



## ASSOCIATION OF ENERGY ENGINEERS

### CHAPTER MEETINGS

- ❖ Searching for and selecting a meeting location
- ❖ Topics for your AEE monthly meetings
- ❖ Progression of meeting
- ❖ Call to order
- ❖ Meeting Agenda

Any contractual matters between Chapter and a second party for meetings, sponsorships, etc., should never include any reference to the Association of Energy Engineers through logo or name. The Chapter name shall be used in all contractual matters.

### SEARCHING FOR AND SELECTING A MEETING LOCATION

The **location** should be easy for members to travel to and from work. Hotels, Universities, and/or Utilities Headquarters make good meeting locations. Good coordination is required to run the meeting properly. You will need from time to time to request audio visual equipment. All of these special needs should be requested as soon as you become aware that you will require them for your meeting.

You should also schedule a deadline as to when you give the meeting host a head count for meal preparation.

If possible, monthly meetings should be held on the same day of the week each month as well as the same time and location. This **consistency** makes it easier for members to mark their calendars.

Above all, remember that your members will continue to attend meetings if the atmosphere is acceptable for doing so. If they do not like the location, you may see a decline in attendance. Periodically **ask members** if the location is suitable.

**Parking** should be free and plentiful if possible.

### TOPICS FOR YOUR AEE MONTHLY MEETING

There are many topics that can be presented at AEE monthly meetings.

#### TECHNOLOGIES

Energy efficiency and energy management

Renewable, green and alternative energy

The impact of climate change

Cogeneration and distributed generation  
Smart grid and electric metering innovations  
Integrated building automation & energy management  
Lighting efficiency  
HVAC systems and controls  
Thermal storage and load management  
Boilers and combustion controls  
Solar and fuel cell technologies  
Applications specific to federal energy management programs  
Energy project financing success strategies and incentives

### **LOCAL CHAPTER CORPORATE SPONSORS**

Corporations from time to time will have new products that they may like to introduce at a Chapter meeting.

### **TOURS**

Local cogeneration sites, utility power plants, natural gas power plants, manufacturing plants.

### **LOCAL PUBLIC UTILITY COMMISSIONS**

Competition in the electric and gas industries, proposed rule making, recent legislation.

### **JOINT MEETINGS**

Consider holding a joint monthly meeting with ASHRAE, AFE, ASME or IEEE when the topic would be interesting to both organizations.

### **LOCAL ISSUES**

Municipal benchmarking, sustainable building design, new building energy codes, financing and incentives, renewable energy targets and mandates

### **CORPORATE SPONSOR NIGHT**

Consider one monthly meeting to include a show consisting of all of your Chapter's Corporate Sponsors. Provide a table or booth for them to exhibit their wares.

## **SPEAKERS**

We now have an available a Speakers Referral List to assist Chapter officers in the selection of speakers for their meetings. To be on this list, a speaker must be referred by a Chapter officer or an officer of AEE and must agree to have his name published. Many are available to travel anywhere in the United States and require no compensation. Those who are limited to certain geographical areas and/or require payment are clearly designated. For a copy of this list, please contact Ruth Whitlock at [whit@aeecenter.org](mailto:whit@aeecenter.org).

## **PROGRESSION OF MEETING**

The following is an example of how a typical AEE monthly meeting would progress:

### **BOARD MEETING**

The Chapter Management should meet before the meeting / social hour to discuss any changes to that day's meeting as well as any discuss any pertinent topics pertaining to the Chapter. Topics such as the Treasurer's report, current status on upcoming meetings, AEE awards and scholarship programs are typically discussed.

### **SOCIAL HOUR**

A main ingredient to the monthly meeting will be the meet-and-greet section of the meeting. When possible, schedule an hour to let members circulate and network among themselves. Networking is of the greatest importance at your monthly AEE meeting. Name tags will enhance this process.

### **DINNER/LUNCH**

If your meeting is going to include a meal function you will need a method to collect monies. Typically, a table set up in front of the entrance to the meeting presentation will serve well. You should be prepared to give receipts to each of the paying attendees, as well as record the name and company name of all those who attend your meeting. Have attendees sign in as "member" or "non-member." This list should serve as a tool for your membership chair to use in his/her periodic solicitation of AEE and local dues. This is also a good time to encourage members and corporate members for donations to the Foundation of the Association of Energy Engineers.

### **PRESENTATION**

The presentation should typically last 45 minutes to an hour, with 15 minutes for questions and conclusion.

## **CHAPTER MEETING AGENDA**

The meeting process for ordinary societies needs to be conducted to meet the objectives of the organization:

- 1) Expedite business.
- 2) Maintain order.
- 3) Insure justice and equality for all.
- 4) Accomplish the objectives for which the group is organized.

All meetings must start on time.

The agenda is to be prepared prior to the meeting to assure that time is not wasted.

### **ORDER OF BUSINESS**

- 1) Call to order
- 2) Reading of the minutes
- 3) Reports of officers
- 4) Reports of board and Chapter committees
- 5) Special orders
- 6) Unfinished business

- 7) New business
- 8) Program
- 9) Adjournment

At a routine meeting, items 1,2,6,7,8 should suffice.

Plan each meeting with care and try to keep meeting short and productive.