

FLEXFORUM |

Steering Group meeting

When	Thursday 13 June 2024, 0930-1200
Where	Virtual
Who	Steve Batstone, Shay Brazier, John Campbell, Ryan Kuggeleijn, Terry Paddy, Evie Trolove, Fiona Wiseman Secretariat: Lyndal Blatch, Craig Evans Observers: Brian FitzGerald (EECA), Mark Herring (EA), Sean McCready (CC)
Apologies	Matt Smith, Peter Bartlett (MBIE)

Session notes

1: Welcome

The Chair welcomed everyone to the session.

The SG:

- confirmed there was a quorum
- noted their individual obligations relating to the Commerce Act 1986 prohibiting anti-competitive conduct
- noted apologies
- confirmed the agenda.

Strategic items

2: Key messages on value stacking opportunities

The SG discussed the broader implications of insights about the opportunities to realise the value of flexibility and the where to from here. The SG noted a draft would be tested with the Market Frameworks stream before being shared with the wider Membership.

- Messages need to be simple and accessible. Need to understand the issue clearly e.g. this is what is going on and this is how we do it.
- Useful to use HEFT - they can review the document to make it short and sharp. Process could look like this - we turn volume or material into facts and then have a 1 hour session with HEFT to make it crisp and clear.

3: AGM preparation and process

SG discussed the reframing of the Independent Chair job description, the nomination process for new SG members and indicative subscription types and levels for 2025.

- SG agreed on reframing the Independent Chair job to focus on governance and advocacy, noting the resourcing implications for the executive/management activities currently done by the chair
- SG agreed on the proposed nomination, shortlisting and appointment process for Steering Group and Independent Chair.
- SG agreed to test indicative membership types and subscription amounts for 2024-25 with members, including 2 new categories intended to support greater participation and membership. The membership types and amounts will be confirmed prior to invoicing subscriptions in September.
 - individuals who are consumers (\$0)
 - one (or two) person organisation with annual revenue less than \$250,000 (\$500) - NEW category
 - organisations with an annual turnover of \$5 million or less (\$1,500) - NEW category
 - organisations with revenue between \$5 million and \$10 million (\$5,000)
 - organisations not in the other three categories and industry associations (\$10,000)
 - specified organisations: (\$30,000)
 - large electricity suppliers (ie, gentailers), for example, Contact Energy, Genesis Energy, Manawa Energy, Mercury Energy, Meridian Energy and Nova Energy
 - electricity distributors with 100,000 or more installation control points and Transpower
 - large electricity users directly connected to the transmission grid.

Standing items

4: Engagement

The SG endorsed the engagement and strategic communications plan.

The SG approved the next steps on the MOU with the EEA for the Knowledge Hub, noting it is expected to be operational in July/August.

5: Workplan

The SG noted updates on workplan progress and other FlexForum tasks.

- Noted the survey going out to all members to provide their view on measuring progress against the FlexForum Plan.
- Agreed to discuss with Ara Ake timelines for deliverables in the funding agreement.

6: Finance

The SG noted finance update and cash flow projections.

Procedural items

7: Updated policies and procedures

The SG approved the amendments to the policy and procedures document

- insert the Membership application process agreed by the SG in November and February 2024
- renumber pre-existing policies following inclusion of the membership application process
- document competition protocols
- replace clause 2.7 'The Steering Group may set proportional subscription fees for Members joining after the specified payment date for the annual subscription.' with 'The year for each annual subscription starts on the date on the subscription invoice. For example, the membership year for a Member invoiced on 1 February 2024 ends 31 January 2025.'. This change completes action 11.9 May 2024 SG meeting.

8: Membership requests

The SG noted Membership requests approved since the previous SG meeting, and interest from further parties.

- The Lines Company. SG confirmed membership 22 May 2024
- Future Grid. SG confirmed membership 29 May 2024
- Intellihub. SG confirmed membership 31 May 2024

9: Actions

The SG noted the status of actions from previous sessions.

10: Next Steering Group meeting

The SG agreed to reschedule the next SG meeting to Thursday 1 August.

11: Any other business

No other business.

Meeting ended 11.40am