



WECP

WORLD ENERGY CITIES PARTNERSHIP

Oct 16 –19, 2018

Table of Content

Agenda of Best Practice Sharing Session – Tuesday, October 16, 2018.....	p. 3
Agenda of the Officers Committee meeting – Thursday, October 18, 2018.....	p. 4
Agenda of the Board of Directors meeting – Friday, October 19, 2018.....	p. 5
Minutes of the May 2018 Working Meeting - Officers Committee (Annex 1).....	p. 6-10
Minutes of the May 2018 Working Meeting - Board of Directors (Annex 2).....	p. 11-15
Economic Development Committee Report (Annex 3).....	p. 16
Marketing & Communications Committee Report (Annex 4).....	p. 17-18
• Social Media report – January 1, 2018 to August 31, 2018 (Annex 5).....	p. 19
• Media Kit (Annex 6).....	p. 20-22
• Motion to approve the Budget for the Year Ending December 31, 2019 (Annex 7).....	p. 23
Education Committee Report (Annex 8).....	p. 24
Environment Committee Report (Annex 9).....	p. 25
Membership Committee Report (Annex 10).....	p. 26
• Member Report Card (Annex 11).....	p. 27
Finance Committee Report (Annex 12).....	p. 28
• Motion to approve the Unaudited Financial Statements for the Third Quarter Ended September 30, 2018 and Forecast to Year End (Annex 13).....	p. 29
• Unaudited Statement of Operations and Balance Sheet for the Third Quarter Ended September 30, 2018 and Forecast to December 31, 2018 (Annex 14).....	p. 30
• Motion to approve the Budget for the Year Ending December 31, 2019 (Annex 15).....	p. 31
• Budget for the Year Ending December 31, 2019 (Annex 17).....	p. 32



World Energy Cities Partnership
Agenda
Best Practice Sharing Session
10/16/2018 – 10:00 AM – 12:30 AM
Intercontinental Hotel – Level 2, Orchid and Dahlia

- 10:00 – 10:25 "Connector Program: retaining talent by helping new residents and graduates build a local network" – (Halifax)
- 10:25 – 10:50 "Serious Business Move campaign: changing the city's image to attract local, national and international businesses, investors, innovators and overseas students" – (Perth)
- 10:50 – 11:15 "Special Economic Zone: attracting renewable energy manufacturing companies" – (Cape Town)
- 11:15 – 11:40 "Hydrogen Economy: attracting investment" – (Aberdeen)
- 11:40 – 12:05 "Digital Hub: attracting investments in the digital industry" – (Esbjerg)
- 12:05 – 12:30 "Technology Transfer in Ocean Industries" – (Stavanger)



World Energy Cities Partnership
Agenda
Officers Committee Meeting
10/18/2018 – 5:00 PM – 7:00 PM
Intercontinental Hotel – Level 2, Orchid and Dahlia

17:00	Arrival	
17:05	Welcome – Nancy Phillips, Halifax	
17:10	Minutes	
	• Houston 2018 Working Meeting minutes.....	p. 6-10
17:15	Reports on future plans by thematic committees	
	Economic Development – (Stavanger).....	p. 16
	○ Pilot B2B event in Houston: discussion of way forward	
	Marketing & Communications – (Esbjerg).....	p. 17-22
	○ Marketing & Communications Associate	
	○ Marketing & Communications Plan report (including Social Media report)	
	○ Proposed upgrade to website	
	○ Success stories	
	Education – (Perth).....	p. 23
	○ Revamping (seo and search friendly) and update of directories	
	○ Discussion of way forward	
	Environment – (Cape Town).....	p. 24
	○ First AGM anchored to Greentech & Ecoproducts conference	
	○ Continuation of series of talks on environment related topics	
	○ Discussion of way forward	
17:55	Reports on future plans by organizational committees	
	Membership – (Secretariat / Houston).....	p. 25-26
	○ Member Report Card	
	Finance – (Secretariat / Houston).....	p. 27-32
	○ Unaudited Statement of Operations and Balance Sheet for the Third Quarter Ended September 30, 2018 and Forecast to Year End	
	○ Budget for the Year Ending December 31, 2019	
	AGM – (Aberdeen)	
	○ Presentation of bid for 2019 AGM	
18:25	Synopsis of key points of discussion; consolidation of Officer’s Report to Board of Directors	
18:45	Adjournment	



World Energy Cities Partnership

Agenda

Board of Directors Meeting

10/19/2018 – 9:30 AM – 11:30 AM

Intercontinental Hotel – Level 2, Ballroom II & III

9:30	Arrival	
9:35	Call to order – Mike Savage, Mayor of Halifax	
9:40	Minutes	
	• Approval of Houston 2017 Working Meeting minutes.....	p. 11-15
9:45	Committee Reports	
	Staffing – (Halifax)	
	Economic Development – (Stavanger).....	p. 16
	Marketing & Communications – (Esbjerg).....	p. 17-22
	○ Approval of budget for website upgrade	
	Education – (Perth).....	p. 23
	Environment – (Cape Town).....	p. 24
	Membership – (Secretariat / Houston).....	p. 25-26
	○ Acceptance of Member Report Card	
	Finance – (Secretariat / Houston).....	p. 27-32
	○ Approval of Unaudited Statement of Operations and Balance Sheet for the Third Quarter Ended September 30, 2018 and Forecast to Year End	
	○ Approval of Budget for the Year Ending December 31, 2019	
	AGM – (Aberdeen)	
	○ Presentation of bid for 2019 AGM	
10:55	Voting on any other resolutions	
11:05	Closing Remarks / Adjournment	



ANNEX 1

World Energy Cities Partnership 2018 Working Meeting Officers Committee Meeting Minutes Houston Club – 14:00 PM – 15:30 PM

Member Cities Present:

Matthew Lockley - Aberdeen, UK

Camilo Morales – Barranquilla, Colombia

Ziyad Al-Swaidan – Dammam, Saudi Arabia

Chen Hongwei, Daqing, China

Liu Decai, Daqing, China

Liu Yanjun, Daqing, China

Liu Xiuli, Daqing, China

Li Hongmei, Daqing, China

Susanne Nordenbaek - Esbjerg, Denmark

Karsten Rieder - Esbjerg, Denmark

Thomas Reil - Esbjerg, Denmark

Nancy Phillips - Halifax, Canada

Željka Momirović - Houston, USA

Yazid Ja'afar - Kuala Lumpur, Malaysia

Azwan Shakur - Kuala Lumpur, Malaysia

Elizabeth Lawrence - St John's, Canada

Kristin Reitan Husebø - Stavanger, Norway

May Endresen - Stavanger, Norway

Birger Haraldseid – Stavanger, Norway

Thomas Pommier - General Secretariat

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

Ms. Nancy Phillips called the meeting to order at 14:05.

II. **Minutes**

Ms. Nancy Phillips introduced the “2017 AGM - Officers Committee Meeting Minutes” for approval. All approved the minutes.

