

Oregon Energy Coordinators Association

APPROVED 4/16/08

EXECUTIVE COMMITTEE MEETING

DATE: January 16, 2008

TIME: 9:00 a.m. – 5:00 p.m.

LOCATION: Clackamas County Weatherization, 1810 Red Soils Court #B, Oregon City, OR 97045

ATTENDANCE:

- | | | |
|------------------------|--------------------------|----------------------|
| • Kraig Ludwig (Yes) | • Donna Kinnaman (Yes) | • Jacque Meier (Yes) |
| • Steve Divan (Yes) | • Joan Cote (No) | • Marc Hinz (Yes) |
| • Robert Stevens (Yes) | • Janice Delameter (Yes) | • Colleen Neel (No) |
| • Tom Brodbeck (No) | • Margaret Davis (Yes) | • Guest: |
| • Guest: | • Guest: | • Guest: |

AGENDA:

SPECIAL NOTES ABOUT MEETING:

Kraig called the meeting to order at 9:20 a.m. He announced that there was a quorum. The date on the agenda was corrected to: 1/16/08.

PRE-MEETING CHECK-IN

Kraig asked for additional agenda items:
DOE State Plan Comments
LUSSA as Associate Member
Reimbursement for a Trainer (under Financial)
Awareness of Bank Charges (under Financial)

STANDING AGENDA ITEMS:

I. Approval of Board Minutes

August 22-23, 2007 in Hood River

Jacque made a motion to approve the minutes. Margaret seconded, and the motion was approved.

October 17, 2007 in Clackamas County

Donna made a motion to approve the minutes, and Margaret seconded. Discussion: On page 2 the Action Item under Priority Task List should be changed to read Board members instead of members. On page 3 the Action Item under Specs Formatting

Oregon Energy Coordinators Association

should be changed to read that Kraig was to follow up (delete with CAPO). Donna and Margaret approved the amendments, and the motion was approved.

September 6, 2007 Special Session in Newport

Robert made a motion to approve the minutes, and Jacque seconded. The motion was approved. Discussion followed concerning the importance of keeping the roster updated and communicating membership information to the Logistics chair.

Action Item: The secretary will send the updated roster out right after each Quarterly Meeting, and the Logistics chair will check with the secretary and treasurer before sending out meeting announcements.

December 19, 2007 Informational Meeting in Clackamas County
No vote necessary. There were no questions or comments.

II. Executive Director – Project Updates

Scope of Work – Marc gave an update and reported that the latest revision was submitted to OHCS. Board members reviewed the Ownership of Work Product language.

CRD – Completed.

Website – Marc reported that several articles were ready to be entered. Diagnostic Tech was moved back a week on the calendar. The service area section contained a few incorrect items, and Marc would be asking the field for help. Kraig asked if Marc had contacted Chris Shoopman about the correction. Marc said that he was working on this. Kraig added that the second item for follow up with Chris concerned corrections to the map.

Action Item: Marc will contact the Oregon network sub-grantees only, asking them to review the map for accuracy.

Priority Task List – Marc had previously sent an update of the list to Board members. The document was divided into two sections: one section for tasks that take a limited amount of time/less than one day, and the other section for projects with multiple steps. Board members reviewed and discussed the Task List.

Action Item: Kraig and Marc will meet and review the Priority Task List on a regular basis and share progress with the Board.

Action Item: Marc will invite an insurance company representative to visit the next meeting to provide clarification about insurance coverage.

Articles and By-Laws – Marc reported that the lawyer submitted the restated Articles to the State. The State sent a notice to Donna that some additions needed to be made. Marc sent a letter to the lawyer describing what needed to be done and all hard copies. The By-Laws were being reformatted and were nearly completed. Kraig remarked that the By-Laws needed to be resubmitted to the full membership at the next Quarterly Meeting.

Action Item: Marc will check with the lawyer to see if the membership needs to vote again on the By-Laws.

Oregon Energy Coordinators Association

MOU – Marc reported that the semi-final version was given to the lawyer; the lawyer gave it back with changes; the Board approved those changes; it was sent on for a pilot test for the last Energy Analyst training at Neighbor Impact; and Neighbor Impact gave input which Marc incorporated. Two final things remained to be done prior to submitting it to CAPO and the lawyer: defining what “adequate insurance” is and communication protocols for instructors/attachment to the MOU.

Action Item: Marc will attach an exhibit to the MOU that the trainer will sign and return to OECA, confirming understanding of communication protocols.

IT Contractor Recruitment – Marc reported that the job description was finished and ready for recruitment when funds were available.

Credit Card – Marc reported that the credit card was not yet received.

Action Item: Donna will follow up with the bank.

Specs Formatting – Marc reported that all of the edits were done. He added that an IT contractor would need to be hired to set up the laptops to accommodate the InDesign software and that a professional would be needed to format the material. Robert asked what could be done to get this project started now. Discussion followed concerning getting Robert started on the project vs. waiting for an IT person. There was general agreement that the project needed to get done and a plan made on how that could be accomplished.

Action Item: Robert will bring a presentation to the next meeting. Kraig will follow up with Dan Elliott. The goal is to get the Specs out to the network within the next two months.

Training Records – Marc demonstrated and reviewed a sample of the audit for the training database. This topic was discussed at the T&TA meeting on the previous day.

III. Officer Updates

Financial Update – Donna reported the following.

