

DATE: Thursday, August 15th, 2024 – MEETING CANCELLED

ISCC OBJECTIVE + DESIRED OUTCOME: Collaboration on coordination and optimization of NEEA programs and related activities by (1) identifying and managing through potential implementation challenges between NEEA and local utility activities, and (2) identifying and seizing leveraging opportunities that can drive amplified market influence.

Purpose of Informational Packet: *Provide interim updates in lieu of meeting to ensure timely information is disseminated, committee members provide input on key items in advance of Q4 meeting and are aware of what to expect in Q4.*

Q3 Update:

- Q3 (August 15th) Regional Priority Topic *Efficient Fans 101 presentation moved to Q4 (November 6th)*
- Ad hoc topic for Q4: Utility discussion *Managing fluorescent baselines and related LLLC incentives*
- Please complete the feedback form listed in the email by October 1st, 2024

Q4 Tentative Agenda

Q4 Day 1 Meeting – 6 th November, Wednesday (12:30 pm to 4:00 pm)	
Regional Topic	Topic: Efficient Fans 101
Regional Roundtable Update	
Ad-Hoc Topic	Managing Fluorescent baselines and related LLLC incentives
Housekeeping	

Q4 Day 2 Meeting – 7 th November, Thursday (9:00 am to 12:00 pm)
Annual Planning Session

Please review memo on pg. 3 for updates on the annual planning session

Memorandum- *Agenda Items*

August 15, 2024

TO: Integrated Systems Coordinating Committee (ISCC)

FROM: Anouksha Gardner, Stakeholder Relations Manager

SUBJECT: **Packet Outline, Informational Updates and Additional Information**

MEETING PACKET APPROACH

This packet continues the “tiered” approach:

- Tier-1 memos for active agenda items
- Tier-2 memos for informational updates on items not currently requiring agenda time.
- Tier-3 materials provided as additional detail for those interested, accessible via links in the Tier 1 and Tier-2 memos. All other Tier 3 materials are listed below.

PACKET ITEMS

- Page 1: Meeting Agenda
- Page 2: Meeting Packet Informational Updated Meeting
- Page 3: Memo: 2025 Annual Planning Session
- Page 4: Memo: Charter Review Request
- Page 5-7: Coordinating Committee Charter
- Page 8-9: Memo: Coordinating Committee Assessment
- Pages 10: 2025 Draft Meeting Dates
- Page 11: Q4 2024 Hybrid Meeting Logistics
- Page 12: Leadership in Efficiency Awards
- Page 13: 2024 Integrated Systems Coordinating Committee Annual Workplan
- Page 14: Electric Portfolio, 2024 Flowchart

ADDITIONAL LINKS (Tier 3)

- Committee Materials (*meeting notes include links to recordings, packet, and slides*)
 - Q2 2024 ISCC [Meeting Notes](#), [Agenda Packet](#), and [Slides](#)
 - Q2 2024 PCC [Meeting Notes](#), [Agenda Packet](#), and [Slides Day 1 & Day 2](#)
 - 2024 Workplan: [Integrated Systems \(ISCC\)](#) | [Products \(PCC\)](#)
 - Charters: [RPAC](#), [ISCC](#), [PCC](#)
- [Q2 2024 Market Research and Evaluation Newsletter](#)
- [Q2 2024 Emerging Technology Newsletter](#)
- [Q2 2024 Codes, Standards and New Construction Newsletter](#)

Memorandum – *Informational* (Tier 2)

August 15, 2024

TO: Integrated Systems & Products Coordinating Committee Members

FROM: Anouksha Gardner and Alisyn Maggiora, Stakeholder Relations Team

SUBJECT: Nov 7 (ISCC) & Dec 4 (PCC) Annual Planning Sessions

Ask of You:

Review the details below so you are refreshed on the annual planning process and know what to expect heading into the Q4 meeting.

What to Expect:

The annual planning sessions to develop 2025 regional priority topics will take place on the second day of the Q4 2024 Coordinating Committee meetings. We will use the Mural board platform again to discuss and finalize topics. Committee Members will not need to familiarize themselves with Mural in advance, nor will they need to do any activities on the Mural board during the session. NEEA staff will capture the necessary details on the board. **Our ask is that you follow along, engage in brainstorming discussions and help align on final topics for the 2025 workplan. You are welcome to include any program/product subject matter experts from your organization in the sessions.**

Process:

Committee members will be sent a survey on the 7th of October to be due October 21st with topics for discussion in 2025. NEEA staff will pre-populate the mural board with the topic rankings and any additional topic ideas from the survey results. Each program will have allotted time for discussion, schedule coming soon. We will start with NEEA suggested topics based on the survey rankings and create space to discuss any additional suggested topics offered in the survey. We may follow up with committee members about additional suggested topics before the sessions.

