

MEMO

CONSULTANT TEAM

TO: Energy Efficiency Council
FROM: EEC Consultant Team
CC: Office of Energy Resources
DATE: April 18, 2024
RE: April EEC Executive Committee Meeting Briefing Memo



PURPOSE OF BRIEFING MEMO

The purpose of this briefing memo is to assist Executive Committee members with digesting materials and decisions it may need to make at the Executive Committee meeting. It follows a similar format to the official meeting agenda so Executive Committee members can follow along throughout the meeting. For each agenda item, this memo will highlight key considerations for the Executive Committee and clearly indicate what actions (if any) they need to make. The Consultant Team (C-Team) has worked with the Office of Energy Resources (OER) to also incorporate the content that Executive Committee members are used to seeing in the “Recommended Vote Language” document. This ensures the Executive Committee has a single point of reference during the meeting. This memo will also note any supplemental materials that are provided, but not associated with, specific agenda items. The C-Team and OER welcomes any feedback on the format and content.

6. COUNCIL BUSINESS

6A. COMMITTEE UPDATES ON COUNCIL REBRANDING EFFORTS AND CLIMATE AND ENERGY EFFICIENCY AWARENESS CAMPAIGN

Key Considerations

- OER and the C-Team will provide a verbal update on the Council’s rebranding efforts, including an update on the timeline for launching the Council’s new brand on its website.
- OER and the C-Team will also provide an update on the status of contracting and next steps with the selected vendor for the EE and Climate Awareness Campaign.

Executive Committee Actions

[Required Vote] [Potential Vote] **[No Vote]**

6B. DISCUSSION OF COUNCIL LEARNING, EDUCATION, AND ADVANCEMENT DISCUSSION (LEAD) SESSION MEETING AGENDA

Key Considerations

- The C-Team will review a draft agenda for the Council’s Spring LEAD Session, scheduled for Monday April 29, 2024.
- Potential topics for the LEAD Session that appear on the agenda have been initially discussed with members of the Council’s Education Committee.

- Executive Committee members should provide feedback on the proposed agenda, which needs to be finalized in about a week's time.

Executive Committee Actions

[Required Vote] [Potential Vote] **[No Vote]**

6C. REVIEW AND DISCUSSION OF PROPOSED UPDATES TO THE COUNCIL'S BYLAWS

Key Considerations & Questions

- The Consultant Team will give an overview of proposed updates to the Council's Bylaws.
- Many of the updates were discussed at length and were resolved over the course of 2023.
- The main update since the last update is to reflect the completion of the Council's recent re-branding efforts.
- Bylaws may be revisited at any time and a vote to approve the proposed updates this month does not preclude the Council from revisiting the Bylaws at any point later this year.
- Potential Discussion Questions include:
 - Does the Council agree with the updates proposed to the ByLaws?
 - Are there any additional changes the Council would like to consider for the Bylaws, regardless of whether or not they are to be voted on in this meeting?

Executive Committee Actions

[Required Vote] [Potential Vote] **[No Vote]**

The Executive Committee is not expected to conduct a vote on this topic, but may consider an informal recommendation to provide to the full Council at its meeting immediately following this meeting.

6D. REVIEW OF COUNCIL BUDGET YEAR-TO-DATE SPENDING AND PREVIEW OF 2025 BUDGET PLANNING PROCESS

Key Considerations

- OER and the C-Team will review year-to-date spending for 2024.
- A memo has been provided to the Council which contains an update from the C-Team on their budget after the close of the first quarter.
- The OER and the C-Team will facilitate a discussion to begin the process for the Council's development of a proposed budget for 2025.

Executive Committee Actions

[Required Vote] [Potential Vote] **[No Vote]**