

**OECA EXECUTIVE COMMITTEE MEETING
2585 STATE STREET
SALEM, OREGON 97309**

DECEMBER 15, 2004

PRESENT:

Joan Cote, Karl Tanner, Donna Kinnaman, Jacque Meier, Gary Clark, Kraig Ludwig,
Gary Clark, Karrie Durie

Joan called the meeting to order.

First order of business – Donna/finance report

Donna stated that an agency had put in reimbursement for costs for a rental car. After discussion, Executive Committee members felt that OECA would not reimburse for those actual costs but reimburse at what costs would have been for a shuttle. Also discussed meal reimbursements, agencies have been entering in actual costs rather than OECA's rates. Agencies need to have a clearer understanding of amounts to be entered. Any unusual reimbursements need to be approved prior.

Next order of business. A conference call was made to Debbie regarding the REM Rate Advanced Training in Salem for the first of February. Reimbursement for lodging and meals will be at the per diem for the State. Training is for two days between 8:00 Am. and 5:00 p.m.

The Affordable Comfort Conference, the lodging rate @ the hotel will be at reimbursed at the per diem rate for Portland. Kraig asked Debbie if OHCS would reimburse for materials (props) needed at the conference. Debbie informed the group that according to Dan, OHCS will not reimburse for materials nor for time involved in setting up. Discussion ensued.

Next order of business – The training center's business plan.

Committee discussed if the Executive Committee should complete or hire someone. After discussion, it was decided that the Executive Committee would finish the business plan and hire someone to review it. Prior to completing, a letter will be drafted by Joan and OECA's President Michael Fieldman to OHCS re: the ownership of the weatherization education curriculum.

Karl will contact Chris Dorsi of Saturn Resources re: contracting to use their education material for the training center.

Next order of business – Fiscal Year

Committee discussed the possibility of changing OECA's fiscal year. It was decided that this would need to be taken to the general membership for a vote.

Next order of business – Meeting with CADO/OECA/OHCS

Joan will approach Michael Fieldman with the possibility of having Wendy initiate the meeting.

Next order of business – Credit card charges.

Kraig sought approval to authorize a charge on OECA's credit card for the balance of the estimated total for the Eugene Hilton. Committee members approved.

Next order of business – OECA's workplan.

Donna will E-mail the workplan to Karrie, who will send to all members of the Executive Committee.

Joan asked if there was any other business, Donna questioned if OECA could put in for a EAP grant. Discussion ensued. Donna and Joan will pursue,

There being no other business, meeting adjourned.