

**Call to Order**

Mark Lowry (BBI COO) called the meeting to order at 12:05 p.m. PDT.

**Agenda**

Topic	Discussion Leader
Roll Call	Bonnie Gustavson
Approve Minutes of June 21, 2017, Meeting	Mark Lowry
Approve New Member Applications	Mark Lowry
Announcements: In-Person Meeting Save-the-Date	Mark Lowry
Charter Updates	Judy Johnson
WHPA Streamlining – Committee Review and the Future of Energy Efficiency Programs	Paul Thomas, SDG&E
New Business and Adjourn	Mark Lowry

**Roll Call – Attendance**

A quorum (eight or more) of the Executive Committee (EC) was present or represented by proxy.  
*To avoid repetition, the abbreviation for the name of the member organization will be used in the body of the minutes.*

Organization	First Name	Last Name	WHPA Category	P=Present
<b>Executive Committee</b>				
ACCA (Air Conditioning Contractors of America)	Don	Langston	Contractor Association	
AHRI (Air-Conditioning, Heating, and Refrigeration Institute)	Garrett	McGuire	HVAC Manufacturer Association	P
ASHRAE	Ron	Jarnagin (Co-Chair)	Engineering Society	
CEC (California Energy Commission)	Lea	Haro	Government (Other than CPUC)	P
CPUC (California Public Utilities Commission) Energy Division	Steve	Rickert	CPUC	P
HARDI (Heating, Airconditioning & Refrigeration Distributors International)	Talbot	Gee	Distributor Association	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
JCEEP (Joint Committee on Energy and Environmental Policy) Western States Council	Dave	Dias	Organized Labor	P
NCI (National Comfort Institute)	Dominick	Guarino	Educator, Trainer	P
PG&E (Pacific Gas and Electric Company)	Christian	Weber	California IOU	P
SCE (Southern California Edison)	Scott	Higa	California IOU	P
SDG&E (San Diego Gas & Electric)	Paul	Thomas (Co-Chair)	California IOU	P
SoCalGas (Southern California Gas Company)	Harvey	Bringas	California IOU	
UA (United Association)	Don	Tanaka	Organized Labor	P

Organization	First Name	Last Name	WHPA Category	P=Present
<b>Guests</b>				
PG&E (Pacific Gas and Electric Company)	Mark	Salavitch	California IOU	P
<b>Staff</b>				
BBI (Better Buildings, Inc. COO) (Facilitator)	Mark	Lowry	Energy Efficiency Program Consultant	P
BJGustavson Consulting (WebEx)	Bonnie	Gustavson	Other Stakeholder	P
Key SEO/Key Marketing Group (Scribe)	Judy	Johnson	Other Stakeholder	P
Opinion Dynamics (Goals)	Ellen	Steiner	Energy Efficiency Program Consultant	P

**Approve Minutes of June 21, 2017, Meeting** – posted on WHPA website

**MOTION** made by Paul Thomas (SDG&E) and seconded by Don Tanaka (UA) to approve the EC Meeting Minutes of June 21, 2017. All EC members present or represented by proxy voted in favor of passing the motion, except for Steve Rickert (CPUC) who abstained. Motion **CARRIED**.

**Approve New Member Applications**

- Building Media, Inc.:** Educator, Trainer Category; Craig Savage, Co-President (<https://www.buildingmedia.com>).  
**COMMENT** by Mark Lowry (BBI COO) – Craig Savage is already participating in the Compliance Online Permitting Working Group and has asked to join the WE&T Committee.
- Stone Energy Associates (SEA):** Energy Efficiency Program Consultant; Nehemiah Stone, Owner.  
**COMMENT** by Mark Lowry (BBI COO) – Nehemiah Stone recently joined the EBEE Committee by invitation of Chair Barbara Hernesman.

**MOTION** made by Don Tanaka (UA) and seconded by Dave Dias (JCEEP) to approve these two applications for membership. All EC members present or represented by proxy voted in favor of passing the motion, except for Steve Rickert (CPUC) and Paul Thomas (SDG&E) who abstained. Motion **CARRIED**.