Schedule will be sent with the Q4 agenda packet.

Please contact [Anouksha Gardner](#) if you have questions about the annual planning sessions.

Memorandum – *Charter Review*

August 15, 2024

TO: Integrated Systems & Products Coordinating Committee Members

FROM: Anouksha Gardner, Stakeholder Relations Manager

SUBJECT: Coordinating Committee Charter Review

Ask of You:

Please review the proposed “Universal Charter” for the Coordinating Committees on pg. 5 and provide feedback, if any, [by October 1](#).

Context:

You may recall we did a charter check-in in Q1 of this year. While NEEA committees do this annually, NEEA’s Board reviews all committee charters at the launch of a new business (funding) cycle or when major changes are warranted. NEEA’s next business cycle starts in 2025, so the board is starting its reviews in Q4 and we need the committee to review it first.

NOTE: To streamline materials, NEEA’s legal counsel consolidated the two coordinating committee charters into one because they were identical. Thus, it’s prudent to have your review on this revised universal charter before it goes to the board.

When you review the charter, you will notice several changes, these include:

1. Combining the Integrated Systems Coordinating Committee (ISCC) and Products Coordinating Committee (PCC) charters into one “universal” charter.
2. Streamlining / reorganizing content and grammatical adjustments to accommodate the combining effort noted above.
3. Small language tweaks or additions to better align with NEEA’s governing bylaws.

All changes made were done using the “track changes” review feature in Word so you can see what’s been edited. In cases where additions were made, NEEA’s legal counsel, Jim Underwood, made comments to describe the change and/or why (as indicated “[JU...]”).

Again, please provide any feedback you may have to [Anouksha Gardner](#) no later than Tuesday, October 1. This charter will then go to NEEA’s board for final review and approval at their Q4 board meeting.

COORDINATING COMMITTEES - UNIVERSAL CHARTER

Commented [JU1]: Consider use of one CC universal charter.

Coordinating Committees Purpose

The purpose of NEEA's the Coordinating Committees ("CCs") purpose is to support aAlliance¹ success by collaborating with NEEA staff on coordination and optimization of NEEA's programs and related activities, to identify and manage through potential implementation challenges between NEEA and local utility activities, and seize leveraging opportunities that can drive amplified market influence.

Commented [JU2]: Add footnote to define "alliance" per neea.org.

This coordination is a critical and complementary function to support the Regional Portfolio Advisory Committee's ("RPAC") role to advise on NEEA's portfolio composition and management, consistent with the goals and objectives of NEEA's then-current Business Plan and annual Operations Plan. As such, the CCs are considered RPAC subcommittees and shall report to RPAC.

Coordinating Committees Authority

Commented [JU3]: Recommend tie-in to Authority as done with other Charters.

CCs are authorized to take actions and make recommendations necessary to fulfill the Responsibilities pursuant to this Universal Charter applicable to all CCs as delegated by NEEA's Board of Directors ("Board") as provided by NEEA's Bylaws.

Coordinating Committees Responsibilities

CCs are authorized by the Board under this Charter to carry out the following Responsibilities:

1. To support effective performance of NEEA's programs and related activities, consistent with the goals and objectives of NEEA's annual Operations Plan, coordinate with NEEA staff to (a) identify and manage through instances of conflicting activities in common markets, and (b) identify and seize opportunities for leverage among alliance and local programs.
2. Share knowledge, expertise and resources with NEEA's staff and RPAC members to improve the design, delivery and results of regional programs and related activities.
3. Ensure information and outcomes from CCs are shared within CCs' member organizations, and coordinate with RPAC member as needed to support RPAC's role.
4. Provide a forum for information exchange within the region on market and program updates and developments, and opportunities for collaboration.
5. Committee members and NEEA share a commitment to communicate and coordinate as part of this Committee with the intent of operating with transparency and clarity.

Commented [JU4]: Suggest change from "no surprises" to "transparency and clarity" from prior Shared Commitment language below.

Commented [JU5]: Suggest change from "no surprises" to "transparency and clarity" from prior Shared Commitment language below.

Coordinating Committees Membership

Each RPAC member may appoint one (1) representative from each RPAC member's home his/her organization, with that representative he possess^{ing} sufficient expertise to fully inform alliance work, while serving on to serve on the CCs. Additionally, Bonneville Power Administration may appoint up to two (2) indirect NEEA funder representatives as that term is defined by NEEA's Bylaws to participate on the CCs for two-year terms.

Commented [JU6]: Tie-in "indirect" funder to base in Bylaws.

¹The Northwest Energy Efficiency Alliance (NEEA) is an alliance of more than 140 utilities and energy efficiency organizations working on behalf of more than 13 million energy consumers to increase the adoption of energy-efficient products, services and practices. To do this, the alliance identifies and removes market barriers to energy efficiency to drive permanent change throughout the supply chain. This formalized, lasting approach is known as Market Transformation.

Open Coordinating Committees Meetings and Closed Sessions

All CCs' meetings ~~are shall be~~ open to the public. With the exception of sensitive or confidential information not appropriate for public dissemination, CCs' meeting materials (including but not limited to meeting packets, slide presentations, and summary notes) ~~are will be~~ posted for public access. A closed session for part or all of any CCs' committee meeting(s) may be called at any time to discuss sensitive or confidential information, ~~including but not limited to such as~~ competitive or proprietary information that shall not be publicly shared. Any CCs' member may request a closed session.

Coordinating Committees Meeting Schedule

~~The~~ CCs ~~will~~ determine along with NEEA staff ~~the~~ appropriate CCs' meeting(s) cadence based on the specific coordination needs of CCseach CC.

Shared Commitment

~~CC members and NEEA staff share a commitment to robustly communicate within and among their respective organizations on the activities of this committee, in the spirit of collaboration and with the intent of operating with no surprises.~~

Commented [JU7]: Moved to Responsibilities for logical flow.

Charter Review Schedule:

RPAC ~~will~~ reviews CCs' Charters annually to confirm need and resource availability. NEEA's ~~The~~ Board ~~will~~ reviews this Charter during the first year of NEEA's then current ~~the~~ funding cycle, or at other times as needed as determined by the Board.

Reference Chart

<i>NEEA Governance/ Management/ Advisory Roles and Responsibilities</i>	
NEEA Board	<ul style="list-style-type: none">• All corporate governance and fiduciary duties, including ensuring the system of rules, practices and processes by which NEEA is directed to balance the interests of the alliance's stakeholders, to support the achievement of the organization's purpose• Strategic and Business Plan development and approval• Operations Plan and budget approval
NEEA Executive Director	<ul style="list-style-type: none">• Manage the business of NEEA according to Strategic, Business and Operations Plans, set forth by Board• Oversee business operations and staff
Regional Portfolio Advisory Committee ("RPAC")	<ul style="list-style-type: none">• Advise NEEA's Executive Director on portfolio performance and program advancement; "challenge flag" process; RPAC+ downstream marketing elections• Monitor developments from other advisory committees with regard to regional coordination, market progress, and emerging technology
Coordinating Committees ("CCs")	<ul style="list-style-type: none">• Collaborate with NEEA Staff and report to RPAC on coordination and optimization of NEEA programs and related activities, to identify and manage through potential implementation challenges between NEEA and local utility activities, and seize opportunities for amplified market influence
Cost-Effectiveness and Evaluation Advisory	<ul style="list-style-type: none">• Advise NEEA's Executive Director on methods, data sources and inputs for use in NEEA's cost-benefit analysis and energy savings reporting

Committee (“CEAC”)	<ul style="list-style-type: none"> Advise NEEA’s Executive Director on market research and evaluation methodologies
Regional Emerging Technology Advisory Committee (“RETAC”)	<ul style="list-style-type: none"> Advise NEEA’s Executive Director on NEEA’s work toward achieving its strategic pipeline goals Track and coordinate the progression of energy efficiency technologies to improve technology readiness and market adoption in the Northwest
Natural Gas Advisory Committee (“NGAC”)	<ul style="list-style-type: none"> Advise NEEA’s Executive Director on gas portfolio performance and program advancement; “challenge flag” process; RPAC+ downstream marketing elections Monitor developments from other advisory committees with regard to market progress and emerging technology
Work Groups	<ul style="list-style-type: none"> Formed by RPAC on an as-needed basis and staffed with as-needed expertise, for a limited term and specific purpose that is distinct from that of RPAC, the CCs, and other Advisory Committees or Work Groups

Review process:



HISTORY			
Source	Date	Action/Notes	Next Review Date
RPAC	November 13, 2019	Proposed Draft	Q1 2024
Governance Committee	TBD, by email	Recommended Board approval	Q2 2025
Executive Committee	TBD, by email	Recommended Board approval	Q2 2025
Board Decision	December 5, 2019	Board approval	Q2 2025

Commented [J18]: Jane, please move chart as in past redlines.

Memorandum – Tier 1 (Agenda Item)

August 15, 2024

TO: Integrated Systems Coordinating Committee (ISCC)

FROM: Alisyn Maggiora, Sr. Stakeholder Relations Manager

SUBJECT: NEEA’s 2024 Coordinating Committee Assessment & Proposed Changes

Ask of You:

Review the following proposed changes to the coordinating committees and provide any further input no later than October 1.

Background:

Since the 2019 streamlining effort that transitioned NEEA’s three sector advisory committees into two coordination committees, continuous improvement efforts continued year-over-year. Examples include shorter meetings (or breaking full day meetings into two half-days), simplified number of topics, and annual planning to co-create regional priority topics to increase value exchange.

As part of the 2024 Stakeholder Satisfaction Survey, respondents were asked to provide specific input on NEEA’s coordinating committees’ effectiveness, structure, and overall opportunities for improvement. These responses, along with one-on-one input from both committee members and NEEA program managers (who contribute to coordinating committees), shaped the scenario we propose to the committees for consideration and implementation in 2025.

Guiding Principles applied:

- **Convening emphasis over coordination** – not all NEEA market transformation programs have utility coordination points and therefore require a more customized approach in “air-time” with committees
- **Resource neutral**
- **Right people in the room** - Conference style, simultaneous breakout sessions where appropriate and subject matter experts contribute to deeper, more effective conversations.
- **No additional headcount to manage & less resource intensive** – decrease topic coordination workload (regional topics) for both committee members and NEEA staff
- **Flexible process** - Increase opportunities for ad-hoc topic needs built into annual workplan

Recommendation:

NEEA staff do not see a need for a wholesale revamp of the Coordinating Committees; however, there are proposed incremental improvements to the committee experience and overall value delivery related to meeting timing, length and materials. In Q2, NEEA staff proposed the following adjustments to coordinating committee members for feedback:

- Reducing meeting frequency from four to three meetings per year.
- Increasing flexibility within meeting agendas by adding more time for ad hoc topics, including those more broadly related to market trends or energy system needs.
- Ensuring at least one hybrid meeting each year for each committee.

- Discussing ways to streamline the packets.
- Officially adopting a sector-based structure for the coordinating committees (i.e., residential and commercial/ industrial) to better align with the organizational structure within utilities. Likewise, renaming the committees accordingly: Residential Coordinating Committee (RCC) and Commercial & Industrial Coordinating Committee (CICC).

All assigned committee members spanning both committees (33 representatives in total) have indicated their support of the proposed changes. A couple members did express preference to keep four meetings, however, were in support of scaling back to three if the majority were in favor, which is the case.

Timeline / Next Steps:

Time	Task
May/June	Discuss assessment insights and share proposed improvements with coordinating committees
June/July	Internal recommendation review/feedback; CC members discuss w/ Anouksha in 1:1s
August 22	Present proposal to RPAC for consultation and feedback
August/September	Share RPAC feedback; confirm final adjustments w/ coordinating committees
November/December	Share final proposed changes to implement in 2025 with RPAC

Please contact [Alisyn Maggiora](#) or [Anouksha Gardner](#) with any questions about this memo or the proposal.

Memorandum – Tier 1 (Agenda Item)

August 15, 2024

TO: Integrated Systems Coordinating Committee (ISCC)

FROM: Anouksha Gardner, Stakeholder Relations Manager

SUBJECT: Integrated Systems Coordinating Committee Draft Meeting Dates for 2025

Ask of You:

*Please review the proposed 2025 meeting dates below and flag any major organizational or industry conflicts **by Tuesday October 1st, 2024.***

Draft Meeting Dates for 2025

Tentative Dates for 3 Meetings

Q1 (two half-days)	Wednesday, February 26 th and Thursday, February 27 th
Q2 (one half-day)	Tuesday, May 13 th
Q3 – N/A	<i>No meeting (pending any concerns from RPAC with moving to a 3 meeting/year approach; otherwise, Tuesday August 19th)</i>
Q4 (two half-days)	Tuesday, November 4 th and Wednesday, November 5 th

Please reach out to [Anouksha Gardner](#) with any major conflicts or feedback regarding the tentative dates.