III. **Strategy**

a. **Update – Thomas Pommier, Secretariat**

Ms. Nancy Phillips asked if the Secretariat could provide a written update on the advancement of the Strategic Plan.

b. **International Advisory Council proposal – Thomas Pommier, Secretariat**

Mr. Thomas Pommier presented the proposal (annexes 3-5 of the meeting agenda) for discussion. In order to support the goals, objectives and strategies set in the Strategic Plan, the proposal leaned on structures already provided for in the bylaws of the WECP, the “International Advisory Council” and the “Corporate Affiliate” and “Nonprofit Affiliate” membership levels. The intent of the proposal was to create an advisory council composed of corporate leaders to advise the Board of Directors on matters related to events programming and topics to be addressed by WECP, as well as provide support and additional funding to the Secretariat in its efforts to ensure year-round activity, visibility, and relevancy.

Mr. Matthew Lockley asked for clarification, specifically inquiring whether the proposal was motivated by a need for additional funding or by a need for advice/counsel.

Mr. Pommier responded that it was motivated by both. He went on to explain that at \$30,967/year, the Executive Director position was underfunded to be competitive. Funds allocated to the Marketing & Communications Committee were used to hire a Marketing & Communications Assistant (co-op student based at Halifax Partnership) for a period of 4 months and surplus funds could be allocated to continue funding the position, but that would not be a sustainable source of funding. Organizing additional events, such as an annual business-to-business event, would also require additional funding. Finally, to convince well-established conferences such as the Offshore Technology Conference (OTC) to co-organize, co-brand, and/or co-locate events, the Secretariat would need support from leaders recognized in the energy sector.

Ms. May Endresen suggested more time was needed to figure out how best to engage the private sector and to develop a strong value proposition.

Mr. Matthew Lockley volunteered Aberdeen to take the lead in developing a resource plan/funding proposal and suggested a strict deadline was necessary.

Esbjerg, Stavanger, Halifax and Dammam agreed to join Aberdeen in developing the plan/proposal. The deadline was fixed to October 2018, so that the plan could be presented during the AGM in Kuala Lumpur.

The International Advisory Council proposal would be removed from the agenda of the Board of Directors meeting.

IV. Committee Reports

a. Economic Development Committee – Kristin Husebø, Stavanger

Ms. Kristin Husebø explained that the committee had run out of time to organize a business-to-business (B2B) event for the 2018 Working Meeting (WM) and proceeded to present plans to add a B2B event to the program of the 2019 WM:

- The committee would request \$20,000 from the board to hire a consultant and organize the event.
- Shortly after the 2018 WM, members would be requested to share lists of local businesses that attended the Offshore Technology Conference (OTC), including contact information. These lists would be used to recruit companies to take part in the 2019 B2B event.
- The event would focus on market opportunities in both the Gulf of Mexico and the region/country of the AGM host city.

Ms. Husebø also reported that the Networking Reception was discussed in committee session the day before:

- The Networking Reception was deemed too costly in relation to the value derived from it.
- It was suggested that a smaller networking event be organized instead, aimed mostly at bringing together the officers of the WECP.
- Changes in the date, as well as the venue, were discussed.

b. **Marketing & Communications Committee — Thomas Reil, Esbjerg**

Mr. Thomas Reil presented the accomplishments of the Marketing & Communications Committee:

- In January, the committee made use of funds allocated in 2015 to hire a Marketing & Communications Assistant (co-op student based at Halifax Partnership), Ms. Jessica Lawson, for a period of 4 months.
- Ms. Lawson developed a communication plan (annex 11 of the meeting agenda) aligning with the strategies identified in the Strategic Plan:
 - become a hub of year-round activity;
 - enhance economic development; and
 - increase visibility within the energy sector and with the public.

Mr. Reil then proceeded to summarize the communication plan, which focuses on the following 4 strategies:

- **Strategy # 1** – Raise profile by attending aligning events and partnering with organizations in the energy industry.
- **Strategy #2** - Produce, update and distribute content such as promotional materials and annual reports and member city's economic development plans externally and internally.
- **Strategy #3** - Grow social media presence and following on all platforms.
- **Strategy #4** - Create key messages and distribute to internal and external stakeholders to promote WECP.

Mr. Reil reported that according to discussions in committee session on Sunday, April 29, more research on hashtag options would necessary and the committee would not request a vote on the proposed #Energy_Cities hashtag at the board meeting the next day.

c. **Education and Environment Committees – Thomas Pommier, Secretariat**

Ms. Nancy Phillips noted that there had been little to no activity in the Education and Environment committee:

- In committee session on Sunday, April 29, Mr. Thomas Pommier reported that, on the education side, a hackathon organized in collaboration between Station Houston and Unearthed Solutions, Perth, took place in February. Station Houston is also in discussion with an incubator in Stavanger to sign an MoU similar to the one signed last year with Perth's CORE. He added that this year's Panel Discussion would focus on innovation. Mr. Daniel High had also suggested by email that the directories produced in 2017 could be updated.

On the environment side, Mr. Pommier reported that, in continuation of the series of talks started at the 2016 AGM in Cape Town, the Corporate Luncheon would feature a keynote address on disaster recovery. He added that following Perth's presentation of its sustainability dashboard at the 2017 AGM in Halifax, a conference call was organized between Houston's Director of Innovation and Perth's Sustainability Team. Mr. Pommier also mentioned that the best practice document listing green economy projects in member cities had not been updated since it was produced ahead of the 2016 AGM in Cape Town.

Ms. Nancy Phillips remarked that, according to discussions in committee session, further discussion around the committee structure may be in order. She asked that the reports be removed from the agenda of the Board of Directors meeting.

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

Mr. Thomas Pommier presented an update on the cities that are currently not in good standing with the organization:

- Calgary: absent at both meetings in 2017.
- Doha: absent at meetings in both 2016 and 2017; did not pay membership fee in 2017. The courtesy visit by Mayor Savage yielded positive results, with the Mayor of Doha designating a new WECP officer and indicating his intention to pay late membership fees and to attend the AGM in Kuala Lumpur.
- Rio de Janeiro: absent at meetings in both 2016 and 2017; did not pay membership fee in 2017. Despite efforts by the Secretariat, working in collaboration with Rio Negocios and the Brazil-Texas Chamber of Commerce (BRATECC), no solution was found to pay late fees and ensure attendance at future meetings.
- Villahermosa: did not pay membership fee in 2016 and 2017. Despite efforts by the Secretariat, working in collaboration with the Energy Department of the State of Tabasco, no solution was found to ensure payment of late fees.
- A total of eleven cities were still outstanding in their payment of the 2018 membership fee and would have a year to get back into good standing.

Ms. Elizabeth Lawrence offered to try and connect with Calgary at OTC.

Mr. Pommier reminded the group of the consensus that arose from discussions at the 2017 AGM in Halifax to give Doha, Rio de Janeiro and Villahermosa more time to resolve these issues and suggested that a firm deadline should be set.

