

STEP-UP Advisory Committee DRAFT Agenda

THIS IS A TENTATIVE AGENDA SUBJECT TO CHANGE.

Date: Friday, August 13, 2010

When: 9:00 AM – 10:30 AM

Where: University Park Town Hall, 6724 Baltimore Ave, University Park, MD 20782
Upstairs meeting room

DRAFT Agenda:

1. Welcome
2. Review, revision and approval of DRAFT Minutes from previous committee meeting.
3. Status update of Action Items from previous meeting (see summary on following page).
4. Review of the revised 90-Day Work Plan
 - a. Review status of DOE contract negotiations
 - b. Review status of Project Manager/Energy Coach hiring
 - c. How to bridge the gap between what needs to be accomplished before the Project Manager/ Energy Coach is in place
5. Confirm a preferred time / date for future meetings.
6. New business
 - a. Initial report back to UP Council
7. Adjournment

This Meeting is Open to the Public

Minuted Action Items From Previous Meeting

- a) **Action Item:** The Mayor will continue outreach efforts to Fred Werth and Herman Daly.
- b) **Action Item:** Ross suggested adding the line "or until the position is filled" to the end of the posting, to provide a degree of added flexibility to the hiring team. Len will do so and update the posting.
- c) **Action Item:** The Mayor will seek legal guidance on whether the posting needs to also be run in the PG Gazette or the Washington Post, to satisfy the requirement that it be posted in a "paper of record".
- d) **Action Item:** Ross agreed to work with the Mayor and set up a call with the individual in charge of the town web site. The following items were considered for inclusion on the temporary site, at minimum:
 - a. Copy of the STEP-UP! Proposal
 - b. Copy of the project slide deck used for the Council meeting of July 19th
 - c. Posting of Advisory Committee agendas and minutes
 - d. An executive summary of the project (note: one exists from the proposal)
 - e. Ability for people to post questions about the project and contact someone about the project
- e) **Action Item:** Sarah agreed to serve as the point of contact for the project's broader communication needs until the Project Manager/ Energy Coach comes on board. Communication issues that were identified include:
 - a. An initial draft of the overall strategic communications plan
 - b. Non-electronic outreach materials, including a print flyer and phone number for people to call in for more information
 - c. Perhaps a YouTube video (linked to the web site) explaining the project, using the Council slide deck as a guide
 - d. Blog (note: need to develop a policy of how to manage this)
- f) **Action Item:** Chuck to revise the DRAFT 90-Day Work Plan in time for the next meeting and for posting on the temporary project web site.

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