

Sample Energy Meeting Topics & Agenda

For more information, call **800.762.7077** or visit **focusonenergy.com**.

MEETING TOPICS

Prior to First Meeting

- Select team members with varying skills, perspective, and influence
- Contact your local energy provider—utilities can provide a variety of resources including load management, power quality improvements, rate options, and more
- Collect general data on gas and electric bill costs
- Schedule first meeting

Meeting #1 Agenda Items

- Identify group leaders
- Define mission
- Determine meeting frequency
- Discuss potential goals
- Discuss current projects/successes

Meeting #2 Agenda Items

- Agree on primary goals
- Determine additional data analysis needed
- Discuss benchmarking with your Focus on Energy representative
- Follow up on action items from last meeting

Meeting #3 Agenda Items

- Identify current issues
- Brainstorm additional opportunities

Meeting #4 Agenda Items

- Guest speaker presentation on criteria for what makes a good project (financial, etc.)
- Begin plan development/setting priorities

Meeting #5 Agenda Items

- Determine ways to include other staff members and encourage behavioral changes

Meeting #6 Agenda Items

- Review progress
- Celebrate successes
- Identify opportunities to optimize team efforts
- Set goals for next six meetings

Additional meeting topics to consider:

- Data center opportunities
- Renewable energy solutions
- Marketing opportunities – promote successes within and outside your facility
- Other resource savings opportunities – water, propane, steam, paper, etc.

SAMPLE AGENDA

Facilitator:

Attendees:

Focus Items

1. Energy-performance results
2. Progress reports
 - A. Lighting improvements
 - i. Exterior LED conversion
 - ii. Break room
 - B. HVAC improvements
 - C. Caulk windows outside of accounting area

Action Items

1. Upcoming initiatives
 - A. Develop comprehensive energy improvement plan
 - B. Walk through lunch room to inventory energy-consuming equipment

Follow-up Items/Other Business

1. Energy communications to staff
 - A. Heating season e-mail
 - B. Earth Day activities
2. Joe attended energy training event

Next Meeting

Date, time and location:

