



WECP

WORLD ENERGY CITIES PARTNERSHIP

Sep. 4 – Sep. 7, 2019

Table of Content

Agenda of the Officers Committee meeting – Wednesday, Sep 4, 2019.....	p. 3
• Minutes of the May 2019 Working Meeting - Officers Committee (Annex 1)	
Agenda of Best Practices Sharing session – Friday, Sep 6, 2019.....	p. 4
Agenda of the Board of Directors meeting – Saturday, Sep 7, 2019.....	p. 5
• Minutes of the May 2019 Working Meeting - Board of Directors (Annex 2)	
Secretariat Updates	
• Strategy – 2020-2025 Strategic Plan (Annex 3)	
○ Input from the Presidency and Vice Presidency	
• Staffing – Job descriptions (Annex 4)	
Marketing & Communications Update.....	p. 6
• Marketing & Communications Internship Program proposal (Annex 5)	
• Social Media report – January - August, 2019 (Annex 6)	
Membership Update.....	p. 7
• Member Report Card (Annex 7)	
Finance Update.....	p. 8
• Budget for the Year Ending December 31, 2019 (Annex 8)	



World Energy Cities Partnership

Agenda

Officers Committee Meeting

09/04/2019 – 2:30 PM – 4:00 PM

Marischal College – Broad St/Upperkirkgate

- 14:30 Arrival
- 14:35 Welcome – Nancy Phillips, Halifax
- 14:40 Minutes
- 2019 Working Meeting minutes.....(see Annex 1)
- 14:45 Secretariat Updates – (Secretariat / Houston)
- Strategy
 - Review of proposed 2020-2025 Strategic Plan.....(see Annex 3)
 - Input from the Presidency and Vice-Presidency
 - Staffing
 - Review of job descriptions.....(see Annex 4)
 - Operations Officer & Board Advisor
 - Administrative Coordinator
 - Review of Marketing & Communications Internship Program proposal.....
.....(see Annex 5)
- 15:15 Marketing & Communications Update – (Secretariat / Houston)
- Social Media report – January - August, 2019.....(see Annex 6)
- 15:20 Membership Update – (Secretariat / Houston)
- Review of Member Report Card.....(see Annex 7)
- 15:25 Finance Update – (Secretariat / Houston)
- Review of proposed Budget for the Year Ending December 31, 2020...(see Annex 8)
- 15:30 Presentation of bid for 2020 AGM – (Dammam)
- 15:50 Synopsis of key points of discussion; consolidation of Officer’s Report to Board of Directors
- 16:00 Adjournment



World Energy Cities Partnership

Agenda

Best Practices Sharing Session

09/06/2019 – 9:30 AM – 11:00 AM

Oil and Gas Technology Centre – 20 Queen's Road

9:30 – 10:00 TBD – Aberdeen lead

10:00 – 10:30 TBD – Aberdeen lead

10:30 – 11:00 TBD – Aberdeen lead



World Energy Cities Partnership

Agenda

Board of Directors Meeting

09/07/2019 – 10:00 AM – 12:00 PM

Aberdeen Town House – Broad St/Union St

- 10:00 Arrival
- 10:05 Call to order – Mike Savage, Mayor of Halifax
- 10:10 Vote on Kobe’s membership
- 10:15 Discussion with James Rosenfield, SVP - IHS Markit & CERAWEEK Co-Chairman
- 10:45 Minutes
- Approval of 2019 Working Meeting minutes.....(see Annex 2)
- 10:50 Secretariat Updates – (Secretariat / Houston)
- Strategy
 - Approval of proposed 2020-2025 Strategic Plan.....(see Annex 3)
 - Input from the Presidency and Vice-Presidency
 - Staffing
 - Approval of job descriptions.....(see Annex 4)
 - Operations Officer & Board Advisor
 - Administrative Coordinator
 - Approval of Marketing & Communications Internship Program proposal.....
.....(see Annex 5)
- 11:15 Marketing & Communications Update – (Secretariat / Houston)
- Social Media report – January - August, 2019.....(see Annex 6)
- 11:20 Membership Update – (Secretariat / Houston)
- Acceptance of Member Report Card.....(see Annex 7)
- 11:25 Finance Update – (Secretariat / Houston)
- Approval of proposed Budget for the Year Ending December 31, 2020(see Annex 8)
- 11:30 Presentation of bid for 2020 AGM – (Dammam)
- Vote on Dammam’s bid
- 11:50 Election of President and Vice-President cities for 2020-2022
- Nominated for President: Aberdeen
 - Nominated for Vice-President: Esbjerg
- 11:55 Voting on any other resolutions
- 12:00 Closing Remarks / Adjournment

Background

- At the AGM in Kuala Lumpur, \$10,000 were allocated to make improvements to the website.
- Aberdeen volunteered to develop a proposal for a rotating Marketing & Communications internship program.

