

## Minutes of the I<sup>2</sup>SL Benchmarking Working Group conference call held 27 Feb 2015

Attendees: Alison Farmer, Allison Paradise, Craig Wray, Phil Wirdzek, Dan Doyle, Joe Pustai, Michelle Ruda, David Cohen, Paul Mathew, Vikram Sami, Brad Cochran, Dave Rausch

1. Alison gave an overview of the meeting agenda.
2. The group reviewed the latest draft of the benchmarking survey, which had been worked on since the last call by a subgroup of the working group (Phil, Joe, Dan, Vikram, and Alison) and was reviewed by Allison and Paul. Alison will incorporate the final few suggestions made during the call.
3. Vikram volunteered to enter the survey questions into Survey Monkey. Alison will forward Vikram the latest Word file and I<sup>2</sup>SL's login information. Vikram agreed to prepare the survey by next Wednesday (4 March).
4. The survey will be sent to members of the group for a test drive before its full release. All group members should test and comment. Test will be released by March 6; public release is targeted for ~March 13.
5. The group discussed possible avenues for distribution of the survey. I<sup>2</sup>SL will distribute the survey via its list of ~8,000 contacts. Additionally, all group members will reach out to their personal networks to secure as many responses as possible. Allison gave some stats on survey responses based on her experiences – a few percent is to be expected from mass mailings. It's very important that we target as many people as possible to get a useful response. Personal connections are also very valuable.
6. The group will also contact other organizations with lists:
  - a. ASHRAE – Craig will investigate putting an announcement in the eIndustry newsletter
  - b. R&D Magazine or lab design newsletter – Dan
  - c. I<sup>2</sup>SL's sister organizations in Canada, Europe, UK – Phil
  - d. I<sup>2</sup>SL regional chapters – Phil
  - e. BOMA – who has a contact?
  - f. I<sup>2</sup>SL board members (industry partners) – Phil
  - g. Phoenix Controls customer list – Dave Rausch
  - h. AIA – who has a contact?
  - i. Utility companies – Dan, Alison, Phil
  - j. DOE utility user group or BBA – Craig (Andy Mitchell)Group members identified above should start reaching out to organizations now to inquire about using their distribution lists. Please let Alison know what you discover so we can keep track of who's been contacted.
7. Target attendees at upcoming conferences. Tradeline has three upcoming conferences (April and May, in Scottsdale and St Petersburg) – Phil to reach out to organizers.
8. I<sup>2</sup>SL will offer a few 1-year memberships as an incentive for survey participation. Suggest 13 May as date for drawing (official close of survey – can keep open longer if needed).
9. Craig volunteered to help with data analysis once the results are in.
10. Alison has set up a gmail address for the working group, to be used for survey communications: [i2sl.bmwg@gmail.com](mailto:i2sl.bmwg@gmail.com)
11. The group discussed possible sessions for September's Annual Conference. Alison proposed an in-person working group meeting plus a regular conference content session. Session could consist of a presentation on history and usage of the tool and some regression analysis (Craig suggested that he could present Paul's ACEEE paper if Paul will not be at the conference); then a presentation on the survey results (Alison); and then an open discussion about follow-on work. This should be a good way to engage industry partners who might be in a position to sponsor the group's activities. We'll work on abstract submission after the survey is released.
12. The group reviewed the draft intro blurb for the survey. Alison to distribute the Word file to the group after the call. Further work on intro blurb required – to be tailored to distribution lists.
13. Next call will be in approximately one month. There will be a good deal of email communication in the meantime. Participation of all group members is required!
14. Thanks to Michelle for providing her notes from the call!

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