**Meeting Minutes 9/22/2014**

* Met with sponsor Jim and Dr. Faruque for biweekly meeting
* Jim talked to us about different possible ways to lower load along with drawbacks of each – many methods to replace outdated equipment might not be cost-effective
  + Biggest draw of load for buildings is HVAC - ~2/3 of cost
  + Can use light dimmers to cut up to 20% of power in certain timeframes
  + Can shut down cooling of vending machines at certain times without much of a reduction of drink temperature – must coordinate with vending machine company
  + Using variable speed fans for HVAC can cut power – at
* We also talked about a large part of energy reduction – knowing your audience
  + Must be able to communicate plan to group you want to help implement
  + A good plan with bad communication will be bad, a decent plan with good communication can be great
  + Communicating facets of power cost such as “peak load” could encourage faculty to reduce personal usage during these times, potentially resulting in huge power savings
* Jim also took us on a tour of the HVAC setup of the Shores building. We got to look at a couple of HVAC units in the building, and Jim showed us the I/O box for sensor equipment.
* We also discussed the upcoming needs analysis presentation with Dr. Faruque and Jim, clarifying the date