Activity

- Plans to move forward with improvements to the website have been added to the 2020-2025 Strategic Plan and implementation will start once the plan has been approved.
- A proposal for a Marketing & Communications Internship Program has been drafted (Annex 4).
- Ms. Alexandra Krus, who managed the social media campaign during CERAWeek, came back to the City of Houston as a summer intern and managed the WECP's online presence from May to August, 2019.

Social Media report (Annex 5):

- Highlights from the 2019 Social Media Report (Jan-Aug 2019):

Twitter

Impressions: 130.3K *(or 120% of entire 2018)*
New followers: 105 *(or 92% of entire 2018)*

Facebook

Reach: 4,967 *(or 122%)*
New Followers: 53 *(or 160%)*

LinkedIn

Impressions: 9,663 *(or 69%)*
New Followers: 140 *(or 175%)*

- o Significant findings"
 - Many of our social media stats increased for the better since #CERAWeek2019
 - Audiences across all social media channels are not engaging with our posts.
 - Many of our visitors are currently residing in Europe and North America.

Board Action: This is an information item only at this time. No Approval or Motion is required.

Author: Thomas Pommier, Executive Director, WECP

MEMBERSHIP UPDATE

Members' Standing

Calgary: Calgary has paid its back dues and is now current on payment of membership fees. Mayor Naheed Nenshi participated in CERAWeek 2019 and indicated he would participate again in 2020. However, attendance at board meetings remains an issue.

Dammam: Dammam is late on payment of last year's membership fee.

Doha: Doha has still not officially responded to our notice of loss of good standing, or to any of our communications since then. The City of Houston is expecting a visit from the Emir of Qatar in the coming months. The Secretariat plans on taking advantage to make a final attempt at unlocking the situation by raising the question of Doha's membership during a courtesy visit with Mayor Sylvester Turner.

Karamay: Karamay is current on payment of membership fees, but the city has not attended any of the 2018 and 2019 meetings. The Secretariat sent a notice of loss of good standing and a couple emails have been exchanged but no further information was provided.

Board Action: Acceptance is requested from the board for the Member Report Card presented in Annex 5.

Author: Thomas Pommier, Executive Director, WECP

Budget for the Year Ending December 31, 2020

Enclosed you will find the Budget for the Year Ending December 31, 2020. (Annex 6).

Significant changes have been made as compared to the 2019 budget:

- The Committee Funds are being consolidated into the General Fund to reflect the dissolution of committees.
- Budget item “Annual General Meeting” becomes “Annual General Meeting and other travel” and the travel budget for the Secretariat (“Travel – Secretariat”) is increased from \$10,000 to \$15,000¹ in anticipation of increased travel expenses to support the implementation of the Strategic Plan.
- Under budget item “Working Meeting”:
 - Sub-item “Board meeting and luncheon” is divided into “Meetings” and “Luncheon” to better reflect the nature of expenses.
 - Based on 2019 expenses and considering no change of venue is expected for 2020, sub-item “Transportation” is reduced from \$3,000 to \$1,500².
 - Based on 2019 expenses and considering no change of vendor is expected for 2020, sub-item “Reception” is reduced from \$15,000 to \$7,000³.
- A new budget item “CERAWeek” is added to reflect the recurring nature of expenses related to CERAWeek:
 - “Transportation”: \$1,500⁴
 - “Reception”: \$1,000⁴
- Budget item “Administrative services” is divided into 3 separate positions and increased from \$40,000 to \$113,000:
 - “Operations Officer & Board Advisor”: \$55,000⁵
 - “Communications Manager & Administrative Coordinator”: \$40,000⁵
 - “Marketing & Communications Internship Program”: \$18,000⁵

We are budgeting a bottom line deficit of \$11,500, which will result in a total accumulated surplus of \$258,722 as of December 31, 2020.

Additionally, projects/programs have yet to be identified so that any additional project and/or program-related expenses have not been included.

Board Action: Approval of the Budget for the Year Ending December 31, 2020 is requested.

Author: Thomas Pommier, Executive Director, World Energy Cities Partnership