He also reiterated the process for applicant cities, indicating that the board would be asked to vote on Barranquilla's membership, and provided an update on Yenagoa's application. Representatives from Yenagoa failed to respond to letters and emails sent from Houston after the AGM in Halifax and communication was made unnecessarily difficult, even "unpleasant" in a couple of occasions.

e. **Finance Committee, Thomas Pommier, Secretariat**

Mr. Thomas Pommier presented the "Unaudited Financial Statements for the Year Ended December 31, 2017." He noted that, out of the \$42,500 of receivable, \$10,500 had been recovered and the Secretariat expected to recover at least another \$8,000.

He added that expenses were generally kept under budget and that, despite the fact that the Secretariat raised \$10,000 less than in the previous 2 years (\$16,000 vs. \$26,000), the WECP ended the year with a surplus of \$19,936, resulting in a total accumulated surplus of \$233,707.

Ms. Elizabeth Lawrence asked about the process to approve expenses.

Mr. Pommier responded that all expenses are reported to the Treasurer for approval.

Ms. Nancy Phillips inquired about guidelines as to how much surplus can be accumulated and about audits.

Mr. Pommier responded that no WECP guidelines existed regarding surplus. As for audits, after the question had been raised a couple of years ago, the Secretariat inquired with accounting firms which all advised that an audit would be cost prohibitive for an organization of the size of WECP.

Ms. Phillips suggested that a set of guidelines regarding surplus could be developed.

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

Mr. Azwan Shakur presented Kuala Lumpur's plans for the 2018 AGM:

- The AGM would take place from October 16 to October 19, 2018, in parallel with the International Greentech & Eco Products Exhibition & Conference Malaysia (IGEM).
- The theme would revolve around power and collaboration for a sustainable future.
- A B2B program was also being worked on.
- The website should be up and running shortly after the WM.

Mr. Shakur noted that it would be the first WECP AGM organized in South East Asia.

V. Synopsis – Nancy Phillips, Halifax

Ms. Phillips recapitulated all decision items:

- The Officers Committee approved the "2017 AGM - Officers Committee Meeting Minutes."
- The International Advisory Committee proposal would be removed from the agenda of Board of Directors meeting.
- The Marketing & Communications Committee would not seek approval of a WECP hashtag from the Board of Directors.
- The Education and Environment Committee reports would be removed from the agenda of Board of Directors meeting.
- The Membership Committee would request a vote on Barranquilla's membership from the Board of Directors and request approval to suspend Yenagoa's application. The committee would also request that a firm deadline be set for the lapse of Doha's, Rio de Janeiro's and Villahermosa's memberships.
- The Finance Committee would seek approval of the "Unaudited Financial Statements for the Year Ended December 31, 2017" and would work to produce guidelines regarding surplus.

VI. In Camera – Nancy Phillips, Halifax

Ms. Nancy Phillips asked Mr. Thomas Pommier and the rest of the staff to step out to allow officers to have an "in camera" discussion about the WECP's staffing needs and related employment matters. The discussion was not recorded.

VII. Meeting Adjourned



ANNEX 2

World Energy Cities Partnership 2018 Working Meeting Board of Directors Meeting Minutes Rice University – 15:00 PM – 17:30 PM

Member Cities Present:

Lord Provost Barney Crockett - Aberdeen, UK

Matthew Lockley - Aberdeen, UK

Dep Mayor Nurlan Taubayev - Atyrau, Kazakhstan

Kuttumurat Alimukhammed - Atyrau, Kazakhstan

Madelaine Certain - Barranquilla, Colombia

Camilo Morales - Barranquilla, Colombia

Mayor Fahad Al-Jubair - Dammam, Saudi Arabia

Ziyad Al-Swaidan - Dammam, Saudi Arabia

Chen Hongwei - Daqing, China

Liu Yanjun - Daqing, China

Liu Xiuli - Daqing, China

Li Hongmei - Daqing, China

Secretary General Qinhua Zhang - Dongying, China

Guohua Cao - Dongying, China

Chenyong Liu - Dongying, China

Yan Xu - Dongying, China

Xinyue Zhang - Dongying, China

Mayor Jesper Frost Rasmussen - Esbjerg, Denmark

Susanne Nordenbaek - Esbjerg, Denmark

Karsten Rieder - Esbjerg, Denmark

Thomas Reil - Esbjerg, Denmark

Mayor Michael Savage - Halifax, Canada

Nancy Phillips - Halifax, Canada

Saba Abashawl - Houston, USA

Yazid Ja'afar - Kuala Lumpur, Malaysia

Azwan Shakur - Kuala Lumpur, Malaysia

Consul General Julia Machado - Luanda, Angola

Gilberto Octavio - Luanda, Angola

Mayor Danny Breen - St John's, Canada

Elizabeth Lawrence - St John's, Canada

Dep Mayor Trude M Risnes - Stavanger, Norway

Tone Grindland - Stavanger, Norway

Kristin Reitan Husebø - Stavanger, Norway

May Endresen - Stavanger, Norway

Andrew F. Icken - General Secretariat

Thomas Pommier - General Secretariat

VIII. Welcome Remarks – David Leebron, Rice University

Mr. David Leebron welcomed the members of the board, giving a brief history of the university and of its relation to the WECP.

IX. Presentation: “Global Stewardship: WECP and Resource Access” – Dan Domeracki, Schlumberger

Mr. Dan Domeracki started his presentation with an overview of Schlumberger's international profile. He highlighted some of the company's stewardship programs (STEM education for students, health classes for independent youth, scholarships for women in their respective fields, and the environment), notably the Schlumberger's intention to share the software the company uses to quantify the sustainability of its operations and their environmental impact.

Mr. Domeracki then proceeded to introduce the board to a number of organizations the WECP could rely on as resources:

- IPIECA: A global oil and gas industry association focusing on environmental and social issues, IPIECA partnered with the United Nations Development Program (UNDP) and the International Finance Corporation (IFC) to develop a shared understanding of the implications of the United Nations' Sustainable Development Goals (SDGs) for the oil and gas industry and how the industry can most effectively contribute.
- Switch Energy Alliance: Free, nonpartisan, film-based resources to help students, educators, professionals and general users around the world learn about energy.
- American GeoSciences Institute: The institute provides information services to geoscientists, serves as a voice for the shared interests of the profession, and strives to strengthen geoscience education and increase public awareness of the role of geosciences in society's use of resources, resilience to natural hazards, and the health of the environment.
- Energy Dialogues: An events management company specialized in the energy conference sector.
- Offshores Energy Center: Dedicated to expanding awareness of the offshore energy industry, the center sponsors the Ocean Star Offshore Drilling Rig Museum and Education Center. Additionally, in 2000, it established the Pinnacle Award to honor contemporary individuals for their contributions and leadership to the offshore industry.
- iEducate: An nonprofit organization that works with school districts to close achievement gaps by embedding college students alongside elementary teachers during the school year and by organizing free enrichment camps led by college and high school students during the summer.
- Solar Impulse Foundation: With the intent to bridge the gap between environmentalism and the economy, the organization promotes the benefits of existing efficiency technologies and solutions to motivate governments and industries to take action.

