

**OECA EXECUTIVE COMMITTEE MEETING**  
**VICTORIAN BY THE SEA**  
**1885 NW 50<sup>TH</sup>**  
LINCOLN CITY, OREGON  
November 11, 2004

PRESENT:

Joan Cote, Kraig Ludwig, Tom Brodbeck, Jim Abrahamson, Debbie McClure, Donna Kinnaman, Karrie Durie

Meeting called to order by Joan.

**First Order of Business - Changes in agenda**

Tom Brodbeck – Fundraising  
Donna Kinnamon – Travel Policy

**Next Order of Business – OECA By-Laws**

Kraig stated that they were not available. He did express his concern with coordinating fiscal procedures with the By-laws. Discussion ensued.

**Next Order of Business – OECA Dues**

Donna distributed an OECA Dues/Expenditures Report. Committee reviewed. It was suggested that OECA limit agency reimbursements to one per agency. Discussion ensued.

Donna suggested that we not change OECA dues structure. OECA Executive Committee Members proposed the following:

- \$500 first General Member
- \$250 second General Member
- \$175 third General Member or Associate Member

All members in agreement.

**Next Order of Business – CADO's Membership**

Joan felt that there were no real benefits for OECA other than information. OECA is charged \$500 annually. Joan felt that this amount should be negotiated down to a lower amount.

### **Next Order of Business – 2004 Budget Report**

Donna distributed a copy, committee members reviewed. Discussion ensued. Members felt that the cost for the audit would increase. Donna suggested that OHCS be responsible for the difference.

The following line items were added to budget report:

- Quarterly meeting contributions
- T&TA Training's
- T&TA Quarterly Meeting's
- Admin

Discussion ensued. Members agreed that Donna will not put the added line items into the budget until OHCS approves.

Donna distributed 2003 – 2005 Expenditure Report for training tracks in weatherization, energy assistance and Fiscal Accountability. Report reviewed by members.

### **Next Order of Business – Guests at Quarterly Meetings**

Should OECA charge an agency for bringing a guest? Discussion ensued. Kraig stated that it does not happen often, but does happen. It was suggested that we not charge, but an agency should notify Kraig ahead of time for planning purposes.

### **Next Order of Business – Golf Tournament.**

Donna asked Tom if he was sending out thank you cards to contributors. According to the IRS, any contribution of \$250 or more must be acknowledged. Tom stated that he was currently working on it. Tom distributed surveys completed by participants from the golf tournament. 53 people responded. Discussion ensued. It was the consensus of the group that it was valuable feedback to be used for next year's event.

### **Next Order of Business – Special Events**

It was suggested that Special Events needed to be put into budget as a new line item. Kraig stated that at the last quarterly meeting in September, that Judy Schilling was asked to start gathering information. Discussion ensued.

### **Next Order of Business – Travel Policy**

Travel policy reviewed and revised by members. Revision will be distributed to OECA members prior to the next general membership meeting in November. The revisions to the travel policy were due to budgeting constraints. Karrie will E-mail revision to members.

### **Next Order of Business – Jim Abrahamson**

Jim updated members on his new work plan. It has been identified that “unmet need” is a top priority. Two added responsibilities have been identified as participating in the following committee’s : 1) E2C2 and 2) REACH Overview. Joan asked Jim if these were two separate committee’s or were they the same? Jim would ask for further clarification and let Joan know.

Jim discussed the PGE acquisition. Jim stated that he had distributed an update to the CADO Board of Director’s and Joan on October 25<sup>th</sup>. Due to the confidential material contained in the settlement, distribution was limited. Joan suggested that for those weatherization coordinators and energy coordinators wanting further information should talk to their agency Director. Discussion ensued. Jim also shared with committee members the final draft available to attendees to the Poverty Conference later this month.

Jim talked about this past year, various projects he had/and are currently involved in. Committee members expressed their appreciation in all of his hard work and efforts.

### **Next Order of Business – OECA Work Plan 2003 – 2004**

OECA members reviewed work plan and evaluated. Copy will be distributed at next General Membership Meeting held later on this month.

### **Next Order of Business – Reimbursement form**

Committee members revised form. Donna will distribute revision to members.

### **Next Order of Business – T&TA Budget**

Donna distributed copy to members. After further review, changes were made. Donna will distribute revision of the T&TA Budget to Executive Committee Members for further review.

### **Next Order of Business – Executive Committee Meetings**

It was discussed that the Executive Committee Meetings and the T&TA Committee Meeting needed to be longer that ½ a day (currently). Discussion ensued. Committee members agreed. Joan set the following schedule:

<b>Month</b>	<b>Date T&amp;TA</b>	<b>Date Executive Committee</b>
January	11 <sup>th</sup>	12 <sup>th</sup>
February	8 <sup>th</sup>	9 <sup>th</sup>
April	12 <sup>th</sup>	13 <sup>th</sup>

