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UTILITY BILLING DATA ACCESSIBILITY WORKING GROUP

Meeting Minutes

Date: March 6, 2015

Time: 1:30 pm, CST

Via Teleconference Call

Present:

Bob Hawkesworth (Co-Chair)

David Arkell

Gabrielle Dilorio

Alison Cutler

Julie Kee

Tom Brown

John Pooley

John Lennartz

Jason Allen

Tyson Nicholas (on behalf of Michael Wenzlaff, BC Hydro)

Item 1.1 Meeting minutes from last meeting

- Accepted

Item 1.2 - David Arkell- Update on action items for coming weeks

- Need to start drafting white paper
- Need to speak to experts in each area addressed as a potential solution
- Need to give members a heads up on meeting content earlier
 - Saif not speaking today due to labour issues at UNBC- he will speak/join in on future meetings
 - Tyson: suggestion that we look at London Hydro for Green Button expertise
 - Kubra- will look at mapping process of how bills are developed by billing agent, (perhaps BC Hydro can have some input on this too?)

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- Experts need to be lined up and announced ahead of time.
- 3 subject areas are lined up- any others needed?
 - Consultant input that customers should be looking at
 - Call with Samuel, Simcoe, Wood Buffalo to review items, get input
 - Dave to identify parties for subsequent meetings
- Bob- We must be mindful that group members were not recruited for an indefinite time frame.

Item 1.3 John Pooley, Presentation on EDI

- Presentation and an E-handbook were emailed out to members prior to meeting, the handbook will have more information and details than John will cover in this presentation, it is worth a look afterwards.
- John delivers presentation (see presentation for details)
- Comment that we need to track down someone in the UIG- Utility Industry Group- to comment on EDI
- Utility EDI is most active in USA
- Comments on scale- smaller to medium size users/customers would not want to go the route of EDI
- BC Hydro uses paperless billing, but in PDF format (not EDI).

Item 1.4 Alison Cutler, overview of Kubra focus/ recommendations for action

- Look at two timeframes of activity- while white paper is being worked on, and after its release
- During writing (Phase 1)
 - gather participation from outside of group in order to gain expertise

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- Raise awareness for adoption of the outcome (recommendation) of the white paper, promote what we're talking about and when
 - Make linkedIn group public
 - Members start dialogue/post comments in LinkedIn Group
 - ID contacts through these means to provide value to group
 - We need experts to draft short blogs on area of expertise (400 words or less) & send to Alison & Lisa to post in a timely manner
- Alison will send out action items to group
 - If members could send ideas for contacts to invite to group in the next week, that would be helpful

Item 1.4 New Business, Comments on action items from prev. week

Dave will be scheduling meetings with Samuel, Simcoe, Wood Buffalo to discuss items mentioned earlier in the meeting

Jason- commented that SWOT analysis looks thorough, nothing to add in his mind, happy going forward with what we have.

Dave will follow up with Tyson re: London Hydro contacts to speak to in regards to green button

The meeting was adjourned.

Action List

	Action	By Whom	Deadline	Completed
1.	Start drafting white paper	360 Energy	End March	
2.	Arrange call with Samuel, Wood Buffalo, Simcoe to get perspectives	360 Energy	March 20	
3.	Dave to ID experts to speak at subsequent meetings	360 Energy	March 20	
4.	Contacts for LinkedIn invites	All members	March 20	
5.	Comment/post in LinkedIn group	All members	March 20	
6.	Draft short blog an area of expertise	All experts	March 20	
7.	Dave and Tyson to talk about London Hydro contacts, discuss Green Button			

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