

**HVAC Action Plan Stakeholder Meeting**  
 March 30th 2011 (10:00 a.m.-3:30 p.m.)  
 CPUC Auditorium  
 San Francisco, CA

**Objective:** To receive stakeholder input on draft HVAC Action Plan key elements

**Meeting Goals**

- Review timelines and key actions to achieve milestones
- Discuss progress to date, implementation recommendations, success factors
- Identify potential HVAC champions (individuals and organizations)

**Agenda**

<b>Time</b>	<b>Topic</b>	<b>Expected Outcome</b>
10:00 a.m.-10:20 a.m.	<b>Introductions</b> <ul style="list-style-type: none"> <li>- Brief introductions of attendees</li> <li>- Review meeting objectives, agenda</li> <li>- Workshop structure, “ground rules”</li> </ul>	<ul style="list-style-type: none"> <li>- Enhanced efficiency</li> <li>- Define success and meeting guidelines</li> </ul>
10:20 a.m.-10:45 a.m.	<b>The HVAC Action Plan</b> <ul style="list-style-type: none"> <li>- Review Strategic Plan</li> <li>- The development of action plans</li> <li>- Role of stakeholders, including WHPA</li> </ul>	<ul style="list-style-type: none"> <li>- Understand role of action plans</li> <li>- Understand role of stakeholders</li> </ul>
10:45 a.m.-11:30 p.m.	<b>Goal 1</b> <ul style="list-style-type: none"> <li>- Report on progress to date</li> <li>- Review draft actions and timelines</li> <li>- Discuss stakeholder recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Share progress to date</li> <li>- Vet HVAC AP actions, timelines</li> </ul>
11:30 a.m.-12:15 p.m.	<b>Goal 2</b> <ul style="list-style-type: none"> <li>- Report on progress to date</li> <li>- Review draft actions and timelines</li> <li>- Discuss stakeholder recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Share progress to date</li> <li>- Vet HVAC AP actions, timelines</li> </ul>
12:15 p.m.- 1:00 p.m.	<b>Lunch Break</b>	
1:00 p.m.-1:45 p.m.	<b>Goal 3</b> <ul style="list-style-type: none"> <li>- Report on progress to date</li> <li>- Review draft actions and timelines</li> <li>- Discuss stakeholder recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Share progress to date</li> <li>- Vet HVAC AP actions, timelines</li> </ul>
1:45 p.m.-2:30 p.m.	<b>Goal 4</b> <ul style="list-style-type: none"> <li>- Report on progress to date</li> <li>- Review draft actions and timelines</li> <li>- Discuss stakeholder recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Share progress to date</li> <li>- Vet HVAC AP actions, timelines</li> </ul>
2:30 p.m.-3:15 p.m.	<b>“Cross cutting” comments</b> <ul style="list-style-type: none"> <li>- Discuss critical success factors</li> <li>- Discuss highest-leverage target groups</li> <li>- Identify other key areas for input (e.g., resources, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Provide opportunity for additional comment</li> </ul>
3:15 p.m.-3: 30 p.m.	<b>Wrap-Up</b>	<ul style="list-style-type: none"> <li>- Identify key takeaways, next steps</li> </ul>