**Announcements**

**ANNOUNCEMENT** by Mark Lowry (BBI COO) – The annual In-Person Meeting is confirmed for Pasadena at the same time as the IHACI Trade Show. WHPA In-Person Meeting dates will be all day Wednesday, November 1, and the morning of Thursday, November 2. The agenda is being formulated. Dave Dias (JCEEP) commented that he can only attend on Day #1, November 1.

**Charter Updates** – PPT posted on WHPA website

**PRESENTATION** by Judy Johnson (Staff) – Two proposed changes to the Charter were presented to meeting attendees for review and decisions. The two potential Charter changes were:

- One Registrant/Multiple WHPA Member Organizations:** Clarify the Membership Section of the Charter regarding an individual (registrant) who represents one Member organization in one Committee or Working Group and a different Member organization in another Committee or Working Group.
- Committee and Working Group Member Composition:** Change the rules regarding membership in Committees and Working Groups based on information from the August 17, 2016, Joint EC/COA/Chairs Meeting. This change would give Chairs the authority to re-set the rosters of their group on an occasional basis.

1. **One Registrant/Multiple WHPA Member Organizations**

The Charter is incomplete in providing rules for speaking and voting by individuals with two (or more) Member organization affiliations in the WHPA. Example – A person might be a member of a contractor association and also of a contracting company, each of which is a WHPA Member organization. Individuals currently can, and do, register with more than one Member organization and are noted as such on the WHPA website's member page.

**PROPOSAL** – Section 4 (Performance Alliance Membership) – Add a final paragraph as follows: *An individual may apply to the WHPA to be a Registrant in more than one Member organization. A Registrant (individual) may only represent a single Member organization within a single WHPA entity, such as a single Committee or Working Group, whether as a voting member or as a guest.*

There were no comments and no discussion following the presentation of #1. It was proposed by the presenter that voting be held after the second item is presented and discussed.

2. **Committee and Working Group Member Composition**

**BACKGROUND** – The August 17, 2016, Joint EC/COA/Chairs Meeting provided with background, survey, and recommendations to change the Charter to address issues of Committee and Working Group rosters. Following were the issues:

- Frequent absence of voting members
- Lack of authorization to re-set Committee and Working Group rosters
- Difficult to get anything passed by quorum/majority rule
- Too many people on a call to accomplish the work

The Charter has no provision for membership refresh of Committees and Working Groups. As a result, Committees and Working Groups tend to get larger over time. However, the Charter does have a provision to remove people from the Committees and Working Groups due to repeated absence.

**COMMENT** by Judy Johnson (Staff) – Yes. The Charter does have a review process for the EC if a member is removed. However, what the Chairs were asking for was to refresh the roster rather than to get rid of a trouble person/member. Eight of 11 Chairs surveyed last year asked for the authority to refresh the roster.

**COMMENT** by Dave Dias (JCEEP) – I agree. I don't think that if a Chair does not like somebody, that person can be kicked off.

**QUESTION** by Lea Haro (CEC) – Is there recourse in the Charter if a Chair is abusing power?

**ANSWER** by Judy Johnson (Staff) – The current Charter states that Committee and Working Group Chairs can be removed by the Co-Chairs of the Executive Committee. We have not had an issue to date of a Chair abusing power.

**QUESTION** by Dominick Guarino (NCI) – Would it make sense to have an appeal process?

**ANSWER** by Judy Johnson (Staff) – There is a process in the current Charter for a member organization or a registrant to appeal their removal to the Executive Committee (Charter Section 7.22).

**COMMENT** by Dave Dias (JCEEP) – If meetings are not set far enough in advance, then I might miss a meeting.

**COMMENT** by Judy Johnson (Staff) – If a member organization's registrant misses three in a row, that registrant could get someone else from his/her organization to attend as proxy or take his/her seat on the Committee or Working Group.

**COMMENT** by Mark Lowry (BBI COO) – There are people who attend meetings but do not substantively participate in the conversation. Yet a fair amount of administration is required to keep track of all the people who say they want to be on the Committee but do not participate.

