

I²SL Benchmarking Working Group conference call 1/20/2015: Meeting Minutes

Attendees: Alison Farmer, Brad Cochran, Craig Wray, Joe Pustai, Paul Mathew, Allison Paradise, Dan Doyle, Vikram Sami, Phil Wirdzek, David Landman

- 1) Alison took attendance and gave an overview of the agenda (appended to these minutes).
- 2) Several group members will be attending the ASHRAE conference in Chicago later this week and will report back on any relevant presentations or discussions. Dave Rausch (not present on today's call) will inquire further as to the availability of research funds for any proposed benchmarking projects. Craig emphasized that research proposals will of course need to identify a specific project for funding.
- 3) Phil reported no luck with corporate funding of research efforts.
- 4) Paul will reconnect with Erica about a potential collaborative project regarding updated regression analysis of the benchmarking tool data.
- 5) The next Sustainable Laboratory Times newsletter will be issued in mid-February and will include a short write-up on the working group and mention of the planned survey (or a link to the survey if it has been launched already). Phil will draft the newsletter write-up and circulate to group members for editing.
- 6) Alison will send group documents to Shannon at ERG to allow setup of the working group's page on the I²SL website.
- 7) Paul confirmed that a public survey was not previously employed to gain insight on tool uses and needs.
- 8) The group made suggestions on enhancements to the draft survey questions. Several attendees suggested separate tracks for different types of respondent. Follow-up questions were also suggested, to obtain reasons for stated answers (via further branched SurveyMonkey questions or via follow-up interviews with willing participants).
- 9) A subgroup of volunteers was established to take a more detailed look at the survey questions and provide detailed feedback. The group includes Dan, Vikram, Joe, Phil, and Alison. Allison and Paul will provide additional review. Alison will contact the four other subgroup members to schedule a call for a couple of weeks' time. In the meantime, subgroup members should review the draft survey questions, identify misleading questions, and consider additional questions to ask the community.
- 10) There was general consensus that as currently written, the survey questions are close to being ready for distribution. The survey will be issued by the end of February. There is no reason for delay. In addition to the mass I²SL mailing, all group members will push the survey to their networks.
- 11) Phil will provide access to I²SL's SurveyMonkey account to allow preparation of the survey.
- 12) Survey results will be analyzed by a subgroup of the benchmarking working group.
- 13) Alison suggested various options for benchmarking sessions at the Annual Conference. In addition to a working group meeting, the conference could include a "roundtable" or "symposium" session, or perhaps a content session with several presentations. Phil agreed that a benchmarking session would be valuable. The topic will be discussed again during our next conference call (prior to the abstract deadline in March).
- 14) The next whole-group call will be held during the week of February 23rd. Closer to that time, Alison will issue a Doodle poll for scheduling.

Alison Farmer
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20 Jan 2015

I²SL Benchmarking Working Group Conference Call

Date and time: Tuesday 20 January 2015, 3pm-4pm EST

Call-in info: Call-in number: (605) 562-0020 Meeting ID: 636-071-648	Webmeeting info: https://global.gotomeeting.com/join/276104381
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Expected attendees: benchmarking working group members

Purpose of meeting: follow-up on action items from previous call. Review of survey blurb and questions. Initiate planning for I2SL conference.

Preparation for the call: please review the draft benchmarking survey and blurb for distribution at:
https://docs.google.com/document/d/1M7fkv_kpiqsFwfdYGxwu_vmASwrVVUxU1InmaqXHexk/edit?usp=sharing

Agenda:

Item #	Description	Presenter	Time	Expected product/outcome
1	Roll call	Alison	2 min	Attendee list
2	Overview of purpose, agenda, and format of meeting	Alison	5 min	-
3	Progress reports on potential research funding	Dave R (not present) / Phil	5 min	-
4	Progress report on potential LBNL/CMU collaboration on regression analysis	Erica / Paul	5 min	-
5	Group review of benchmarking survey blurb and questions; discuss timing and venue for issuing survey	Group	20 min	Draft final survey questions and write-up
6	Discussion of possible I ² SL Annual Conference content sessions	Alison	10 min	Ideas for abstract submission
7	Review of action items; date of next call	Alison	5 min	Action items