He concluded his presentation by reaffirming Schlumberger's support of the WECP.

X. Presentation: "ONS 2018" – Leif Johan Sevland, ONS

Mr. Leif Johan Sevland gave a brief presentation on the program of this year's ONS Exhibition & Conference. The conference would take place on August 27-30 and would focus on innovation.

XI. Call to Order – Mike Savage, Mayor of Halifax

Mayor Michael Savage called the meeting to order at 16:05 p.m.

XII. Vote on Barranquilla's membership

Mayor Savage called for a vote to formally accept the City of Barranquilla as the newest member of the WECP. All voted in favor.

Ms. Madelaine Certain thanked fellow member cities for their support.

Mr. Andrew Icken congratulated the City of Barranquilla, mentioning that he had visited the city with former Mayor Anise Parker and saw many similarities and links with Houston. He expressed his looking forward to a stronger connection between the two cities through WECP.

XIII. Minutes

Mayor Savage introduced the "2017 AGM - Board of Directors Meeting Minutes" for approval. All approved the minutes.

XIV. Committee Reports

a. Economic Development Committee

Ms. Kristin Husebø presented the committee's proposal to add a pilot Business-to-Business (B2B) event to the program of the 2019 Working Meeting in Houston and the corresponding Request for Proposals (RFP) (annexes 6-9 of the meeting agenda). Through this proposal, the committee requested \$20,000 to hire a consultant to assist in the preliminary recruitment of attendees, matchmaking, and organization of the B2B event, representing half the current budget for the Networking Reception.

Ms. Husebø explained that the intent was not to replace the Networking Reception, but to re-assess and re-imagine the networking event to decrease cost and increase value for member cities.

The motion to approve the planned pilot B2B event and corresponding RFP was approved as presented.

b. Marketing & Communications Committee

Mr. Thomas Reil presented the accomplishments of the Marketing & Communications Committee:

- In January, the committee made use of funds allocated in 2015 to hire a Marketing & Communications Assistant (co-op student based at Halifax Partnership), Ms. Jessica Lawson, for a period of 4 months.
- Ms. Lawson developed a communication plan (annex 11 of the meeting agenda) aligning with the strategies identified in the Strategic Plan:
 - become a hub of year-round activity;
 - enhance economic development; and
 - increase visibility within the energy sector and with the public.

Mr. Reil then proceeded to summarize the communication plan, which focuses on the following 4 strategies:

- **Strategy # 1** – Raise profile by attending aligning events and partnering with organizations in the energy industry.
- **Strategy #2** - Produce, update and distribute content such as promotional materials and annual reports and member city's economic development plans externally and internally.
- **Strategy #3** - Grow social media presence and following on all platforms.
- **Strategy #4** - Create key messages and distribute to internal and external stakeholders to promote WECP.

c. Membership Committee

Mr. Thomas Pommier reported that, since the last AGM, the Secretariat had worked with the Consulate General of Angola in Houston to resolve the issue of Luanda's unpaid membership fees and that the city was now back in good standing.

Consul General Julia Machado said she would follow up with the City of Luanda to ensure payment of the 2018 membership fee.

Mayor Savage asked the Secretariat for an update on Yenagoa's application.

Mr. Pommier explained that after the Annual General Meeting (AGM) in Halifax, the City of Houston and the Secretariat experienced severe difficulties in communicating with the Bayelsa State representatives who presented Yenagoa's application. Representatives from Yenagoa failed to respond to letters and emails sent from Houston and communication was made unnecessarily difficult, even

“unpleasant” in a couple of occasions. The Secretariat was also informed that the Governor of Bayelsa State would not represent Yenagoa on the WECP Board of Directors.

Mayor Savage proposed that Yenagoa’s application be suspended. All agreed.

Mr. Pommier introduced the “Membership Standing Report” (annexes 15-16 of the meeting agenda) and asked for approval as presented. He noted five cities are at risk of losing their membership due to lack of attendance at meetings or non-payment of membership fees:

- Calgary: absent at both meetings in 2017.
- Doha: absent at meetings in both 2016 and 2017; did not pay membership fee in 2017. The courtesy visit by Mayor Savage yielded positive results, with the Mayor of Doha designating a new WECP officer and indicating his intention to pay late membership fees and to attend the AGM in Kuala Lumpur.
- Rio de Janeiro: absent at meetings in both 2016 and 2017; did not pay membership fee in 2017. Despite efforts by the Secretariat, working in collaboration with Rio Negocios and the Brazil-Texas Chamber of Commerce (BRATECC), no solution was found to pay late fees and ensure attendance at future meetings.
- Villahermosa: did not pay membership fee in 2016 and 2017. Despite efforts by the Secretariat, working in collaboration with the Energy Department of the State of Tabasco, no solution was found to ensure payment of late fees.
- A total of eleven cities were still outstanding in their payment of the 2018 membership fee and would have a year to get back into good standing.

Ms. Elizabeth Lawrence indicated she would try and connect with Calgary at the Offshore Technology Conference (OTC).

Mr. Pommier reminded the group of the consensus that arose from discussions at the 2017 AGM in Halifax to give Doha, Rio de Janeiro and Villahermosa more time to resolve these issues and suggested that a firm deadline should be set.

Mayor Savage proposed that the Doha, Rio de Janeiro and Villahermosa be given until the 2018 AGM in Kuala Lumpur. All agreed.

Mr. Pommier also noted that a number of cities inquired about membership in the WECP (Kobe, Japan; Salvador do Bahia, Brazil; and Williston, North Dakota, USA) and asked Mr. Azwan Shukor about non-member cities that inquired about attending the 2018 AGM.

Mr. Shukor indicated that both Budapest, Hungary, and Tokyo, Japan, may be interested in attending the events in Kuala Lumpur.

Lord Provost Crockett mentioned that membership in WECP had also been brought up during his recent trip to Hammerfest, Norway.

Mr. Pommier suggested that the committee should re-assess the “Membership Growth Plan.”

All approved the “Membership Standing Report” as presented.

d. **Finance Committee**

Mr. Thomas Pommier presented the “Unaudited Financial Statements for the Year Ended December 31, 2017” (annexes 17-19 of the meeting agenda) and requested its approval.

All approved the “Unaudited Financial Statements for the Year Ended December 31, 2017” as presented.

e. **AGM Committee**

Mr. Yazid Ja’afar presented Kuala Lumpur’s plans for the 2018 AGM:

- The AGM would take place from October 16 to October 19, 2018, in parallel with the International Greentech & Eco Products Exhibition & Conference Malaysia (IGEM).
- The conference would revolve around 3 economic drivers: Oil & Gas, Eco-mobility, and River revitalization.

A promotional video was projected.

XV. In Camera

Mayor Savage asked Mr. Thomas Pommier and the rest of the staff to step out to allow voting members of the board to have an “in camera” discussion about the WECP’s staffing needs and related employment matters. The discussion was not recorded.