- The credit card was sent on November 30 to Joan’s office. It was being reissued.
- At the end of December OECA had \$73,706.87 and the CD balance was \$19,977.86.
- The bill from William Cote for OECA’s first official audit was received. This was not a full-blown audit, but was solely for informational purposes. The report was positive. The accountant encouraged OECA to purchase a software system. Kraig thanked Donna for her good work.
Jacque made a motion to approve the auditor’s report from William D. Cote as submitted, and Robert seconded. The motion was approved.
- The CD was to mature on 4/16/08.
- The bank charges were going up significantly, particularly relating to fees for the website. Some of the website charges were unclear.

Oregon Energy Coordinators Association

Action Items: The Board will review the charges at the end of the fiscal year to make sure that they are still appropriate. Marc will provide Donna with supporting documentation for website charges on the bank statement.

- The MOU test run allowed 10% for admin., which one of the agencies requested for reimbursement. This was outside of what OECA normally had done through the CRD. There was discussion about whether this reimbursement should be made.

Margaret made a motion to approve and pay the bill for the EA 1 training on November 5-9 from Neighbor Impact, and Steve seconded. The motion was approved.

- Donna asked for discussion concerning approval for her to be the second signature, which she normally did not do, on some checks where no other person was available to sign. She added that it was important for the checks to get moving. Kraig suggested that check signers should be kept in a centrally-located area to avoid extra travel or sending checks through the mail. All would have to go to the branch in Salem to sign, which could be taken care of at the next Salem meeting.

Steve made a motion that Donna be the second signature on checks numbered 2311 through 2334. Robert seconded, and the motion was approved.

Robert made a motion to modify check signers to Kraig, Joan, Jacque, Marc, Donna backup. Donna seconded. Margaret asked that the motion be amended with the addition that the signers would go to the bank to sign during the February Board meeting. Robert and Donna approved the amendment, and the amended motion was approved.

IV. Committee Updates

Board Committees

T&TA – Steve gave a recap of the T&TA meeting.

Energy Assistance – Discussion topics: (1) Is it necessary to give a regular LIEAP payment before giving a furnace crisis payment? (2) How to get Leverage funding into OPUS? Some agencies were told that they have to go through the State and others told that they could set up a local program.

Action Item: Margaret will add these topics to the Roundtable agenda.

Review Committees – No committee meetings.

Elections – Jacque will oversee at the May Quarterly Meeting and will inform the membership of open positions at the March meeting.

Special Events – By the next meeting everything should be in place for Energy OutWest.

Oregon Energy Coordinators Association

Scrapbook – Chair position was vacant, with Carmen Underwood and Linda Roberts on the committee. Follow up was needed.

Fundraising – No report.

Legislative – Kraig and Jim Abrahamson will be talking about a Weatherization format for the snapshot.

External Committees

EPC – Kraig reported that AOP and Native American proposals were not ready. The intervener funding proposal was not approved. There was discussion about other resources for intervener funding. Kraig added that he hoped that Jim Abrahamson would be able to participate in the next meeting for updates on energy policy concerns and issues.

ACE – Jacque gave an update. There was a report about a utility filing a rate case to increase funds similar to 838. Roger Rees was on the NLIEC planning committee. The ETO was having problems with quality assurance. ACE had six vacancies. Jacque suggested REX Heating as a member. Discussion followed about representation in ACE. There might not be enough low-income representation and there was none for eastern Oregon. The EPC makes policy recommendations to CAPO; ACE acts as an advisory body on energy to the State.

Peer Exchange – Covered under Energy OutWest.

Energy OutWest – Kraig reported that \$500 would have been enough for the sponsorship but that the \$1500 that was approved was already paid. There was discussion about what additional items might be obtained for this dollar amount and how to respond to the general membership about this.

Action Items: Energy OutWest will be a standing agenda item. There will be monthly status reports that will include goals and steps. Marc will prepare and give a report at the February meeting to include: timeline, an outline of ideas and thoughts for the booth, bids and costs for a banner, outlined steps for items that need to be taken care of, manpower, marketing.

OPUS – There was discussion about Traia's role and if follow up was needed. Monthly OPUS updates were being sent to CAPO. The Roundtable meetings were avenues for discussing OPUS issues. Jacque reported that the deemed savings in OPUS E2C2 were not accurate.

Action Item: Kraig will draft the next CAPO report and send to the team for review.

Oregon HEAT – No report.

BPA – No report.

Fair and Clean Coalition – No report.

Oregon Energy Coordinators Association

V. Quarterly Meeting Agenda/Schedule

Steve Jole proposed a presentation by David Lettero. It was also suggested that Kurt Torgerson from Clackamas County do a presentation on vampire load.

Action Item: Kraig will follow up.

VI. Communication Concerns

OECA and CADO Joint Meetings and Updates – The joint executive committee meeting was moved out a month because of the change of director. There was discussion about the configuration of the February meetings to accommodate the joint meeting.

Action Item: Kraig will follow up with CAPO and with Colleen about the February T&TA meeting.

CAPO/OECA/OHCS Communication – In process.

30th Anniversary in July of 2010

OLD BUSINESS:

VII. Team Building

To be revisited after the contract is approved.

VIII. Position Development -- Updates

Personnel and Financial Policies – Need to clarify standards, broader expectations, protocols and guidelines.

IX. Scope of Work

Discussion.

Conference call with Dan Elliott.

Conference call with Jim Abrahamson.

NEW BUSINESS:

I. LUSSA

Discussion about LUSSA's expressed interest in OECA membership. The organization must submit a letter of interest to the chair and then the Board will approve or not.

Action Item: Janice will send a list of LUSSA members to the Board.

Oregon Energy Coordinators Association

II. DOE State Plan

Marc was putting together the comments. Board members reviewed and edited the draft document.

Action Item: Marc and Kraig will refine the document, send it to the team and send to Dan Elliott by Friday.

The meeting was adjourned at 5:45 p.m.