AEE – Metro Vancouver Chapter
Board Meeting #1 Minutes

Minutes for Meeting Held on December 03, 2018
Minutes Distributed on December 05, 2018

Prepared By: Travis Vilac, EIT, CEM
Reviewed By: David Laird, BSc, AScT, CEM

Involved

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Role</th>
<th>Initials</th>
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<tr>
<td>Alvaro Reyes</td>
<td>Kane Consulting</td>
<td>Secretary</td>
<td>AR</td>
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<tr>
<td>Bernard Chan</td>
<td>Simon Fraser University</td>
<td>Contributor</td>
<td>BC</td>
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<td>Brendan Mongeon</td>
<td>Enerpro Systems Corp.</td>
<td>Vice President</td>
<td>BM</td>
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<td>David Laird</td>
<td>Fisheries and Oceans Canada</td>
<td>Secretary</td>
<td>DL</td>
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<td>Kaushik Bhattacharjee</td>
<td>REI Power / AEE</td>
<td>AEE Asst. Director</td>
<td>KB</td>
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<td>Luisa Jones</td>
<td>Wesgroup Properties</td>
<td>Treasurer</td>
<td>LJ</td>
</tr>
<tr>
<td>Travis Vilac</td>
<td>Simon Fraser University</td>
<td>President</td>
<td>TV</td>
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The items presented in these minutes are considered to be true and accurate. Please bring errors or omissions to the attention of the writer as soon as possible. Please consider the environment before printing this document.
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| B1.1.1 | **Review of Board Responsibilities**  
Board responsibilities and the general meeting #1 slides were reviewed. Responsibilities were understood. Working as a team and looking for interested volunteers is desirable. | TV | Info Only |
| B1.2.1 | **Next General Meetings – AEE Distribution List**  
Prominent speakers who have rapport in the local energy management community are desired for the first general meetings.  
While some names were discussed, seeing all currently registered members in Metro Vancouver would be beneficial.  
KB to send BM and TV an AEE membership list for the Metro Vancouver municipalities. | TV | KB |
| B1.2.2 | **Next General Meetings – Time and Place**  
Venues were discussed for the next 2 general meetings.  
- General Meeting #2: Late January – Early February  
- General Meeting #3: Late April – Early May  
- General Meeting #4: Late September  
Dates will be confirmed when speaker’s availability can be confirmed.  
General meeting #3 is when the petition for chapter charter is to be signed by 10 AEE members in good standing.  
Tentatively general meeting #4 will be a tour of the new Sustainable Energy Engineering Building for the SFU Surrey Campus.  
BM, DL and TV will reach out to industry connections to secure meeting locations for the next 2 general meetings. | TV | BM, DL, TV |
| B1.3.1 | **Newsletters – Communication Platforms**  
Effectively communicating with AEE members was discussed. Multiple platforms need to be used to communicate information to effectively reach the majority of the target audience. The plan as of now is to use an e-mail distribution list for a newsletter, a LinkedIn group and the existing website.  
Identifying AEE members who want to be more involved in helping start the chapter will also help to spread communications. | TV | Info Only |
| B1.3.2 | **Newsletters – LinkedIn Group**  
As part of his continued membership outreach and engagement, BM will create the LinkedIn group that will be used a part of the chapter’s communications platform. | TV | BM |
### B1.3.3 Newsletters – WhatsApp Group for Board Members
TV to create a WhatsApp group chat for board members to facilitate real time communications with the board.

### B1.4.1 Membership Recruitment Programs
Most post-secondary institutes with recognized energy management programs have a desire to create student chapters. This provides a logical means to recruiting new members for the AEE and building awareness.

Other forms of engagement are reaching out to other professional organizations in the Metro Vancouver region such as CaGBC, ASHRAE and the BCxA.

### B1.5.1 New Business – Chapter Sponsorship
Feedback from other local AEE chapters stated that funding from CIET and local utilities is a great way to fund chapter operating costs.

TV to reach out to Mathieu Cote (CIET) and local utilities regarding chapter sponsorship.

### B1.5.2 New Business – Evolution of Local Chapter Website
The intent of the website was discussed. A website is not a mandatory requirement for local AEE chapters.

A website does provide a useful platform to convey news and advertise sponsorships, current job postings and other relevant industry information.

### B1.5.3 New Business – Graphic Designer and Web Designer
It would be beneficial to find a local AEE member who has graphic design and/or web design experience to develop an official chapter logo and optimize the website.

**Meeting adjourned at 7:34 pm.**