Minutes

Rooftop Solar Challenge II: Go SOLAR – Florida

Organizational Teleconference 954-357-5481

November 22, 2013 8:30 – 10:00 am

1. Roll Call

|  |  |
| --- | --- |
| Personally attended Kay Sommers, Broward CountyJeff Halsey, Broward CountyDan O’Linn, Broward CountyMatt Anderson, Broward CountyKen Dobies, Broward CountySean Sammon, Broward CountyAndrea Bousquet, Broward CountyCharvella Campbell, Broward CountyJuan A. Gomez, Broward County | Attended Via WebcastKathleen Weeden, City of VeniceTim Boldig, Orange CountyDiane Mitsova, FAUKaren Butterworth, City of VeniceBoris Sursky, Miami-Dade CountyMike Roberts, Monroe CountyHolly Banner, Alachua CountyTonya Fletcher, Broward CountySteven Barkaszi, FSECRhonda Haag, Monroe CountyRenee Parker, Orange CountyColleen Kettles, FSECSusannah Trones, Miami-Dade County |

1. Jeff Halsey spoke about the Go SOLAR Florida Web Partner work site (<https://go.broward.org/sites/pollutionprevention/gosolar>). Some participants don’t have access so the invitation will be sent out again. This is where the partners will document their work. It includes these folders in the Libraries Section:
	1. Administration
		1. Partner contracts
		2. Go SOLAR Florida letterhead
		3. Partner Information Form
	2. DOE
		1. Presentations
		2. Quarterly Reports
	3. Financial with Folders for each partner
	4. Marketing
	5. Sandbox
2. Jeff reviewed the Go SOLAR – Florida Public Web Site at [www.gosolarflorida.org](http://www.gosolarflorida.org) with the team. He acknowledged minor errors which will be corrected and encourage team members to send any suggested changes or additions to Kay Sommers at ksommers@broward.org
3. Status of contracts was next up and Jeff asked participants to start working on getting their contract signed. They can find their contract on the partner web site. Broward County’s contract is scheduled to go before our commission on December 10. Our goal is to have all partner contracts signed by 12/31/13.
4. Kay Sommers created a Partner Information Form which is a keyboard enterable pdf. She asked all participants to complete it and return to her as soon as possible (ksommers@broward.org). This will help ensure that all partners are represented. It asks for contacts in the following areas: Key Contact, Building Official, Information Technology, Historic Preservation, Planning & Zoning, Tree Preservation, Sustainability Coordinator, and Marketing or Public Information Officer.
5. The time sheets are not posted on the partner web site yet. We still need to make them keyboard enterable, both in MS Word and Adobe Acrobat. They will be sent to all partners next week. Participants are strongly encouraged to track all time spent on the grant, even before the contract is signed.
6. Jeff outlined his thoughts on creating a Project Charter to delineate our general overall goals and mission. It will indicate what we are going to do as a team. We will begin by creating a checklist where each participant can indicate which items they plan to do with an option to add anything unique. Jeff will review each partner’s portion of the charter, then travel to visit you personally the first or second week of December. This goes hand in hand with the Partner Information Form listed in item 5 above. Jeff needs this completed form prior to his site visit and he requested that you invite the following representatives to the site visit with Jeff:
	1. Zoning
	2. IT
	3. Building Officials
	4. Tree Preservation
	5. Historical Buildings
	6. Planning & Zoning
	7. Permitting
	8. Marketing/Public Information Officer

Jeff’s goal is to have the final charter completed by December 31, 2013. Boris expressed a concern about the rushed timeframe, especially considering the approaching holidays, but Jeff explained that the Charter should not be too technical or detailed, simply provide clarity on the project.

1. Upcoming events were briefly discussed
	1. Broward City participants will be meeting in December.
	2. Maribel Feliciano from BC will conduct a Planning and Zoning kickoff meeting in January to discuss issues such as historical buildings, and their potential impact on creating a model ordinance. You are invited to join us via webcast.
	3. A vendor/contractor meeting will be held in BC in January to seek their input on improving our system.
2. Participants were encouraged to save the date for Second Annual Go SOLAR & Renewable Energy Fest on June 6 &7, 2014. They were asked to consider issuing a press release announcing the Fest, sending out a call for speakers for experts in their area, to encourage sponsors and exhibitors and of course, to plan on attend themselves.
3. There were no questions. Jeff said to expect calls from BC staff to arrange for Jeff’s site visit in December and to schedule the January Planning and Zoning Kickoff meeting with Maribel.