Welcome, Introductions, and Announcements
Don Frey called the meeting to order at 9:30 and welcomed the group. Attendees introduced themselves, and made brief announcements.

Phil Welker announced that the International Council for Enhanced Building Operations (ICEBO) has asked the CCC for an endorsement of their 2007 conference to be held in California. The Advisory Council discussed the opportunity and recommended that the CCC endorse the conference under the following agreement:

- ICEBO places CCC on the conference agenda to present two sessions (one on the CCC and one on California’s Green Buildings Initiative)
- ICEBO sends a representative to give a presentation to the CCC at an upcoming Advisory Council meeting.

The Board of Directors will be asked to approve this recommendation.

CCC Project Updates
Kristin Heinemeier gave updates on the following CCC projects:
- Verification of Savings
• Toolkit and Market Research
  Action Item:
  o Project team is looking for members to participate in small Technical Advisory Groups. Project team is also seeking leads on building owners/managers in the office building and healthcare sectors who may be available for interviews regarding messaging strategies for each sector. Contact Kristin Heinemeier to volunteer or provider recommendations (kheinemeier@peci.org).

• Diagnostics Training Proposal

• Green California Summit, March 13-14, 2007
  The group brainstormed ways the CCC might get involved in this conference
  Action Item:
  o Staff to follow up with conference planners to determine how the CCC can be represented

• Commissioning Guideline Distribution
  Action Items:
  o Staff to research cost to reproduce the guides on credit card-sized CDs
  o Staff to send quantities of guides and flyers to Don Frey and Dan Burgoyne to distribute at GreenBuild

• Program Brochure for Owners

**GBI Roadmap Report**
The CCC will author a report entitled, “Roadmap to Achieving the Commissioning Goals of the Green Building Initiative.” Kristin Heinemeier gave an update on the status of this project and asked for feedback from the Advisory Council on the accomplishments and recommendations to be included in each subsection of the report.

**Insurance Incentives for Retrocommissioning**
Steve Bushnell, Product Director for Fireman’s Fund Insurance Company presented information on Fireman’s Fund Green Commercial Insurance Coverage and took questions from the group.

**CCC Proposed Amendments to Acceptance Testing Requirements in Title 24**
Mark Hydeman presented an overview of the CCC’s work on proposed revisions to acceptance testing requirements in Title 24. This presentation will be posted on the CCC website.


**Future Discussion Topic: Standardized Measures**
Reinhard Seidl proposed this topic to be considered for discussion at a future CCC meeting. Questions and discussion from the group confirmed there is enough interest in the subject to address it at an upcoming meeting.

  Action Item:
Staff will seek guidance from individual Advisory Council members and include this topic, or related topic(s) for a future CCC meeting.

Wrap – Up
Don Frey thanked PG&E for hosting the meeting, and reminded the group of the next CCC meeting to be hosted by SMUD on February 8, 2007.

The attendees were asked to suggest additional discussion topics for future meetings. The following suggestions were made:

- Commissioning providers to present brief case studies of recent projects
- Dan Burgoyne to present on his work on a toolkit for small building commissioning
- Discussion of pending patents on the Commissioning process

The meeting adjourned at 2:30 PM.

Advisory Council members were invited to join Ken Gillespie on a tour of the San Ramon Technology Center.