

## I<sup>2</sup>SL Benchmarking Working Group conference call 3/25/2015: Meeting Minutes

Attendees: Alison Farmer, Brad Cochran, Craig Wray, Dave Rausch, David Cohen, Dan Doyle, Vikram Sami (partial), Phil Wirdzek, David Landman

- 1) Alison took attendance and gave an overview of the agenda (appended to these minutes).
- 2) Alison gave an overview of the survey results so far. We've reached about 115 people so far, mostly consultants and design professionals. We should continue to reach out to these groups but also try to reach more owners, occupants, and utilities. A target of 300 total responses seems reasonable.
- 3) The group discussed efforts to reach out to various lists. The following is a list of specific follow-up items:
  - a. Dan: check in with Julie on contact with publications that received our press release a few weeks ago; reach out to Practice Greenhealth and ComEd, and to Windy City chapter.
  - b. Dave R: send reminder to Phoenix user list; reach out to engineers list; add survey to agenda for March 26 New England chapter meeting; talk to Pam Greenley about EH&S contacts.
  - c. Craig: send information on survey to ASHRAE contact, who has agreed to pass along information to the chair of TC9.10. No distribution via wider ASHRAE lists because the topic is thought not to have enough general appeal.
  - d. Phil: send reminders to the chapters and to board members and other lists.
- 4) A potential-response harvesting method is to arrange for a laptop (with the survey webpage loaded) to be at chapter events so attendees can complete the survey.
- 5) Alison reported on her efforts to obtain survey responses. As well as leaning on personal contacts (which has at least a 50% success rate), she posted an announcement to LinkedIn and has arranged for an interview about the survey to appear in the forthcoming Aircuity monthly newsletter.
- 6) The group discussed whether overlap in personal contacts might prove counterproductive. We'll hold off on any solution to this until we get any word of irritation. For list announcements, we're not worried about notifying people more than once.
- 7) Phil asked whether we might be able to reach out directly to Labs21 tool users. Craig indicated that using the database for this purpose might be difficult for privacy reasons. He'll check with Paul.
- 8) Alison and Craig provided an update on the planned benchmarking session at September's Annual Conference. Craig and Alison are submitting abstracts this week.
- 9) The entire group is encouraged to reach out to as many potential respondents as possible. The more survey responses we can obtain, the better an idea we'll have of the community's needs so we can plan the best tool revision.
- 10) The next group call will be in approximately 1 month.

Alison Farmer  
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26 March 2015

## I<sup>2</sup>SL Benchmarking Working Group Conference Call

**Date and Time:** Wednesday 24 March 2015, 12pm-1pm EDT

**Call-in/sign-in info:**

- Webmeeting: <https://global.gotomeeting.com/join/670088693>
- Call-in line: +1 (571) 317-3112. Access Code: 670-088-693

**Expected attendees:** benchmarking working group members

**Purpose of meeting:** update on survey responses; develop action plan for securing more responses.

**Agenda:**

Item #	Description	Presenter	Time	Expected Product/Outcome
1	Roll call	Alison	2 min	Attendee list
2	Survey update	Alison	10 min	
3	Survey distribution update: mailing lists	Phil, Dan (not present), Dave R, Vikram, Craig	10 min	Action items
4	Survey distribution update: personal networks	All	10 min	Action items for those with networks
5	I <sup>2</sup> SL annual conference session update	Alison and Craig	5 min	-
6	Review of action items; date of next call	Alison	5 min	Action items!