XVI. Meeting Adjourned

ANNEX 3

ECONOMIC DEVELOPMENT COMMITTEE UPDATE

Economic Development Committee Members:

Stavanger, Norway (Chair)
Aberdeen, UK
Calgary, Canada
Halifax, Canada
Houston, USA

Karamay, China
Luanda, Angola
Perth, Australia
Rio de Janeiro, Brazil
St John's, Canada

Background

At the 2018 WM, this past May, the Board of Directors approved plans, including an RFP, for a pilot B2B event at the 2019 WM:

- \$20,000 were allocated to hire a consultant to advertise the event, recruit companies to attend and organize tailored series of pre-arranged meetings
- Member cities interested in participating in the 2019 pilot were to share lists of companies that attended OTC2018 with the Secretariat by June 1, 2018.
- The Secretariat was to distribute and publish the RFP before the end of October, 2018.

Activity

- Only 3 member cities shared lists of companies that attended OTC2018:
 - o Aberdeen
 - o Perth
 - o Stavanger
- Reminders were sent on:
 - o June 4, 2018
 - o August 8, 2018
 - o September 5, 2018

Proposed way forward

- Recruit speakers to give short presentations on approved themes:
 - o Offshore opportunities in the Gulf of Mexico
 - o Opportunities related to the AGM host's market and to the AGM anchor conference
- Request member cities interested to designate a POC instead of sharing lists of companies (ideally the person in charge of coordinating with companies travelling to OTC).
 - o If the number of member cities designating a POC is deemed insufficient, plans will be aborted.
- Make use of Eventbrite registration form to collect information on companies registering for the B2B program. As per strategic plan:
 - o Name, size and contact information.
 - o Area of expertise.
 - o Area of interest.
 - o Brief summary of sample, international projects.
- Allow registrants to see the attendee list, and above-mentioned details on registered companies.
- Proceed with RFP and selection of consultant.
- Discuss plans for consolidation of B2B program (keep roster of companies up-to-date, follow-up on trade and investment leads, offer advice and referrals, etc...), including measurements.

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

Author: Kristin Reitan Husebø, Chair, Economic Development Committee

ANNEX 4

MARKETING & COMMUNICATIONS COMMITTEE UPDATE

Marketing & Communications Committee Members:

Esbjerg, Denmark (Chair)
Halifax, Canada
Aberdeen, UK

Houston, USA
Calgary, Canada
St John's, Canada

Marketing and Communications Assistant

Ms. Jessica Lawson left us after her second term ended at the end of August. Her work in the development and structuring of our communication strategy will continue to positively impact the WECP.

The Marketing and Communications Assistant has proved invaluable in increasing the relevancy and visibility of the WECP. The committee is working with the Secretariat to perpetuate the position.

Marketing and Communications Plan report

Activity pertaining to the four strategies of the plan:

1. Raise profile by attending aligning events and partnering with organizations in the energy industry.
 - The Secretariat secured a partnership agreement with CERAWeek, IHS Markit's annual executive conference. The Secretariat is working with IHS Markit to invite a selection of WECP Mayors to participate in the "Future of Cities Forum" at CERAWeek and the Innovation Agora (March 11-15, 2019).
 - A Press Release will be prepared in collaboration with CERAWeek.
 - Efforts to secure a similar agreement with OTC have been inconclusive so far.
2. Produce, update and distribute curated content such as promotional materials and annual reports externally and internally.
 - We are still looking at the best way to share promotional and branding material (prints, banners, logo, etc...).
3. Grow social media presence and following on all platforms.
 - Highlights from the social media report (Annex 5):

<u>Twitter</u>	<u>Facebook</u>	<u>LinkedIn</u>
Impressions: 89.5K	Impressions: 2,195	Impressions: 11,196
New followers: 105+	New Followers: 19+	New Followers: 57+
4. Create key messages and distribute to internal and external stakeholders to promote WECP.
 - Ms. Jessica Lawson created a Media Kit composed of a FAQ and Key Messages (Annex 6) to be approved and uploaded onto the website.
 - Ms. Lawson provided support to AGM Host City team to bolster media efforts.

Upgrade to website

Based on recommendations from Ms. Lawson, preliminary discussions started with AbleSense Limited to upgrade the website:

- Price: 50 hours at \$125/hour = \$7,187.50
or 100 hours at \$100/hour = \$10,000.00
- Tasks:
 - Addition of Barranquilla on map
 - Addition of filter on Events page (to allow users to search events by region, city, topic, etc...)
 - Addition of Industry News Page (we may be able to do this ourselves)
 - Space on homepage for featured article (we may be able to do this ourselves)
 - SEO friendly content implementation of up to three pre-existing content pieces
 - Short training session to educate WECP staff on how to update additions

- Addition of Education Directories
 - Organized by country
 - Accordion drop down
 - Quick filter at top of page allowing users to jump to country of their choice
- SEO-friendly implementation of all pieces

Success Stories

2 Success Story are in the works:

- “Barranquilla, Energy Capital of Colombia, joins WECP”

DRAFT

Board Action: A decision from the board is requested on the motion presented in Annex 7.
Author: Thomas Reil, Chair, Marketing and Communications Committee



WORLD ENERGY CITIES PARTNERSHIP

September 2018

Social Media and Website Report 2018

Twitter, Facebook and LinkedIn

Jan 1- August 31

Twitter

New Followers	105+
Number of Tweets	102
Clicks	121
Impressions	89.5K

Website Report

Time on Site	Average: 2:00
Country	<ol style="list-style-type: none"> 1. United States 2. Malaysia 3. Canada 4. United Kingdom 5. France

LinkedIn

New Followers	57+
Number of Posts	43
Link Clicks	169
Impressions	11,196

Traffic: 6019

Organic Search: 3902
Direct Traffic: 1509
Referral: 596
Social Media: 94

Facebook

New Followers	19+
Number of Posts	34
Likes	231
Reach	2195

Most Viewed Pages

Home: 4891
Events: 1656
Map: 1599
About Us: 893
Perth, Australia: 642

ANNEX 6

Media Kit

The World Energy Cities Partnership is an international partnership comprised of 20 of the world's leading energy capitals, working together to collectively drive and shape the global energy economy.

Our partnership allows member cities to expand business and partnership opportunities, share ideas on investment attraction, develop strategic alliances, and provide a worldwide network of industry support services and resources.

The WECP member city collaboration enables exchange beyond the energy industry and the exploration of opportunities for mutual development in a variety of strategic areas such as, education, environmental technology, medicine and bio-science, and tourism development.

1. [FAQ](#)
2. [Key Messages](#)

For media inquiries, please contact [Mr. Thomas Pommier](#) in [Houston, Texas](#).

FAQ: World Energy Cities Partnership

What is the World Energy Cities Partnership?

The WECP is a nonprofit organization headquartered in Houston and managed by the City of Houston. The World Energy Cities Partnership represents every major continent and is a global forum to build relationships and create business opportunities between cities.

What is the WECP's purpose?

The WECP's purpose statement is: Empowering the world's leading energy cities by driving collaboration to build a better future.

