

Oregon Energy Coordinators Association

DRAFT

EXECUTIVE COMMITTEE MEETING

DATE: October 17, 2007

TIME: 8:00 – 10:00 a.m. Closed Session; 10:00 a.m. – 3:35 p.m. Regular Meeting

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 (No) | • Joan Cote (Yes) | • Marc Hinz (Yes) |
| • Robert Stevens (Yes) | • Janice Delameter (Yes) | • Colleen Neel (Yes) |
| • Tom Brodbeck (No) | • Margaret Davis (Yes) | • Guest: |
| • Guest: | • Guest: | • Guest: |

AGENDA:

SPECIAL NOTES ABOUT MEETING:

Kraig called the meeting to order at 10:00 a.m.

PRE-MEETING CHECK-IN

Kraig asked for additional agenda items:

Upcoming Quarterly Meeting
AOP/Annual Operating Procedure
Decertification
Energy Outwest
MOUs
Certificates
T-shirts

STANDING AGENDA ITEMS:

I. Approval of Board Minutes

The August minutes were sent out but members did not remember seeing them. Approval was deferred until the next meeting.

Action Item: It was agreed that in the future Janice will send the minutes to Kraig and Marc only. Marc will send them out with the agenda.

Oregon Energy Coordinators Association

Action Item: It was agreed that Janice will distribute Quarterly Meeting minutes to Jacque and possibly one other person to proofread before they are sent out to the general membership.

II. Executive Director – Project Updates

Scope of Work Status – The revised budget was submitted to Dan Elliott, and he verified receipt by e-mail. Marc also sent an e-mail to Dan requesting clarification that the September Shell Tech training would be covered by the Scope of Work, but he had not heard back. It was agreed that clarification in writing would be needed.

CRD – An extension through the end of October was signed and sent to Donna. Donna reported that Dan had indicated that pre-authorized expenses could be carried forward into October.

Website – Marc indicated that the final website training had been scheduled for the previous Monday but was cancelled. The next and final training was to take place the following Tuesday. GBS would then be released from the contract. Marc added that GBS built the technical infrastructure and initial content, but the remaining content was OECA's responsibility. The final training was to focus on managing the registration and payment system. There was a discussion about how the stories were to be submitted and edited. It was agreed that the Roundtable groups would be the best resource for stories and the Website Committee the best vehicle to oversee submission and editing of stories. Website committee members are: Judy Schilling, Marc Hinz and Joan Ellen Jones. More people are needed for this committee. There was also a discussion about the fact that not all of the website was as yet in English. Marc reported that the non-English sections were placeholders for information to come. It was suggested and agreed that it would be better to put a comment in English that the space was reserved for whatever would be going there or that it was under construction. Kraig suggested that the fundraiser thank-you letter was an example of something that could be put in those spots.

Action Item: Marc was to notify Donna in writing when the training was completed and the final payment would then be issued.

EA1 Training – Marc reported that only six people were registered. There was discussion about the deadline for signing the contract with the Wittenberg Inn.

Action Item: It was agreed that another notice should be sent out, that the contract would not be signed until the last possible moment, and that Marc would try to negotiate a few days of delay for the 50% amount due.

Priority Task List – There was discussion about the procedure for setting Marc's priorities. It was agreed that Marc and Kraig are the ones who set these priorities, and that if others have suggestions they should communicate with Marc and Kraig directly so that they can discuss how the suggestions fit. Kraig added that the T&TA chair would most likely be included in prioritizing training items.

Action Item: Robert requested that the priority list be communicated to members ? (Board Members?) on a regular basis.

Oregon Energy Coordinators Association

Bylaws and Articles – Both the Bylaws and the Articles were resubmitted to legal counsel, who was to submit the Articles to the State of Oregon. Legal counsel was doing the reformatting of the Articles.

Action Item: It was agreed that Marc and Kraig would work on reformatting the Bylaws so that they would be ready by the Quarterly Meeting.

MOU – Marc reported that the MOU was 95% completed. The draft had been reviewed by the lawyer and changes made. The attachments are to be created as trainings come up.

Colleen made a motion to proceed and use the MOU as a pilot with the upcoming EA 1 with those agencies participating. Donna seconded, and the motion was approved.

Action Item: Kraig was to move forward to discuss this action with Tom Clancey-Burns and CAPO.

IT Contractor Recruitment – Marc asked members to review the draft application and to let him know if there were concerns. The current need was for the two laptops that OECA purchased, but the long-term goal would be to build a relationship with the best possible person for future needs.

Action Item: Donna asked Marc to make sure to send the information to the network and CAPO directors (through Wendy).

Credit Card – Donna remarked that Marc could go ahead and apply for a credit card and that he was authorized to provide the OECA information needed on the application. Kraig added that it was important for at least two other representatives to have access to the account and at least one person to have the authority to put a hold on the account.

Specs Formatting – Jacque and Colleen volunteered to spend a weekend formatting the revised specifications. Marc added that In-Design was purchased for \$150, but was not yet loaded into the computer. Once the software was operational and the IT contractor converted the specs to the program, it would be easier for OECA staff to do the updates. Discussion followed concerning if the state or OECA was responsible for updating and maintaining the specs.

Action Item: Kraig was to follow up with CAPO.

National DOE Florida Hotel Registration – Kraig asked if members wanted Marc to attend. After discussion it was agreed that Marc would not attend and that Energy Outwest was a higher priority for his attendance.

Added Topic: Certificates – This topic was added in follow up to the discussion at the T&TA meeting the previous day. Kraig reported that there was a lot of frustration because the certificates were not being sent out in a timely fashion and that this needed to be resolved and a plan made for Marc. He asked what members wanted to direct Marc to do relating to the past-due certificates.