Memorandum – Tier 1 (Agenda Item)

August 15, 2024

TO: Integrated Systems Coordinating Committee (ISCC)
FROM: Anouksha Gardner, Stakeholder Relations Manager
SUBJECT: Q4 Hybrid Meeting Logistics

Q4 2024 HYBRID Meeting Logistics – Please join us in person!

Dates: Wednesday, November 6 | Thursday, November 7

Times: 12:30 pm to 4:30 pm | 9:00 am to 12 pm

Address: The Conference Center at Seattle-Tacoma International Airport | 17801 International Blvd, Seattle, WA 98158

Room: Seoul

The conference center is inside the airport, the entrance is at the south end of the building on the upper floor where one would go for “departures” / to check baggage before proceeding to security.

We'll be sending more detailed information closer to the meeting.

Note for in person attendees: Please bring your laptops!

- We've learned the hybrid environment is best served by having in-room folks join the virtual meeting to help create a more equitable/engaging experience for those online, especially if you'll be speaking (think Roundtable share-outs in particular).
- We'll have you mute your microphone and speakers, and I'll use the spotlighting tool with speakers in the room so folks online can track visually.
- Don't forget your charger, there are extension cords on the table

Memorandum – Tier 1 (Agenda Item)

August 15, 2024

TO: Integrated Systems Coordinating Committee (ISCC)

FROM: Anouksha Gardner, Stakeholder Relations Manager

SUBJECT: Announcements - Nominations Requested for 2024 Leadership in Energy Efficiency Awards

.....



Help us honor the innovators and collaborators driving energy efficiency across the Northwest and beyond. NEEA will recognize individuals and teams for their exemplary dedication and performance in the industry during lunch on the first day of the NEEA Annual Board Meeting on December 5.

Nominations can be made in the following categories:

- **Rising Star**
- **Innovative Collaboration**
- **Lifetime Achievement**

| © Copyright 2024 NEEA

Nominations

Aug 05
Through
Sept 13

Event

Dec 05



To nominate go to:
neea.org/leadershipawards

- Event Date: December 5th, 2024
- This is the 10-year anniversary of the awards!!
- [Nominations are now open](#) for the 2024 Leadership in Energy Efficiency Awards. The four award categories are as follows:
 - Rising Star - seeks to highlight an individual new on their energy efficiency journey who is bringing new energy and creative ideas to the industry.
 - Innovative Collaboration - seeks to highlight the unique ways in which the Northwest works together to drive energy efficiency.
 - Tom Eckman Lifetime Achievement - highlights an individual who has made long-term contributions to the progress of EE in the region.

2024 Annual Workplan

Snapshot of Regional Priority Topics

Q1 Meeting 29 th February, Thursday	Q2 Day 1 Meeting 22 nd May, Wednesday	Q2 Day 2 Meeting 23 rd May, Thursday	Q3 Meeting 15 th August, Thursday	Q4 Day 1 Meeting 6 th November, Wednesday	Q4 Day 2 Meeting 7 th November, Wednesday
COMM LIGHTING: Luminaire Level Lighting Controls Topic 1: Recent LLLC Market Research and Topic 2: Regional Utility Toolkit (NEEA Update category) 30-45 mins each placeholder	MOTOR-DRIVEN PRODUCTS: Pumps & Circulators (XMP) Topic: Pumps 101 45 to 60 mins	COMM LIGHTING: Luminaire Level Lighting Controls Topic: Takeaways from LLLC Projects and how to leverage these insights to bolster demand. At least 90 mins	MOTOR-DRIVEN PRODUCTS: Efficient Fans Topic: Introduction to Efficient Fans and Fans Energy Index 35 mins	COMM HVAC: High Performance HVAC , Very High Efficiency DOAS (VHE DOAS) Topic: High-Performance HVAC – TBD PM to check in with Stakeholders and have conversation about coordination and discuss successes or failures Time TBD	Annual Planning Session