WECP goals are to:

1. Bring energy cities together from around the world to facilitate knowledge sharing, technology transfer and new idea generation.
2. Promote business relationships, industry development, academic and cultural relationships to benefit individual cities.
3. To provide a worldwide network of industry support services, resources, and facilitates trade missions for local businesses to capitalize on business development opportunities and resource gaps in a variety of sectors.

Who is Involved?

The mayor of each city heads the membership, thus giving the organization increased status and priority. Local government or economic development officers play a key role in delivery of programs. Mayor Savage is the current sitting President of the WECP.

The Mayor of Houston acts as the Secretary General and the members elect a President from the

city membership. The current sitting President is Mayor Mike Savage for the term January 2016 – January 2018 and was re-elected for the term of January 2018 – January 2020. The 20 member-cities are:

- [1. Aberdeen, UK](#)
- [2. Atyrau, Kazakhstan](#)
- [3. Barranquilla, Colombia](#)
- [4. Calgary, Canada](#)
- [5. Cape Town, South Africa](#)
- [6. Damman, Saudi Arabia](#)
- [7. Daqing, China](#)
- [8. Doha, Qatar](#)
- [9. Dongying, China](#)
- [10. Esbjerg, Denmark](#)
- [11. Halifax, Canada](#)
- [12. Houston, USA](#)
- [13. Karamay, China](#)
- [14. Kuala Lumpur, Malaysia](#)
- [15. Luanda, Angola](#)
- [16. Perth, Australia](#)
- [17. St. John's, Canada](#)
- [18. Rio de Janeiro, Brazil](#)
- [19. Stavanger, Norway](#)
- [20. Villahermosa, Mexico.](#)

What is the impact of WECP?

WECP member cities come together on projects primarily related to energy and environmental technology sectors. In addition, the WECP leverages a multi-sector approach to maximize economic development. The WECP provides a forum for collaboration and best practice sharing between cities and provides business development opportunities for all members.

Key Messages

Framework for Key Messaging:

- **Purpose statement:** “Empowering the world’s leading energy cities by driving collaboration to build a better future.”
- **Mission statement:** “Provide a mayoral forum among energy cities to enhance collaboration with government, corporate and academic leaders.”
- **Vision statement:** “To be the world’s leading partnership of energy cities that drives collaboration, innovation, and sustainability to enhance the lives of our citizens.”

Key Messages:

The World Energy Cities Partnership (WECP) connects 20 of the world’s leading energy capitals. Established in 1995, the WECP promotes collaboration in energy-related activities and facilitates trade missions to enhance opportunities in business and economic development, new and best practices and academic collaboration.

Our purpose is to empower the world's leading energy cities by driving collaboration to build a better future.

As an organization dedicated to collaboration among its members, the WECP aims to strengthen social and economic development with a particular focus on sustainability, education and innovation partnerships in the energy industry.

Our committees are continuously working on initiatives ranging from the production of economic studies, to directories of educational and innovation institutions, and collaborations in the green economy.

The WECP centers around two annual events, the [Offshore Technology Conference \(OTC\)](#) event held in Houston and the [Annual General Meeting](#) that is hosted by a different member city on a rotating basis.

The WECP has member cities located all over the world. This allows us to build alliances with other thriving cities, share experiences and collaborate on growing and diversifying our economies. Local companies can benefit from foreign opportunities through the WECP by attending international events promoted on our [events page](#).

DRAFT

ANNEX 7

MOTION:

I move to approve the planned upgrades to the WECF website.

SUBMITTED BY: Thomas Reil

Phone #:

Email Address: thar@esbjergkommune.dk

INTENT:

To attract more traffic

IMPLEMENTATION:

The Secretariat will lead the project and work directly with the web design firm which will implement the proposed improvement to the website.

COST:

\$10,000 to be allocated from the General Fund.

RATIONALE:

- Improvements were recommended by the Marketing and Communications Assistant.
- Several documents were produced and uploaded to the website as pdfs. As such, their content does not show up on search engines, representing a lost opportunity to attract traffic to the website.
- The events calendar was not designed for such a long list of events and has become cumbersome to navigate. Categorizing the events and making the events calendar searchable will make it more user-friendly.
- The map needs to be updated to include Barranquilla, Colombia.

For use only by clerk:

Seconded by: _____

Approved: Yes No *Tabled*

Meeting date: ____/____/____

ANNEX 8

EDUCATION COMMITTEE UPDATE

Education Committee Members:

Perth, Australia (Chair)
Atyrau, Kazakhstan
Esbjerg, Denmark
Halifax, Canada
Houston, USA

Karamay, China
Luanda, Angola
Stavanger, Norway
St John's, Canada

Background

Activities

- Proposed upgrade and SEO friendly implementation of the Education Directories:
 - o In pdf form, as is currently the case, the directories and their content do not appear on online searches.
 - o The upgrade will also make it easier to search through the directories.

Proposed way forward

- Table 4 Directory Updates for publication to the WECP web pages
 - o Higher Education and Vocational Programs
 - o Educational Exchanges
 - o Research Centres and Programs
 - o Incubators and Start Ups
- Discussion of updates from other WECP Cities and notifications to the Chairman of the Education Committee of updates.

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

Author: Daniel High, Manager Economic Development, City of Perth

ANNEX 9

ENVIRONMENT COMMITTEE UPDATE

Environment Committee Members:

Cape Town, South Africa (Chair)
Calgary, Canada
Dammam, Saudi Arabia

Esbjerg, Denmark
Houston, USA
Stavanger, Norway

Background

The 2016 AGM in Cape Town started a series of panel discussions on environment related topics:

- 2016 AGM: “Renewable Energy and Local Governments”
- 2017 WM: “Sustainability vs. Rising Energy Demand”
- 2017 AGM: “Sustainable Water Management”
- 2018 WM: Keynote address on Disaster Recovery

Activity

For the first time in WECP history, the AGM is anchored around a conference focused on Green Tech and Eco Products.

The series of talks continues with 5 public presentations and panels on topics related to sustainability (6 member cities participating):

- Keynote Address: “Powering Collaboration for a Sustainable Future”
- Presentation: Kuala Lumpur Low Carbon Society Blueprint 2030 by UTM
- Presentation: River of Life by Kuala Lumpur City Hall
- Mayor’s Track: “Collaborative Actions through using Best Practices of Smart Sustainable Cities towards a Vibrant Green Economy and Industry 4.0 in Cities”
- Oracle Session: “Powering Collaboration between Green Economy and Industry 4.0 in Cities towards Achieving Sustainable Development Goals for a Sustainable Future”

Best practice sharing

The best practice document prepared ahead of the 2016 AGM in Cape Town has not been updated since then.

Proposed way forward

The Environment Committee proposes to update the 2016 best practice document.

The Environment Committee could take advantage of the momentum around speaking engagement related to the environment and the green economy. Aiming to strengthen and keep this momentum going, the committee could propose a program for future topics and suggest target speakers.

