# Minutes

Go SOLAR Florida Team Leaders Update Meeting

June 25, 2015

Broward County Government Center West, PLCP Room 1303A

**Attendees:**

* Kay Sommers, Project Manager
* Michael Huneke, Plans and Permitting
* Andrea Bousquet
* Ken Dobies
* Scott Strauss (by phone)
* Sean Sammon (by phone)

**Team Leader Status Reports**

1. Third Annual Go SOLAR & Renewable Energy Fest – Kay shared details on the next fest. It will be from Oct 8-10, 2015 set up on the 8th, 10-6 on Fri, 10-4 on Sat. It will be held at BC Convention Center 1st floor, exhibit hall B which will allow vehicles inside the air conditioned space (cost for Convention Center will be approx. $15,000) Already received a commitment from Glenn Wiltshire for free parking from Port Everglades. This year there will be more focus on the exhibitors and less on the conference and speakers. The budget – grant $20,000 + program income $25,200 + PRTF $10,000 = $55,200. Advantage Marketing already created, waiting to get approval from Margaret Stapleton. Since commission is on vacation, we are hoping we can get it approved before August.
2. Kay reviewed the new SOPO and schedule. Several tasks are due by quarter 8 which ends on October 31, 2015. A new continuation report will be due then.
3. Scott talked about outreach and marketing. He is waiting for articles to create a newsletter. Kay volunteered to provide two articles on the continuation of the grant and on the Third Annual Go SOLAR & Renewable Energy Fest. Scott also discussed the sandbox website. It is important that we have the BC website ready for when the plans machine is ready. Ken will send out all the sandbox pages for review. In three weeks, we will meet about the sandbox and lay out its architecture on a long table or wall. Scott will also get with Ken to discuss setting up the Third Annual Go SOLAR & Renewable Energy Fest website ASAP.
4. Michael updated the team on progress towards the plans machine and how to get Andrea involved in adding logos and links to both the Go SOLAR Florida website and to the Broward sites. A discussion about whether we want to have a separate solar web site or to link to the entire building and permitting website led to the need to meet with Jeff to discuss. After that, another meeting with Andrea and potentially Lenny will needed. After that, Andrea will need to get her supervisor involved so that he can prioritize this work on her list of tasks.
5. The Third Annual Go SOLAR & Renewable Energy Fest access data base was discussed. Sean was tasked with researching the best way to export the database to excel to give to Orange and Alachua Counties. We want them to contact the businesses in our database and encourage them to attend the fest as sponsors or exhibitors. We also want them to contact other local businesses that are not in our database. The key is to be able to keep track of who they contact and what the results are so that we don’t duplicate their efforts yet still ensure that everyone on our database is contacted.

**Action Items**

1. Kay will provide Scott with two articles for the next Go SOLAR Florida newsletter about the continuation of the grant and about Third Annual Go SOLAR & Renewable Energy Fest.
2. Kay will set up a meeting with Jeff and Michael to discuss whether we want to separate the solar permit from all other permits on the new website. After that, meet with Andrea and possibly Lenny to get their buy in. After that, share plan with Andrea’s supervisor to get his buy-in to prioritize this work on Andrea’s schedule.
3. Ken will send the Go SOLAR Florida sandbox to Michael to review and mark up. Later we will meet to place pages on a wall to determine website architecture. Do not want the BC website to delay implementation of new plans machine once it is ready.
4. Sean will research the Go SOLAR Florida Access database to determine how best to share it with Orange and Alachua Counties. We want them to solicit businesses in their areas for Third Annual Go SOLAR & Renewable Energy Fest exhibitors and sponsors. We also want to be able to keep track of their progress/
5. Ken suggested satellite Fests in Orange and Alachua to enable businesses in their area to participate without driving long distances to Broward. Perhaps use Skype.
6. Sean will come up with a name for his idea to have Exhibitors showcase their products or services. This would take the place of speakers and allow exhibitors an opportunity to demonstrate how their products work.

Next Meeting will be held in July 8, 2015 at 2 PM in Room PLCP 1303A. Join by phone at 954-320-0685.