

**Draft Minutes**  
**Department of Energy/NASULGC Project #2 Conference Call**

June 7, 2004

**Attendees**

Jim Fischer, Dick Wootton, Joe Wysocki, Ed Pollock, George James, Ron Brown, Joe Konrade, Mark Ginsburg, Mike Mills

**Goals**

1. In each of the 6 DOE regions, demonstrate and test the delivery of a selected DOE technology through the Land-Grant outreach system.
2. Provide feedback to DOE regarding the potential utility of "Building America Builders' Best Practices Manuals" series.
3. In the Western region, test outreach delivery of geothermal materials (conference call scheduled for Tuesday, June 8).

**Notes**

1. Dick Wootton reviewed for the group the proposed activities to accomplish 1 and 2 above, which is to invite one representative from one state in each of the 6 DOE regions. The DOE regions and states are: 1 – New York, 2 – Delaware, 3 – Florida, 4 – Minnesota, 5 – Louisiana, and 6 – Alaska. The consensus was that these six states are appropriate. Dick will notify representatives in these six states that they have been accepted.
2. Details for a meeting were discussed and agreed to. The meeting will be scheduled for July 7 and 8 at the NASULGC offices in Washington, DC. The meeting will begin at 9:30 a.m. on Wednesday and adjourn at noon on Thursday. Lunch will be provided by NASULGC. Probable attendees include the six state representatives, Dick Wootton, Joe Wysocki, Ed Pollock, George James, Joe Konrade, Mark Ginsburg, Ron Brown, and Jim Fischer.
3. A workshop agenda will be drafted by Dick Wootton, George James, Joe Wysocki, Ed Pollock, and Ron Brown, with Dick taking the lead. Dick will convene this group by phone at 2:30 or 3 pm, Tuesday, June 8. The agenda will include an overview of the DOE Building Science training for builders, selection of topic (possibly moisture control) to demonstrate and test, determination of outreach strategies and materials, timeline and expectations, documentation and reporting, etc. In addition, there will be a review/discussion of the "Building America Builders' Best Practices for Hot and Humid Climates" (focusing on face and context validity, not content validity) with the intent of providing feedback to DOE regarding utility. Dick will provide mailing addresses and phone numbers and Ed or George will send a copy of the materials to each of the 6 representatives. This workshop may be followed with teleconference/video conference to ensure that SEOs and REOs are appropriately involved.
4. Funding for Project #2 will be available through NASULGC by mid-July.