with Vice Chair Hansel and they were discussing this, and he is also a member of the Keene Housing Board who has their own renewable energy goals, and they agreed that this effort is going to need

champions, high-profile people and places that are achieving these feats that can help keep the momentum going. Dr. Shedd said the Chamber of Commerce might be willing to publish success stories in the region.

Ms. Baum suggested creating a planned website that is accessible and graphically-rich, which breaks things down into digestible pieces and looks at it from different perspectives. She suggested leaving the structure as it is in the Plan itself but then present cross-cuts of the different sectors, for example, the best buildings across the board in a website. She said they can make beautiful websites with Wix which are very easy and inexpensive. Ms. Gaunt shared that when she worked with the Green Commission in Boston, they wanted to take an iconic perspective and due to the inherent competition within sectors, they wanted to highlight best building practices that helped others to show up. Ms. Brunner restated that members would like a sector framework further broken out by buildings and other perspectives, like a matrix.

Ms. Baum suggested having a section around outcomes or impacts specifically around economic development and deliverables that the Plan offers to the City that are very clear is very important. For example, highlighting the ways in which the Plan would encourage job growth, reduction in energy costs, and even increases in ecotourism should be tangible to citizens. Ms. Gaunt recommended a section on definitions as well, and a section on why the Plan matters and what is in it for the average citizen. Dr. Shedd also suggested to add context for the big picture and what the regulatory context is for the city, state and country. Ms. Baum asked if there is a one megawatt cap on projects. Dr. Shedd said the bill is back again and the House heard it on Tuesday, so it will be moving through the channels again

Policy needs at City, State and Federal level- Dr. Shedd stated if the City is committed to this goal, should the City be advocating for legislation that will enable them to reach their goals. For example, she said the megawatt cap affects Keene as implementing a PV system at the wastewater treatment plant will need to be more than one megawatt.

Community Solar-

Carbon fee and dividend- Dr. Shedd said Mr. Naadzenga had included some information about carbon fee and dividend and that is a big topic they will address soon, but if there were an all over price on carbon, not just power plant carbon which is what RGGI provides for, it would make life more predictable for businesses. She said there is a multistate coalition going on, like RGGI, but for transportation fuels which does not include New Hampshire.

Microgrids for critical facilities- Dr. Shedd asked how they would incorporate energy storage within the Plan. Ms. Brunner said she would include that into the strategy section of the plan. She said right now she is looking for more guidance on the format of the plan as that will help inform the content.

Mr. Mack asked who the audience of the Plan will be, for example, homeowners, CEOs, etc. and how they aim to design a plan that speaks to the individual. Ms. Brunner stated that having different sections on a website and is user-friendly, easy to navigate and avoids the traditional plan structure for the public. Ms. Baum said the Plan is still quite academic and there is an added

value to in addition to an Executive Summary, having a summary of each section at the beginning of each section, so that individuals can look at the Plan through a big picture lens without having to jump into the weeds with the granular details. She suggested summarizing the entire plan into a large display that can be placed around town, for example, a large sign. Mr. Brehme agreed that infographics and artistic display would be effective. Mr. Dachowski suggested creating bumper stickers. Mr. Brehme added having K-12 class and/or take-home activities as well. He also suggested creating interactive GIS pieces of Keene. Ms. Brunner suggested a low-budget story map. Mr. Dachowski emphasized including the faith sectors as well. He said various Protestant denominations have taken positions in regard to divesting from fossil fuel corporations. Councilor Clark added including the YMCA and other clubs as well.

Ms. Brunner said she is hearing that the Plan should include text and bite-sized, accessible pieces accompanied by graphics, visuals and web access. Councilor Clark asked if there is a way to have a spreadsheet that can be drawn from, for example, real-time pulling of data for different parts of the Plan, perhaps through the IT department. Ms. Brunner agreed they can find out if IT is capable of doing that. Councilor Clark used the example of being a homeowner who is interested in installing solar panels, he would like to learn the steps, drawing from the data on the excel layers. Mr. Brehme agreed that the graphic design people at KSC could create a living resource, or data repository, rather than a static plan. Dr. Shedd said they should also consider ways to update the information without knowledge of what technologies will be around in the future. Mr. Mack said they should keep things simple and prioritize what they want to do to make updates easier in the future. Ms. Baum stated that it is also important to have an inspirational component with some beauty and order to it. Mr. Mack suggested having pages dedicated towards success stories would be good source of inspiration as well. Ms. Baum said if there is an interactive website, they can also have an “ask a question” section to provide community engagement opportunities as well.

