



STATE OF RHODE ISLAND

OFFICE OF
ENERGY RESOURCES

Memorandum

To: Energy Efficiency & Resource Management Council Executive Committee
From: Nathan Cleveland, Office of Energy Resources
Date: January 29, 2020
Subject: Proposed changes to distribution of EERMC meeting materials

The Office of Energy Resources (OER) provides administrative and logistical support to the Energy Efficiency and Resource Management Council (EERMC, or the Council) including organizing and preparing materials for their monthly meetings. Ensuring all Council members have access to meeting materials in a timely fashion and are able to review and prepare as needed for each meeting remains the goal and is important to ensuring full participation and informed decision making.

Historically, OER has provided each council member with meeting materials in two methods; digitally via email in advance of meetings and physically, in hard copy the day of meetings. This proposal intends to make no changes to the digital delivery of meeting materials. Those will continue to be delivered to the EERMC members as far in advance of each meeting as is possible in collaboration with the various stakeholder groups coming before the Council.

This proposal suggests some modifications to the provision of printed meeting materials on the day of meetings. Rather than providing a hard copy of every presentation, agenda item, and update we are proposing to provide only the following to the Council in hard copy for each meeting:

- Meeting agenda
- Prior meeting minutes for review and vote
- Recommended vote language (for meetings in which votes will be taken)
- Any contracts or legal agreements the EERMC will discuss and/or vote on

Our vision with this proposal is to limit the amount of physical material to given to the Council to only the most critical and actionable items, while still also ensuring EERMC members are given access to materials in advance in order to review and prepare for meetings. Many members are bringing laptops and other digital devices to meetings and may prefer to exclusively view materials digitally. In fact, oftentimes full folders of materials are left behind after Council meetings and are recycled. Additionally, all meeting materials are posted to the EERMC website (<https://rieermc.ri.gov/>) so both Council members and the public have consistent access to meeting materials at any time. Lastly, reducing the amount of printed materials will save resources and staff time in preparing for meetings.

If approved, we would anticipate making these changes beginning with the March 2020 EERMC meeting.