Chapter Officers’ Call Notes
July 9, 2019

Welcome and Introductions

- Phil took roll for the Chapter officers in attendance:
  - Arizona Chapter: Kevin Brettmann
  - Colorado Chapter: Kevin Brettmann, Sean Convery, Alicia Pandimos Maurer
  - Emerald City Chapter: Burcin Moehring
  - Georgia Chapter: Juan Archila, Star Scott, Kelly Weisinger, Tony Ziegler
  - National Capital Chapter: Gary McKelvey, Dave Tash
  - New England Chapter: Ken Crooks, Michael Forth, Quentin Gilly, Arlen Li, Nora McCawley, Paul Tsang
  - North Carolina-Triangle Chapter: Mark Paskanik
  - Northern California Chapter: Alison Farmer, Louise McGinnis Barber
  - Philadelphia: Kevin Chriswell, Jamie Doran
  - Saint Louis Chapter (Upcoming): Erin Riley
  - San Diego County Chapter: Danny Wirdzek
  - Windy City Chapter: Adana Johns

Chapter Administration

Hannah Berman of ERG reviewed administrative reminders:

- Starting July 16, which is Hannah’s last day, Karoline Oldham (Karoline.Oldham@erg.com) will handle financial inquiries and requests for chapters. Officers are welcome to reach out to Kathleen Brady (Kathleen.Brady@erg.com) with other inquiries and requests.
- The next chapter officers’ meeting will be in person on October 20 at 6:00 p.m. at the 2019 Annual Conference in Denver, Colorado. Officers will network and socialize after, place TBD.
- I²SL has updated its website design and navigation. You can access the Chapter page or Member Portal, and please check your chapter's page/send any officer changes or other updates to karoline.oldham@erg.com.
- Chapters have now received the July I²SL membership report of current and expired local members. Officers noted receiving the report monthly is preferable; sending the reports quarterly would be acceptable, but officers would prefer nothing less frequent.
- Phil reminded officers about the Conference Extension at the University of Colorado (CU) Boulder, October 23-24, 2019. It is an opportunity for officers and conference attendees to sit down with CU staff, from researchers to procurement officers, and learn about CU’s collaborative approach to efficient, successful laboratories.

Chapter Event Online Payment Systems

- Many chapters use online payment systems, such as Square, PayPal, and Eventbrite. If officers had not done so already, please provide the username, password, and online payment system platform to karoline.oldham@erg.com. Chapters may also share the information with I²SL by phone at 703-841-5484.
• New chapters are no longer able to use PayPal, as the system only allows one chapter to have an account and there is already one chapter using the system. If you have any more questions, please feel free to reach out to Karoline Oldham at 703-841-0513.

Chapter Event Calendar

• The Chapter Event Google Calendar is now ready to use. I²SL can grant access to the I²SL chapter emails or specific chapter officers that want to post on the calendar. If a chapter would like access granted to a specific person, please email karoline.oldham@erg.com.

Laboratory Benchmarking Tool (LBT) Actionable Insights Module

• Siemens sponsored I²SL’s creation of the Actionable Insights module, which enables you to enter lab utility and other data to generate custom insights for the building performance improvements along with your benchmarked performance.
• Alison Farmer of the Northern California Chapter spoke about the module, which generates potential ideas to consider to improve energy performance, as well as to links to resources on the I²SL website, such as case studies. The tools is available on the LBT website and is free to use. The more users who enter their lab data, the better the tool will be!
• Dave Tash of the National Capital Chapter requested a recorded webinar or tutorial that chapters could use to share how to use the tool and the benefits of using the tool. Phil noted that I²SL is working to create a recording to help chapters with the tool.

New St. Louis Chapter Update

• Erin Riley shared suggestions for starting a chapter in St. Louis. There are 14 people on board, six of whom are from the same company. One of the challenges has been getting owners on board, particularly developing the contacts with owners. They are working to develop connections at the Washington University in St. Louis. If you have advice for attracting owners, please contact Erin at eriley@brplusa.com.

Emerald City Chapter Tour at the University of Washington

• Burcin Moehring, the Emerald City Chapter president, shared that the Seattle chapter has been collaborating with colleagues in Portland. The chapter recently hosted a tour of the University of Washington Life Sciences Building. Architects, engineers, contractors, and university employees all attended, and the event sold out. The university presented on how it works to serve the entire campus and community at large. The next event will be at Bellevue College.

Announcements

• The Philadelphia and San Diego County chapters have been rejuvenated. An India chapter has been created. An Australia chapter is expected within the year, and there is interest in Germany and Shanghai too.
• Adana Johns of the Windy City Chapter is creating a lab user manual working group.