Action Item: It was agreed that Marc should send an e-mail to Dan Elliott to ask for the go-ahead. The agreed-upon timeline goal was to hand out the certificates at the next Quarterly Meeting.

Oregon Energy Coordinators Association

Added Topic: Weatherization 101 and Energy Education Workshops – These trainings were scheduled for November 27 and 28. There was discussion about the small rooms reserved at the Clackamas County Public Services Building and whether the trainings should take place instead at Clackamas County Weatherization.

Action Item: Marc was to follow up and let Janice know if the PSB reservations should be cancelled.

III. Officer Updates

Financial Status – Donna reported that all but one dues were paid. She added that the bank total was \$67,531.40.

Added Topic: Golf Tournament – Kraig had asked Marc and Tom to put together a financial summary for this meeting, which was not received. Marc said that he had followed up with Tom, who thought that everything was collected from the sponsors.

Action Item: Kraig requested that a fundraiser written report and presentation be prepared for the Quarterly Meeting. Marc was to follow up and determine the final financial information before the meeting.

IV. Committee Updates

Board Committees

T&TA

Recertification – Colleen said that the group needed to discuss recertification and the procedure for when certification has to be revoked. She said that the discussion was initiated by Dan Elliott. She asked if this issue should be formally added to the T&TA agenda, and there was general agreement that it should. She added that Dan was going to discuss the issue with the Attorney General's office and that OECA needed to look into its own risk. Marc was also working with Steve Jole from CSC. Members agreed that this was a good plan.

AOP – Colleen reported that Dan Elliott wanted to know if OECA was interested in moving forward in applying to the Annual Operating Procedure for a special grant to build curriculum for the Weatherization management training. **Jacque made a motion to give approval to this body to move forward and apply for AOP funds to develop curriculum for Weatherization Plus barring any unforeseen elements that would make the group choose to abandon the project. Joan seconded. Discussion: It was suggested that Beverly Danner be asked if she would be willing to be the point person on the project. Colleen said that she would follow up and get back to the group. Joan Ellen Jones and Craig Satein were suggested as backup persons. The motion was approved.**
Action Item: Marc was to communicate with Dan and Kraig with CAPO.

Oregon Energy Coordinators Association

Energy Outwest – **Jacque made a motion that the Executive Committee approve and forward a request to the general membership for OECA to participate as a vendor at the 2008 Energy Outwest Conference to promote REAP certification. Robert seconded, and the motion was approved.**

Action Items: Colleen was to take the cost information to the general membership. Marc was to follow up on the costs with Energy Outwest and notify Executive Committee members.

Shirts – Colleen asked if the Executive Committee wanted to have shirts for everyone to wear at Energy Outwest, for Executive Committee members, and also for all members to wear.

Action Item: It was agreed that Colleen would contact Executive Committee members with an estimate and further information.

Energy Assistance

Margaret asked about the Pacific Power contract issue. She believed that four agencies were affected, and that Pacific Power was not signing vendor contracts and thus agencies were unable to make payments for clients. Kraig said that CAPO was already working on this issue.

Remainder of Committee Agenda Items

No issues at this time.

V. Quarterly Meeting Agenda/Schedule

Kraig reported that there were two requests from the network for presentations. Steve Jole requested 30 minutes on the first day for a presentation by CASA of Oregon concerning mobile home parks. Steve also requested permission for an energy educator to give a presentation on a house with an earth-sheltered roof for the second day. There was a request to change an affiliate report from the second day to the first. There was discussion about members leaving early on the second day and missing the state reports. Donna remarked that the officers' reports should be in writing and part of the consent agenda. There was also a discussion about all presenters providing written reports so that Janice can proofread and add directly to the minutes. It was agreed that the agenda would not be changed and that there would be one presentation only. It was also agreed that it is important to get the minutes out sooner to the network.

VI. Communication Concerns

OLD BUSINESS:

VII. Team Building

Oregon Energy Coordinators Association

VIII. Position Development -- Updates

NEW BUSINESS:

I. Scope of Work

II. Guidance for Jacque

Jacque was working on locations for the March and May Quarterly Meetings. After discussion it was decided that she would move forward with Eagle Crest for May and look into the Hood River Inn for March.

There was a discussion about charging Quarterly Meeting guest attendees. The average cost per day is \$65. Jacque will determine the actual charge based on the cost of lunch plus tip.

There was also a discussion about charging those who attend Quarterly Meetings but haven't paid their dues. It was agreed that this charge would be implemented at the next meeting. Jacque was to send an e-mail for the meeting charge which would include both days.

III. Structure of Board Meeting Agenda

Deferred to the next meeting.

IV. Committee Structure

Deferred to the next meeting.

The meeting was adjourned at 3:35 p.m. An Executive Session in accordance with ORS 190.660 (L)(i) was called for the purpose of discussion of personnel matters.

Oregon Energy Coordinators Association

ACTION ITEMS

| WHO | WHAT & WHY | BY WHEN | NOTES: | Date Completed? |
|------------------------|---|---------|--|-----------------|
| Marc | Develop draft protocol for approved drivers. | | Working on as priority. | |
| Kraig | Ideas for Uncle Eddie. | | Kraig will purchase. | |
| Marc and Colleen | Inventory system for purchases. | | Made a start and Jacque passed around. | |
| Marc | Logo copyright. | | No action. | |
| Marc | Plan joint OECA/CAPO meeting. | | Tentative for January 16. | |
| Kraig | Follow up with Traia about OPUS sub-committees. | | Traia had been out but still working on. | |
| Marc and Kraig | Letterhead | | Discussion and follow up. | |
| Colleen Marc, Kraig | AOP Application | | | |
| | | | | |
| | | | | |
| | | | | |