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

Author: Lance Greyling, Chair, Environment Committee

ANNEX 10

MEMBERSHIP COMMITTEE UPDATE

Membership Committee Members:

Houston, USA (Chair)
Halifax, Canada
St John's, Canada

Stavanger, Norway
Perth, Australia

Correction to previous Members' Standing

At the Working Meeting in May, the Secretariat erroneously reported that Daqing had not paid the membership fee in 2017. The minutes were revised accordingly.

Members' Standing

Calgary: After the May Working Meeting, St John's was able to assist the Secretariat in reconnecting with Calgary Economic Development. Since WECP had not been taken into account in their 2018 budget, travelling to Kuala Lumpur and remitting payment for the full 2018 membership fee was not possible. However, Calgary Economic Development offered to pay half of the membership fee as a show of good faith.

Doha: Doha is still waiting for an official response from the Qatari Ministry of Municipalities. There seems to be little interest from the ministry, although the announcement of the partnership with CERAWEEK may revive interest.

Rio de Janeiro: Rio Negócios requested that Rio de Janeiro's membership be suspended for the duration of the current administration.

Villahermosa: In a recent conference call with the Secretariat, Mayor Elect Evaristo Hernández committed to remitting payment for outstanding membership fees between by October 15, 2018. Evaristo Hernández will take office on October 5, 2018.

Expressions of interest

Kobe, Japan: After visiting Houston in early March, we are happy to welcome the Kobe delegates as observers at the 2019 AGM.

Membership growth plan

- Time to renew the plan with new target cities?

Board Action: Acceptance is requested from the board for the Member Report Card presented in Annex 10.

Author: Thomas Pommier, Executive Director, WECP

ANNEX 11



WORLD ENERGY CITIES PARTNERSHIP REPORT CARD 2014 - 2018

	2014 May Meeting	2014 AGM Stavanger	2015 May Meeting	2015 AGM Rio	2016 May Meeting	2016 AGM Cape Town	2017 May Meeting	2017 AGM Halifax	2018 May Meeting	2018 AGM Kuala Lumpur
Aberdeen	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Atyrau	✗	✗	✓	✗	✗	✓	✓	✗	✓	
Barranquilla								✓	✓	
Calgary	✗	✗	✓	✓	✓	✓	✗	✗	✗	
Cape Town			✗	✓	✓	✓	✗	✓	✗	
Dammam	✓	✓	✓	✓	✓	✗	✓	✓	✓	
Daqing	✗	✓	✓	✓	✗	✓	✓	✓	✓	
Doha	✓	✓	✗	✓	✗	✗	✗	✗	✗	
Dongying	✗	✓	✓	✓	✗	✓	✗	✗	✓	
Esbjerg	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Halifax	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Houston	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Karamay	✓	✓	✓	✓	✓	✗	✓	✗	✗	
Kuala Lumpur	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Luanda	✓	✗	✓	✗	✓	✓	✗	✗	✓	
Perth	✓	✓	✓	✗	✓	✓	✓	✓	✗	
Rio de Janeiro	✓	✓	✓	✓	✗	✗	✗	✗	✗	
St. John's	✓	✓	✓	✗	✗	✗	✓	✓	✓	
Stavanger	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Villahermosa	✗	✗	✗	✗	✓	✗	✗	✓	✗	
	City was not a member of the WECP at that time.									
*	A representative was sent outside of the official city representation.									
	Outstanding membership fees									
2016	Villahermosa (representing a total of \$8,000)									
2017	Doha, Rio de Janeiro and Villahermosa (representing a total of \$24,000)									
2018	Calgary, Dammam, Doha, Kuala Lumpur, Rio de Janeiro and Villahermosa (representing a total of \$48,000)									

ANNEX 12

FINANCE COMMITTEE UPDATE

Finance Committee Members:

Cape Town, South Africa (Chair)
Houston, USA

Halifax, Canada
Kuala Lumpur, Malaysia

Unaudited Financial Statements for the Third Quarter Ended September 30, 2018 and Forecast to December 31, 2018

Enclosed you will find the Unaudited Statement of Operations and Balance Sheet for the Third Quarter Ended September 30, 2018 and Forecast to December 31, 2018. (Annex 13).

Significant to note are forecasted receivables of \$16,000 to \$32,000 that the Secretariat does not expect to recover. This is due to the expected suspension of Rio de Janeiro's membership, as well as doubts as to Doha's continued membership.

Other items of note:

- \$12,400 that had not been budgeted were used for the hiring of a Marketing and Communications Assistant and \$450 for training (\$10,664 were from a previous allocation to the Marketing and Communications Committee and 2,186 were transferred from the General Fund to cover the overage).
- \$8,000 that had not been budgeted were requested by the Marketing and Communications Committee to upgrade and update the website.
- \$20,000 that had not been budgeted were allocated to the Economic Development Committee for the hiring of consultants. The funds are expected to be used in 2019.
- \$10,000 budgeted for 2017 AGM Host city's expenses will be transferred in the last quarter of 2018.
- \$10,000 budgeted for 2017 President's travel were spent in early 2018 after the courtesy visit to Doha was delayed.

Budget for the Year Ending December 31, 2019

Enclosed you will find the Budget for the Year Ending December 31, 2019, with comparative forecast results for the Year Ending December 31, 2018 (Annex 15).

Significant to the 2019 budget are changes to the budgeted amounts for Working Meeting Reception, Administrative Services, Insurance and Working Meeting Transportation:

- The Secretariat expects the scaling down of the Working Meeting Reception to bring cost down by at least \$25,000 (from \$40,000 to <\$15,000).
- The Secretariat proposes to keep the budgeted yearly General Funds surplus to \$0 and to make use of savings to significantly increase the Administrative Services budget (i.e. staffing) (from \$40,000 to \$81,000). This should allow us to perpetuate the Marketing and Communications Assistant position.
- Based on 2018 Working Meeting Transportation expenses and plans to partner with the Offshore Technology Conference (OTC) in 2019, the Secretariat recommends to increase the Working Meeting Transportation budget by \$1,000 (from \$2,000 to \$3,000).
- Based on 2018 Insurance costs, the Secretariat recommends to decrease the Insurance budget by \$1,000 (from \$2,000 to \$1,000).

Due to the allocation of \$20,000 from the surplus to the Economic Development Committee, we are budgeting a bottom line surplus of -\$17,000, which will result in a total accumulated surplus of \$202,170 as of December 31, 2019.

Additionally, the Committees have not met, therefore any additional budgeted committee expenses have not been included.

Board Action: A decision from the board is requested on the motions presented in Annex 12 and 14.

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

ANNEX 13

MOTION:

I move to approve the Unaudited Financial Statements for the Third Quarter Ended September 30, 2018 and Forecast to Year End, as presented.

