

To: Members of Greenbelt Community Solar

From: Robert Kessel

Date: December 2, 2011 (revised December 6, 2011)

Subject: **Minutes and Actions for the November 22, 2011** GCS meeting

Attendance: Steve Skolnik (chair), Frank Gervasi, Shalom Fisher, Steve Lindner, John Mason, Jerry Bonnell, Lore Rosenthal, and Bob Kessel (absent: Dale Barish)

Minutes

1. The minutes from the 10/20/11 meeting had been approved defacto prior to the meeting. The sense of the committee is that we should return to having the minutes reviewed before conversion to .pdf and posting to the GCS web site.
2. Lore Rosenthal reported on the email distribution lists. There are now three distribution lists available from gmail: 1) a subscriber list that sends email to just the 34 GCS subscribers, 2) a distribution list that sends email to all 82 interested people, 3) a management list that sends email to the 9 management committee members.
3. Report from Steve Skolnik on the estimated future expenses and income spread sheet. Steven has revised the spread sheet to adjust for changes such as the decision to use American-made panels in the system. A further revision is needed to account for change from 245 Watt panels to 240 Watt panels. Motion by Lore Rosenthal with Steve Skolnik seconding to: 1) freeze the spread sheet once Steve has completed the next update, 2) distribute to the management committee for review, and 3) distribute the spread sheet as a .pdf to all GCS subscribers with a short cover email. Motion passed unanimously.
4. Report from Frank Gervasi and John Mason on Astrum's progress:
 - a. The visit to the Astrum office when well. The place is a basic small company's working office.
 - b. The panel size had to change from 245 Watts to 240 Watts to fit the ballasted flat-roof racking system.
 - c. The Maryland Solar grant proposal has been filed. It may be a while before that grant comes in, but Astrum expects we should get it. The Maryland Solar grant proposal was the last of the non-P.G.-County filings need for the project.
 - d. The array installation starts December 19th and should take a few days.
 - e. Astrum has yet to pull the P.G.-County building and electrical permits. This made several of the management committee members nervous, particularly given the time of year. Astrum also seemed to believe they needed to pull the Greenbelt City permits first, which is opposite the committee members' experience. John Mason will follow up the Joe Rice (Astrum's project manager) about securing the permits.
 - f. The electrical system at Greenbelt Baptist Church has turned out to be rather convenient. There is an external sub-panel associated with the air-conditioning that Astrum can use as

tie-in point to deliver the array's electrical output. There will only be a few short (a minute or two) interruptions in GBC's power.

- g. John Mason has met with GBC to provide bi-weekly project status three times so far. He'll continue to do so until the completion.
5. Treasurer's report from Jerry Bonnell.
- a. All but the last two subscribers' checks are in the bank.
 - b. The bank statement balances.
 - c. Jerry now has web-banking turned on. As long as GCS has a 5k\$ balance there is no charge.
 - d. Richard Simonen would like to meet with the management committee (or a subset) next week. He needs to install copies of QuickBooks on the designated management committee members' computers, ingest the subscriber information, get the web-banking access working on his own computers, and order checks that will work with QuickBooks.
6. There was a somewhat lengthy discussion of who does the billing. The options are one of the management committee members or Richard Simonen. Motion by Lore Rosenthal with (I don't have who in my notes) seconding to give Jerry Bonnell and Steve Skolnik authority to decide the billing question during their meeting with Rich should it seem appropriate. Motion passed unanimously. In a related matter, the question of whether GBC could accept electronic billing and provide electronic payment came up. John Mason will check with GBC. Finally, independent of who does the billing, we decided to align GCS billing cycle with PEPCO.
7. Short discussion of the status of insurance.
- a. Jerry Bonnell will send a check to cover the first year's premium for the liability policy to Business Insurance Solutions. Given the near term installation date, we decided to have the policy go into force immediately. We also decide to waive the terrorism coverage.
 - b. John Mason has the check for the property insurance rider and will pass it along to GBC.
8. There was a short discussion of a caption for the installation contract signing at Astrum which we will submit to the News Review.
9. In news from UPCS, David Brosch is continuing his efforts on solar solar garden legislation. UPCS is still searching for a second host site.
10. Started discussion of what form and what date of a commission party after the array goes into production. Late January or early February seemed to reasonable, but the specifics were tabled until a future meeting.
11. Next management committee meeting is Tuesday December 6th at 7:30 pm at my house (7105 Mathew Street).

Actions

1. Steve Skolnik to revise the estimated future expenses and income spread sheet to currently known conditions and distribute to the management committee for review.
2. All other members of the management committee to review Steve Skolnik's spread sheet and send comments/corrections/suggestions. Promptness in attending to the task is important.
3. Steve Skolnik to draft a cover email for the revised estimated future expenses and income spread sheet. Dale Barish or Lore Rosenthal will send the revised spread sheet after approval and cover email to subscribers only.
4. John Mason to prod Astrum about the P.G. County and Greenbelt city permits.
5. Jerry Bonnell and Steve Skolnik to arrange a meeting with Richard Simonen during the week of November 28th.
6. John Mason will check with GBC about whether they can accept electronic billing and provide electronic payment.
7. John Mason to find out the payment specifics for the property rider and send the information to Jerry Bonnell.
8. Jerry Bonnell to send the premium payment for the liability policy and John Mason to get policy rider to GBC.
9. Lore Rosenthal to send the photograph on the installation contract signing at Astrum with caption to the News Review.
10. John Mason to check with GBC about taking part in some form of commissioning party when the array goes into production.