Chapter Officers’ Call Notes  
April 23, 2019

Welcome and Introductions

- Phil took roll for the Chapter officers in attendance:
  - Arizona Chapter: Anthony Benenati
  - Colorado Chapter: Kevin Brettmann, Victoria David, Anna Hoenmans, Shannon Horn, Joe Kimitch, Alicia Pandimos Maur, Kathy Ramirez-Aguilar
  - Emerald City Chapter: Kami Valentine
  - Georgia Chapter: Juan Archila, Allen Doyle, Star Scott
  - Heart of America Chapter: Jim Baldwin, Mark Snyder
  - National Capital Chapter: Adel Abumohor, Gary McKelvey, Dave Tash
  - New England Chapter: Dan Arons, Hilary Williams
  - Northern California Chapter: Alison Farmer, Kandice Lee, Louise McGinnis Barber
  - Saint Louis Chapter (Upcoming): Erin Riley
  - San Diego County Chapter: Dennis Shea, Danny Wirdzek
  - Windy City Chapter: Paul Beukema, Adana Johns

Chapter Administration

Hannah Berman of ERG reviewed administrative reminders:

- The annual accounting fees were charged in April; chapter presidents and treasurers should have received invoices from Karoline Oldham of ERG for 10 percent of revenue, or a minimum of $300. Some chapters were also invoiced for the annual accounting fee of $900.
- Treasurers were reminded of the address to use for credit cards when asked for a billing address: 744 Cave Hill Road, Luray VA 22835.
- Hannah reminded chapters to notify her at hannah.berman@erg.com before and following any events, especially those with sponsor funding that comes directly to I²SL, using the forms provided on the Chapter Resources Page. A Chapter Payment Form should accompany payments, and a Chapter Event Report Form should be sent as soon as possible after the event.
- She also encouraged officers to like/link to and share posts from I²SL’s various social media accounts:
  - Twitter
  - Facebook
  - LinkedIn
- The new Laboratory Benchmarking Tool (LBT) is available. Alison Farmer encouraged Chapter officers to use the tool and send feedback to lbt@i2sl.org. An Actionable Insights Module for the LBT, sponsored by Siemens, will be available at a later date. Sponsored by the Department of Energy (DOE), an automatic connection between the LBT and ENERGY STAR Portfolio Manager® to reduce data input effort will also be available in the future. Currently, there are 750 lab buildings, about 5 to 10 percent of lab buildings in the United States, in the database. I²SL will circulate a flier for Chapters to promote the LBT at their events once DOE approves it.
  - Phil noted that Alison has been nominated and accepted the position of secretary on the I²SL Board of Directors.
- Phi encouraged Chapter officers to register to exhibit at the 2019 I²SL Annual Conference.
• Phil described the Conference Extension at the University of Colorado-Boulder (CU Boulder). The extension day will focus on how the university supports collaboration and partnership on campus to benefit efficient and sustainable laboratories.

Group Membership

• I²SL offers institutional group membership to government agencies, nonprofits, and academic institutions. For $600, group membership provides all the benefits of individual membership for every employee of the campus that joins. Phil noted, group membership is by campus, not by institution.
• Kathy Ramirez-Aguilar of CU Boulder shared how group membership is a cost-effective way to make more campus members aware and take advantage of I²SL resources. For example, many campus members viewed the March High-Tech Talks webinar by Sheenah Mische, “Maximizing Shared Research Resources for Sustainability,” and the campus will also hold a screening of the recording. With the 2019 conference in Colorado, the campus can take advantage of the membership discount on conference registration.
• Star Scott said the University of Georgia (UGA) uses its group membership benefits as a carrot for researchers to join the Green Labs Program on campus. Group membership benefits are also made available to the engineers and facility managers on the UGA campus.

Training

• A number of full and half-day trainings can be given by Chapters to increase engagement and funds for Chapters. If interested in holding a course, officers should reach out to I²SL HQ for materials and more information.
• UGA is considering a 3Flow training by Tom Smith in the Atlanta area. I²SL has no issue with Chapters promoting trainings by a for-profit organization.
• Colorado and Heart of America education days have been highly successful ways to raise awareness and funding for the Chapters.

Lab Resiliency Student Design Competition

• Hilary Williams of the New England Chapter provided an update on the Lab Resiliency Student Design Competition. The competition tagline is “Laboratory Resiliency: More than just water.” Participants choose a city around the world to base their building in, identify resilience design aspects that are relevant to the area, and determine ways to mitigate risks. It is open to current college students and recent graduates in New England. The expected deadline to enter is mid-May and the expected announcement of the winner is June 14. The first prize will be a trip to the 2019 I²SL Conference.
• In the future, it was suggested, professors could work the competition into their curriculum and encourage students to participate if given enough lead time.

Q & A

• The Georgia Chapter is wondering how to handle narrowing down “lunch and learn” offers from private companies to avoid conflict of interests and to select offers fairly. Kevin Brettmann of the Colorado Chapter suggested that Chapters ask these companies to sponsor an event or offer a tour. Alicia Pandimos Maurer (Colorado Chapter) and Dave Tash (National Capital Chapter)
mentioned their Chapters plan after-work activities, as those are more amenable to participants’ schedules.

- If anyone did not receive the Chapter officer emails or agenda please email Hannah (Hannah.Berman@erg.com) or check to ensure your contact information is up-to-date.

- Chapters interested in talking directly to one another may find officers’ emails on the Chapter pages. I²SL will consider alternative ways to consolidate and disseminate the information to help Chapters share resources and successful events. For example, the National Capital Chapter has had speakers come from the Philadelphia Chapter to present.

- Alicia Pandimos Maurer (Colorado Chapter) is interested in creating a shared I²SL calendar where Chapters can post events. I²SL HQ will look into this and provide an update on the next Chapter officers’ call. In the meantime, upcoming and past events are displayed on individual Chapter pages.