

SEPA + Clean Energy Works Partnership

Inclusive Utility Investment Task Force Reference Guide

Welcome to SEPA's Inclusive Utility Investment Task Force! We want to take this opportunity to provide some additional information, in order to make the best use of our time.

Meeting Logistics

SEPA will be using the **Zoom** platform to facilitate this Task Force. (If you're unfamiliar with Zoom, please see instructions regarding Zoom on p. 3.)

Course Web Link:

<https://sepapower-org.zoom.us/j/96369535378?pwd=S0Y3Q0VTUVI3dnZCVGluQ3FPb0pnUT09>

Please join the meeting from your computer, tablet or smartphone.

Dial-in: +1 301 715 8592 US | **Meeting ID:** 963 6953 5378 | **Passcode:** 043338 | **OneTouch:** 3017158592,,96369535378#,,,*043338# US

Find your local number: <https://sepapower-org.zoom.us/j/96369535378?pwd=S0Y3Q0VTUVI3dnZCVGluQ3FPb0pnUT09>

Meet Your Facilitators & Subject-Matter Experts

Rusty Haynes, *Manager, Research & Industry Strategy, SEPA - Facilitator*

Rusty joined SEPA as manager of research and industry strategy in 2020. He serves as staff lead for SEPA's Customer Programs Working Group, is a primary contributor to SEPA's Utility Transformation Challenge and SEPA's Utility Carbon-Reduction Tracker, and coordinates responses to SEPA members' research requests, among other project work.

Sarah LeBarron, *Senior Associate, Engagement, SEPA - Facilitator*

Sarah joined SEPA in January 2022 as an Engagement Associate. She supports SEPA's technical Working Groups, Online Learning and Executive Engagement programs through project management and outreach. Prior to joining SEPA, Sarah served as an international arbitration and litigation paralegal at Foley Hoag LLP, where she worked on investor-state renewable energy disputes.

Cathy Davison, *Chief Financial Officer, Roanoke Electric Cooperative - Task Force Co-Chair*

Cathy Davison has a diverse background in executive management, economic development, finance and human resources including 20 plus years in local and regional government prior to retiring to start a second career with Roanoke Cooperative in October 2018. Cathy currently serves as Roanoke's Chief Financial Officer after serving as Roanoke's VP of Finance and Accounting, and VP of Corporate Services.

Nick Bafaloukos, Director, Customer Solutions, ComEd - Task Force Co-Chair

Nick Bafaloukos joined ComEd in 2017, and during his tenure has overseen a large span of the utility's customer-facing programs. His current responsibilities include oversight of the Business & Customer Support organization, which includes the Energy Efficiency Service Provider (EESP) Incubator program. Nick has an MBA from the University of Chicago, as well as a bachelor of science degree in engineering and mathematics from the University of Illinois at Urbana-Champaign.

Participation Rules

1. Respectfully Share Ideas
 - a. Everyone is welcome to share, and all discussions will take place in a constructive and respectful manner.
 - b. Questions are welcome.
 - c. Speakers should avoid talking over one another or dominating the conversation.
 - d. When not talking, please mute yourself.
2. Chatham House Rule
 - a. We want to encourage open sharing by focus group members.
3. By participating in this focus group, you agree that you won't quote or attribute anything outside of the group without the specific permission of that person.
 - a. We cannot resolve all issues during a meeting, and sometimes interesting ideas arise that go beyond the meeting scope. With this in mind, we have "ELMO" - Everyone, Let's Move On. Anyone can call ELMO, and everyone should understand that ELMO is not meant to be a criticism or taken personally. ELMO is simply a tool to keep the discussion on track, in the interest of time.
4. Parking Lot
 - a. Topics that we want to keep track of, but that are not within the scope of the meeting, will be logged in the meeting notes and put in the "parking lot" for future discussion or consideration.

Zoom Start Guide

Below we've included a few things you need to know before joining your first Zoom online meeting. You can also reference Zoom's [start guide](#) for help.

1. You're invited to Zoom

- You will receive the link and log-in details via email and they are also available on the calendar appointment.
- The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio.
- You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet.

2. Be prepared

- If you don't already have the software, you can join the meeting from the link provided via your web browser.

3. Join the meeting

- Click your online meeting link, or go to zoom.us/join and enter the Meeting ID & Meeting Passcode.

4. Talk and listen

- Select whether to join with computer audio or via phone call.
- If you'd like to use the dial-in option, call in using the telephone number and access code shown. Enter the audio PIN provided.
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option.

5. Interact

- You should click **Mute** when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to dial *6 to set your phone on mute. Dial *6 again to unmute yourself.
- To share your webcam, click the **Start Video** button on the Control Panel.
- Pause and resume your webcam by clicking on the video icon on your Control Panel.
- The **Chat** feature is also available to communicate with the group or individual attendees.

6. Leave the meeting

- When you're ready to leave a meeting, click the red **Leave** button at the bottom of the meeting window (You'll be prompted to confirm that you want to leave).

Participant Engagement Support

Please reach out to us if you have any questions via ✉ WorkingGroups@sepapower.org