

Memo



To: The Energy Efficiency and Resource Management Council (EERMC)
From: EERMC Consultant Team
Date: October 30, 2023
Subject: EERMC Fall LEAD Session – Council Process Improvements

CONSULTANT TEAM

Meeting Logistics

The Council has historically met at DOA for two hours from 3-5pm on the 3rd Thursday of each month. It has been several years since these logistics have been reviewed by the Council for appropriateness, during which time several new Councilors have been appointed. The questions below prompt Councilors to think about meeting logistics to help chart a path forward for any changes going into 2024.

- **Time of Month:** Is the third Thursday of the month the right point in the month for the Council, or would a different day of the week and/or point in the month make more sense?
- **Time of Day:** Is the afternoon towards the end of business hours the right time of day for the Council to conduct its meetings, or would a morning or early afternoon time slot make more sense?
- **Length and Frequency:** Is two hours, once per month, the right amount of time that the Council needs to conduct its business, or is more time needed?
- **Location:** Is the Department of Administration the right place to conduct Council meetings, or would a different or varying location benefit the Council's work?

Meeting Agendas

The general format and structure of Council agendas has remained largely unchanged over time. The Council may wish to continue with flexible agendas or restructure the default flow of the meeting agendas. Chair Oakley has offered a proposed structure as a starting point for this discussion.

- **Announcements:** Chair and Executive Director Comments
- **Special Presentations:** Presentations not from RI Energy and/or the C-Team
- **Reports:** Summary of recently received resources and materials and ones to expect upcoming
- **Program Oversight:** Presentations from RI Energy and/or the C-Team
- **Council Business:** Necessary and/or potential votes and Council discussion
- **Public Comment**

Additional Learning Opportunities

There might not always be sufficient time to cover the wide-ranging topics that are important for the Councilors to be aware of and understand. Potential solutions for that are outlined below.

- What would be the **right format** for additional learning opportunities?
 - Optional one-hour meetings prior to standard Council meetings on a semi-regular basis (e.g. quarterly) where no Council business would be conducted.
 - Pre-Recorded Webinars
 - One-Page memos
- What **type of content** would the Council like for these additional learning opportunities to contain?
 - Pre-meeting briefing material(s)
 - Primers on EE 101 topics like Performance Incentive Mechanism, EM&V, individual programs, etc.