



**World Energy Cities Partnership  
2017 Annual General Meeting  
Officers Committee Meeting Minutes  
Nova Scotia College of Art & Design – 13:30 – 15:30**

---

**Member Cities Present:**

**Yasa Ratnayake - Aberdeen, UK**

**Lora Wei - Daqing, China**

**Tom Nielsen - Esbjerg, Denmark**

Karsten Rieder - Esbjerg, Denmark

Thomas Reil - Esbjerg, Denmark

**Nancy Phillips - Halifax, Canada**

Clara Heroux Rhymes - Halifax, Canada

**Željka Momirović - Houston, USA**

**Azwan Shakur - Kuala Lumpur, Malaysia**

Sulaiman bin Mohamed - Kuala Lumpur, Malaysia

**Daniel High - Perth, Australia**

**Elizabeth Lawrence - St John's, Canada**

**Kristin Reitan Husebø - Stavanger, Norway**

May Endresen - Stavanger, Norway

**Luis Arcadio Gutiérrez León - Villahermosa, Mexico**

**Vijitha Bollineni - Treasurer**

**Matthew Shailer - General Secretariat**

Thomas Pommier - General Secretariat

**I. Welcome and Call to Order – Nancy Phillips, Halifax**

Ms. Nancy Phillips called the meeting to order at 14:00.

**II. Minutes**

Ms. Nancy Phillips introduced the “2017 WM - Officers Committee Meeting Minutes” for approval.

Mr. Daniel High asked to clarify the last paragraph of the Education Committee section. He advised the exchange was in fact between an incubator in Houston and an incubator in Perth.

All approved the minutes as amended.

**III. Strategy – Nancy Phillips, Halifax**

Ms. Nancy Phillips thanked everyone for flying in early and for their active participation in the strategy session on Sunday, October 1, 2017. She advised that next steps would be for the consultants to summarize all outcomes and decisions. A timeline will be set for feedback and approvals of the draft strategic plan via email.

**IV. Committee Reports**

**a. Economic Development Committee – Kristin Husebø, Stavanger**

Ms. Kristin Husebø expressed the following points:

- The committee will continue to align with the overall objectives of the organization, to enhance economic partnerships. The b2b pilot program that took place during the Halifax AGM was a good first step. In the future, the committee will strive to continue and improve the b2b component.
- The country economic profiles completed by Halifax were very thorough and helpful.

- The committee will look at how to add more value into the Houston Networking Reception during the Offshore Technology Conference (OTC). She noted the reception is already booked for 2018.
- A presentation about the Massachusetts Institute of Technology Regional Entrepreneurship Acceleration Program (MIT REAP) was shared with the officers.

Ms. Husebø noted the following action items:

- Halifax will share the methodology and lessons learned from the b2b program with the next AGM host.
- Each city will be responsible for uploading their city specific economic profiles on the WECP website and for keeping their respective country and city economic profiles up-to-date.
- Each city that brings business delegates to Houston for OTC will submit their companies contacts and information to be shared within the membership. Ms. Elizabeth Lawrence will share a template, and the Secretariat will compile and distribute.
- Stavanger will share their MIT REAP presentation with the membership. Both Halifax and Stavanger will continue to share insights from their experience and best practices.

**b. Education Committee – Daniel High, Perth**

Mr. Daniel High expressed the following points:

- Due to the nature of academic institutions, collaboration projects take longer to produce outcomes. He recommended identifying areas in the startup space that may be of mutual benefit. With startups being more nimble than universities, this may be an area of future development for the organization.
- Mr. High also explained that Cape Town has a renewable energy training facility which is currently under-utilized and could be of interest to other cities.

Mr. High noted the following action items:

- Cities will be responsible to ensure education directories are kept up-to-date.
- The Secretariat will have further conversations with Cape Town regarding the training facility to identify and assess potential opportunities for collaboration.
- The committee agreed that the innovation space should be a priority area included in the strategic plan. This would include exploring landing pad opportunities in each city, examining case studies, leveraging the directories and the execution of MoUs.
- Kuala Lumpur will create a directory of their local innovation assets and share with the group. This could be a future project for all cities to complete.

**c. Communications Committee – Thomas Reil, Esbjerg**

Mr. Thomas Reil noted the following items:

- The website is currently updated with all the city profiles and upcoming energy events.
- As host city of the AGM, Halifax has prepared several press releases that will be shared with all the cities to send to their local media.
- The recent success story relating to an MoU between startup incubators in Perth and Houston is now published on the website.

- Given the results of the social media report, more consistent social media strategy will be required to maintain engagement between bi-annual gatherings.
- Aberdeen hosted a WECP breakfast at Offshore Europe.

Mr. Reil highlighted the following action items:

- The committee will create a WECP promotional boilerplate to be published on the websites of all Member Cities.
- The committee will explore the potential to have an intern dedicated to managing the online presence of the WECP.
- The committee will explore a strategy around showcasing the WECP by having Mayors in Member Cities host events during large energy conferences and gatherings.
- After the strategic plan is approved, the committee will develop a communications strategy to align with the overarching goals and objectives of the organization.

d. **Membership Committee – Thomas Pommier, Secretariat**

Mr. Thomas Pommier noted that the report card indicates that some cities have lost good standing in the organization, either for lack of attendance at meetings or failure to pay membership fees.

- Doha, Luanda and Rio de Janeiro have until the end of the calendar year to show a firm commitment to re-engage with the Partnership.
- The Secretariat is working with Luanda regarding financial challenges.

Mr. Pommier also reiterated the process for applicant cities:

- Observing cities, Barranquilla and Yenagoa, will present their business case for application at the board meeting. There will be no vote or discussion.

Mr. Pommier noted the following action items:

- Votes for the application of new member cities will be made via email with the timeline of one month from October 4th on whether to invite them to participate in the May Working Meeting.
- Aberdeen and Stavanger will help reconnect with Doha and Rio de Janeiro, respectively.

e. **AGM Committee – Azwan Shakur, Kuala Lumpur**

Mr. Azwan Shakur explained as potential host of the next AGM:

- The Kuala Lumpur delegation will give an overview of the city and summary of the draft program for the 2018 AGM. The dates proposed are October 15 -19, 2018, coinciding with the International Greentech & Eco Products Exhibition & Conference Malaysia (IGEM), and the theme will revolve around power and collaboration for a sustainable future.

f. **Finance Committee – Thomas Pommier, Secretariat**

Mr. Thomas Pommier presented the *“Unaudited Financial Statements for the Third Quarter Ended September 30, 2017 and Forecast to December 31, 2017”* and the *“Unaudited Budget for the Year Ending December 31, 2018”* and noted the following:

- Forecasted receivables of \$32,000 are not expected to be recovered due to projected lapsed memberships.

Ms. Kristin Husebø suggested the surplus be used as contingency towards projects.

Mr. Daniel High recommended considering a succession planning allocation to support the transition to a professional Executive Director.

Mr. Pommier noted the following action items:

- The Economic Development Committee will put together a budget for the b2b matchmaking initiative.
- The Finance Committee will come back with a recommendation on what is appropriate surplus to have on reserve.

g. **Environment – Thomas Pommier, Halifax**

Mr. Thomas Pommier reported that Perth provided a presentation about its sustainability dashboard.

Mr. Pommier noted the following action items:

- The Secretariat will work with Perth to determine the best way to format the presentation for online sharing.

**V. Meeting Adjourned**