Ms. Brunner recommended that ECC consider researching and applying for grants to hire someone for graphics. Ms. Baum said there are many high school and college students that have that level of technical expertise that can assist with graphics development as well. Dr. Shedd stated these are important details to consider; however, they need to focus on the content first. Ms. Gaunt added that having a section dedicated to tracking and measuring progress, as well as including a methodology section on baselines is also important. Mr. Naadzenga agreed and said Portland, Oregon performs two-year interim targets to report on what has changed and to maintain a true living document. Ms. Brunner said the City learned from the GHG inventories that it is not realistic to update data-heavy documents and reports on a regular basis; there is too much data to collect and it has taken much longer to complete in the past than what was originally expected. If the metrics are going to be updated on a frequent basis, she suggested keeping things simple is the best way to update reports simply and more effectively.

c. ECC role and next steps

Councilor Clark asked when the starting point is for the Plan and Mr. Mack replied it is in January. Ms. Brunner said their deadline is December 2020. Councilor Clark asked if they should revamp the timeline to reflect where they are now. Mr. Mack said they have two years. Dr. Shedd said she hopes it can be adopted by December 2020 and Ms. Brunner said the draft

timeline built in four months for adoption. Ms. Baum suggested August 2020 as that is the dream goal.

Ms. Brunner asked about what the committee's role will be in the Plan and development, their level of commitment and specific tasks. Councilor Clark suggested having a task or two every month to complete and check in each month. Ms. Brunner said in order for that to happen they would need to work in between meetings. Councilor Clark said they can do the focus groups approach again. Dr. Shedd said that community engagement is a high priority for the committee, so perhaps they can start with a Communication group. Ms. Baum said they used to have hour long meetings and now they are an hour and a half, however, these two hour retreats are so much more invigorating, so why not have an hour-long meeting monthly and a two-hour retreat quarterly. Ms. Baum said the two-hour meetings could provide a block of working time. Dr. Shedd said that would double their time and Councilor Clark replied that he could do that.

Dr. Shedd stated if they pulled focus groups into the meetings, they could have representatives of the educational and institutional sectors at the meetings and that is something they can add to the agenda to start. Ms. Gaunt shared that she worked for the Chesapeake Bay program which is a highly successful model of stakeholder engagement, and one of the things they did very well that was cross-sector is they created stakeholder committees that represented all different sectors, and ask employers to donate paid staff time. She said maybe the two co-chairs can reach out to representatives across the critical sectors and ask if they have a staff person that can participate in this effort and be paid for X amount of hours per month for their participation. She said that might be the first level of engagement for co-chairs to seek out role models.

Ms. Brunner said maybe she can reach out to Antioch University again and see if there is a student who is interested in an internship or a student project to help with organizing these focus groups as that is very time-consuming work. She said the student can be invited to regular meetings or meet outside of meetings, but there can be no more than three members present otherwise it must be a publically posted meeting. Ms. Baum said there used to be a class on Program Evaluation at Antioch at one point and Ms. Brunner said she will reach out to the Internship Coordinator at Antioch again to find out who might be interested.

Dr. Shedd asked what people think about Ms. Baum's suggestion about changing the meeting times. Mr. Brehme said he is in agreement as he is not a morning person. Dr. Shedd encouraged everyone to think about the time they can allocate to ECC by their next meeting on February 6. Ms. Baum said a 2-4 pm time slot would work better for her. Mr. Naadzenga said the organization of the meeting this evening was very effective and the time was well spent.

Dr. Shedd asked if SWRPC could also get involved. Mr. Mack replied that unfortunately they do not have a funding source to participate on a regular basis but he may be able to help with the transportation sector.

5. Next meeting: Wednesday, February, 6 2019

Dr. Shedd adjourned the meeting at 6:02 pm.

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Respectfully submitted by,
Ayshah Kassamali-Fox, Minute Taker

Reviewed and edited by Corinne Marcou, Administrative Assistant