SUBMITTED BY: Thomas Pommier

Phone #:

Email Address: secretariat@energycities.org

INTENT:

N/A

IMPLEMENTATION:

N/A

COST:

N/A

RATIONALE:

N/A

For use only by clerk:

Seconded by: _____

Approved: Yes No *Tabled*

Meeting date: ____/____/____

ANNEX 14

**World Energy Cities Partnership
Statement of Operations
(Unaudited)
For the Third Quarter Ended September 30, 2018 and Forecast to Year End**

	Budget 2018				Actual September 30, 2018				Forecast to December 31, 2018			
	General Fund	Committee Funds	Restricted Fund	Total	General Fund	Committee Funds	Restricted Fund	Total	General Fund	Committee Funds	Restricted Fund	Total
REVENUES												
Membership fees	128,000			128,000	150,967			150,967	134,944			134,944
Sponsorship			26,000	26,000			16,000	16,000			16,000	16,000
Miscellaneous				-	(20,000)	20,000		-	(30,186)	30,186		-
	128,000	-	26,000	154,000	130,967	20,000	16,000	166,967	104,758	30,186	16,000	150,944
EXPENSES												
Committee Expenses												
Ad-Hoc Strategy		-		-		-		-		-		-
Economic Development												
Communications		-		-		450		450		20,850		20,850
Membership		-		-		-		-		-		-
Annual General Meeting												
Host city expenses	10,000			10,000	-			-	10,000			10,000
Travel - President	10,000			10,000					10,000			10,000
Travel - Secretariat	10,000			10,000	8,546		4,531	13,076	10,000		4,531	14,531
Working Meeting												
Board meeting and luncheon	10,000			10,000	9,509		-	9,509	9,605		-	9,605
Transportation	2,000			2,000	2,000		580	2,580	2,000		580	2,580
Reception	40,000			40,000	40,000		1,642	41,642	40,000		1,642	41,642
Administrative services	40,000			40,000	29,996		-	29,996	39,994		-	39,994
Accounting	7,500			7,500	1,215		-	1,215	5,301		-	5,301
Insurance	2,000			2,000	-		-	-	646		-	646
Marketing - general	2,000			2,000	1,574		-	1,574	1,574		-	1,574
Office supplies	2,000			2,000	330		-	330	394		-	394
Miscellaneous	500			500	364		-	364	364		-	364
Membership dues - City of Houston			8,000	8,000			8,000	8,000			8,000	8,000
	136,000	-	8,000	144,000	93,533	450	14,753	108,736	129,878	20,850	14,753	165,481
Surplus for the period	(8,000)	-	18,000	10,000	37,434	19,550	1,247	58,231	(25,120)	9,336	1,247	(14,537)
Accumulated surplus, beginning of the year	169,472	25,664	47,292	242,428	160,698	25,664	47,345	233,707	160,698	25,664	47,345	233,707
Accumulated surplus, end of period	161,472	25,664	65,292	252,428	198,132	45,214	48,592	291,938	135,578	35,000	48,592	219,170

**World Energy Cities Partnership
Balance Sheet
September 30, 2018
(Unaudited)**

	Forecast Dec 31 2018	Actual Sep 30 2018	Dec 31 2017
Assets			
Current			
Bank	219,170	231,938	208,207
Receivables		80,000	42,500
Prepaid expenses		-	3,000
	219,170	311,938	253,707
Liabilities and Deferred Revenue			
Current			
Payables and accruals		20,000	20,000
Deferred membership fees		-	20,000
		20,000	20,000
Accumulated Surplus			
Operating	135,578	198,132	160,698
Committee	35,000	45,214	25,664
Restricted	48,592	48,592	47,345
	219,170	291,938	233,707
	219,170	311,938	253,707
Receivables-Outstanding 2016, 2017 and 2018 membership fees and sponsorship			
Calgary	8,000		
Dammam	8,000		
Kuala Lumpur	8,000		
Doha	16,000		
Rio de Janeiro	16,000		
Villahermosa	24,000		
	80,000		
Prepaid			
Payables and accruals			
2017 AGM Host City expenses	10,000		
2017 Travel - President	10,000		
	20,000		

ANNEX 15

MOTION:

I move to approve the Budget for the Year Ending December 31, 2019, as presented.

SUBMITTED BY: Thomas Pommier

Phone #:

Email Address: secretariat@energycities.org

INTENT:

N/A

IMPLEMENTATION:

N/A

COST:

N/A

RATIONALE:

N/A

For use only by clerk:

Seconded by: _____

Approved: Yes No Tabled

Meeting date: / / _____

ANNEX 16

**World Energy Cities Partnership
Budgeted Statement of Operations
(Unaudited)
For the Year Ending December 31, 2019**

	Budget 2019				Forecast to December 31, 2018			
	General Fund	Committee Funds	Restricted Fund	Total	General Fund	Committee Funds	Restricted Fund	Total
REVENUES								
Membership fees	152,000			152,000	134,944			134,944
Sponsorship			16,000	16,000			16,000	16,000
Miscellaneous				-	(30,186)	30,186		-
	152,000	-	16,000	168,000	104,758	30,186	16,000	150,944
EXPENSES								
Committee Expenses								
Ad-Hoc Strategy		-		-		-		-
Economic Development		20,000		20,000		-		-
Communications		-		-		20,850		20,850
Membership		-		-		-		-
Annual General Meeting								
Host city expenses	10,000			10,000	10,000			10,000
Travel - President	10,000			10,000	10,000			10,000
Travel - Secretariat	10,000		5,000	15,000	10,000		4,531	14,531
Working Meeting								
Board meeting and luncheon	10,000			10,000	9,605		-	9,605
Transportation	3,000			3,000	2,000		580	2,580
Reception	15,000			15,000	40,000		1,642	41,642
Administrative services	81,000			81,000	39,994		-	39,994
Accounting	7,500			7,500	5,301		-	5,301
Insurance	1,000			1,000	646		-	646
Marketing - general	2,000			2,000	1,574		-	1,574
Office supplies	2,000			2,000	394		-	394
Miscellaneous	500			500	364		-	364
Membership dues - City of Houston			8,000	8,000			8,000	8,000
	152,000	20,000	13,000	185,000	129,878	20,850	14,753	165,481
Surplus for the period	-	(20,000)	3,000	(17,000)	(25,120)	9,336	1,247	(14,537)
Accumulated surplus, beginning of the year	135,578	35,000	48,592	219,170	160,698	25,664	47,345	233,707
Accumulated surplus, end of period	135,578	15,000	51,592	202,170	135,578	35,000	48,592	219,170

**World Energy Cities Partnership
Projected Balance Sheet
December 31, 2019
(Unaudited)**

	Projected 2019	Projected 2018	Actual 2017
Assets			
Current			
Bank	202,170	219,170	208,207
Receivables	-	-	42,500
Prepaid expenses	-	-	3,000
	202,170	219,170	253,707
Liabilities and Deferred Revenue			
Current			
Payables and accruals	-	-	20,000
Deferred membership fees	-	-	-
	-	-	20,000
Accumulated Surplus			
Operating	135,578	135,578	160,698
Committee	15,000	35,000	25,664
Restricted	51,592	48,592	47,345
	202,170	219,170	233,707
	202,170	219,170	253,707
Receivables-Outstanding membership fees and sponsorship	-		
	-		
Prepaid	-		
	-		
Payables and accruals	-		
	-		