**COMMENT** by Judy Johnson – The Chairs would like to have a more manageable/wieldy number of attendees and have an integrated input session. The Chairs want people who are contributing to developing work product. Especially when they are looking at the goals for the year, the refresh of a whole roster (rather than one person) allows the Chairs to define the organizations and participants who will contribute to the goals of the year.

**COMMENT** by Mark Salavitch (PG&E) – The survey results don't look like a burning issue per se. We should see if there is more needed.

**COMMENT** by Bonnie Gustavson (Staff) – The Staff does review attendance of each Committee and Working Group several times a year and communicates to the Chairs.

**COMMENT** by Dominick Guarino (NCI) – Should some parameters be set up as to the maximum voting members on a Committee? Then as it approaches the maximum number, it becomes more of a participating process on an ongoing basis.

**COMMENT** by Mark Lowry (BBI COO) – A key objective of the WHPA is information sharing. Some Chairs are selective about how members can join. If people who want to join are told “no,” it may color their view of the WHPA.

**COMMENT** by Ellen Steiner (Staff) – Some Committees currently opt to have voting panels, who are a set of members who earn the privilege of doing the voting. This is allowed by the Charter.

**ACTION** by Staff to put the proposed Charter changes on the August 16 Joint EC/COA/Chairs Meeting agenda. The Chairs in attendance can speak for themselves at that time.

### WHPA Streamlining – Committee Review and the Future of Energy Efficiency Programs

**PRESENTATION** by Paul Thomas (SDG&E), HVAC Strategy Lead for the California IOUs

**QUESTION** by Mark Salavitch (PG&E) – What is the date for SDG&E to take over statewide administration of the programs?

**COMMENT** by Mark Salavitch (PG&E) – Looking toward the future, it is very likely to happen even if we don't know timelines. The WHPA may have decreased influence to a third-party company contract company at that time.

**QUESTION** by Dominick Guarino (NCI) – As part of your role in HVAC, would WE&T fall into your role?

**QUESTION** by Ellen Steiner (Staff) – Is it correct that many of the HVAC programs will stay under the utilities in the new 60% under third parties?

**COMMENT** by Dave Dias (JCEEP) – It is a minimum of 60% under third parties.

**COMMENTS** by Mark Lowry (BBI COO) – I would caution equating what you see as current levels of disengagement since the beginning of this year and making hard conclusions about the cause and the effect. I would suggest that a fair amount of Committee and Working Group activity in the current year is very much a function of the unclarity of the future rather than a symptom of something that is dysfunctional. The other point I want to make, having been a part of the WHPA since 2009 as Staff and as also as an industry volunteer, is that when the utilities make clear specific direct asks of the industry stakeholders, the level of engagement tends to be very high. Lacking that, the Committees and Working Groups have developed goals and objectives; but when there have been specific (IOU) program asks, there have been engaged stakeholders providing feedback to those programs. The industry stakeholders are engaged as volunteers because they want to help.

**COMMENT** by Dave Dias (JCEEP) – What you are asking is, “Are we making strides for the money that is put into this and how much better can we be at it?” This is a great topic for the In-Person Meeting.

**COMMENT** by Scott Higa (SCE) – For folks who were not at the 2016 In-Person Meeting and/or in discussions during the second half of 2016, it is a progression of discussions on how to make the WHPA more effective. We had initially talked about having more focused Committee work—less start/stop—and more targeted effort with defined direction to get better engagement from membership.

**COMMENT** by Mark Lowry (BBI COO) – You might also ask the EC members who are not here. You might want to be sure you give everybody a change to weigh in before you draw a conclusion.

**COMMENT** by Dave Dias (JCEEP) – It is the ratepayers who fund the WHPA not IOU shareholders.

**New Business and Adjourn**

No other new business was presented.

The August Meeting is the Quarterly Joint EC/COA/Chairs Meeting by conference call on Wednesday, August 16, 2017, at 12 p.m. PDT.

The next Executive Committee Meeting is on September 20, 2017, at 12 p.m. PDT.

The meeting adjourned at 1:38 p.m. PDT.

*Notes by Judy Key Johnson*  
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