

APPROVED 7/30/08

OECA Board Meeting
April 16, 2008
Clackamas County Weatherization
1810 Red Soils Court #B
Oregon City, OR 97045

Present: Marc Hinz, Colleen Neel, Jacque Meier, Diane Hansen, Donna Kinnaman, Joan Cote, Margaret Davis, Janice Delameter, Robert Stevens, Kraig Ludwig

Kraig called the meeting to order at 8:45 a.m.

Payment from Those Who Fail Training Exams and Training Cancellation Policy – Board members present agreed that those who fail exams still have to pay. Marc was to draft formal policy statements on the following issues for Board review: (1) payment from those who fail training exams, and (2) training cancellation policy.

Energy OutWest Giveaway Items – Colleen gave a demonstration of samples. Joan made a motion to spend \$4,000 on giveaways for Energy OutWest, the golf tournament and the membership; that all items were to be subtracted from the proper budget item; that the choice of items would be left to the committee; and that Colleen and Diane would send out a final list with prices before the order was made. Diane seconded, and the motion was passed.

Training Fees for Non-Profit Associate Members – After discussion it was agreed that the group would remain firm on the \$2,800 fee.

Approval of Board Minutes – Margaret made a motion to approve the January 16 and February 19-20 Minutes. Colleen seconded, and the motion was passed.

Eagle Crest 2009 – Jacque asked if the group wished to continue holding the Quarterly Meeting in central Oregon. A deposit of \$500 was needed by the following Sunday to hold the site for 2009. Colleen suggested looking into the new resort in Sisters. Margaret made a motion that Jacque look into the cost of the facility in Sisters and if it was not comparable for Jacque to proceed with securing the Eagle Crest site for the 2009 Quarterly Meeting. Joan seconded, and the motion was passed

LUSSA Request for Associate Membership – Kraig read a letter from Renata Wilson requesting associate membership for LUSSA. Colleen made a motion to approve the LUSSA request and to forward the request to the general membership. Robert seconded.

After discussion a vote was taken and the motion was not passed. Jacque made a motion that the LUSSA request for associate membership be referred to the general membership with the Board's recommendation that it not be approved due to overlapping of current representation. Donna seconded, and the motion was passed.

EWEB Request for Associate Membership – Kraig read a letter from Charles Dalton requesting associate membership for EWEB. Joan made a motion to send the request from EWEB for associate membership to the general membership with the Board's recommendation for approval. Jacque seconded, and the motion was passed.

Associate Membership Applications – Marc was to draft an application document for future membership requests.

Elections – Colleen made a motion to appoint Diane Hansen as the interim replacement for the vice-chair fundraiser position and to follow up with a general membership election confirmation for the second year of the term at the May Quarterly Meeting. Joan seconded, and the motion was passed.

Executive Director Project Updates – Marc gave the following updates.

- Cash Flow Analysis – There was discussion about the need to hire a full-time trainer. Marc was to draft a job description, budget and job announcement. A committee consisting of Kraig, Donna, Margaret and Joan was to put together a personnel policy. Margaret was to arrange a conference call for this group. Due date to have the packet ready for legal review: April 30.
- Website Management – After discussion it was agreed that the target completion date for the on-line registration component was May 15.
- Task List – Reviewed by the group.
- Energy OutWest Booth – Marc reviewed the handout. Marc was to forward quotes from professional designers to the Board by April 25. Jacque remarked that the drop-dead date for all Energy OutWest materials to be at CCWX for transport was May 27. Colleen was taking care of the shirt order.
- MOU – Next steps: feedback from NeighborImpact and review by CAPO. Board members were asked to have comments to Marc by the end of the day April 18.
- Audit – No progress.
- Trainings – All logistics completed.
- WordMark Copyright – Marc was following up.

Financial – Donna reported that the CD matured on April 15 with a 10-day window for automatic rollover. The bank balance was \$55,972.74.

Weatherization Specs Review – Cecilia Gonzales-Lyons completed the formatting and submitted the document to Dan Elliott for review.

Performance Tested Comfort System Certification – After discussion it was agreed that Marc was to follow up with ODOE and send a notice out to the membership.

Quarterly Meeting – Jim Abrahamson was to give a PUC 101 presentation.

DOE Funding – Discussion.

Golf Tournament – After discussion it was agreed that the 2008 location would not be changed. Diane was to verify and contact committee members.

The meeting was adjourned at 2:00 p.m. An Executive Session in accordance with ORS 190.660(L)(i) was called for the purpose of discussion of personnel matters.