

APPROVED 4/16/08

OECA Executive Committee Meeting  
February 19-20, 2008  
MWVCAA  
2585 State Street  
Salem, OR 97301

February 19, 2008

Present: Colleen Neel, Margaret Davis, Janice Delameter, Jacque Meier, Joan Cote, Kraig Ludwig, Robert Stevens, Donna Kinnaman  
Guests: Jim Abrahamson, Dan Elliott

Kraig called the meeting to order at 12:10 p.m.

Jim gave an Oregon Energy Partnership update.

Dan gave an OHCS update.

Board Member Attendance Issues – There was a discussion about the fundraiser vice-chair Board meeting attendance and participation concerns. Donna made a motion that Kraig talk to Tom Brodbeck and that if he did not agree to resign he should be eliminated from the Executive Committee. Jacque seconded. Discussion followed. Kraig suggested a friendly amendment that Kraig would be authorized to consult with those Board members who had not been participating at the expected level according to the By-Laws and ask what their intentions were. Donna and Jacque agreed to the friendly amendment, which was approved.

Board Committees – Jacque was to check in with the Election Committee and send out a notice of open positions to the membership. Kraig was working on cleaning up the By-Laws document.

Quarterly Meeting – Janice was to add the following to the attendee listing: member, guest, proxy, associate. There was discussion about possible presentations and Kraig was to follow up.

External Committees – There was an Energy OutWest request from Crystal Elcon and Diane Hansen which Kraig had asked Marc to follow up on, and follow-up was also needed with the state.

The meeting was adjourned at 3:30 p.m. An Executive Session in accordance with ORS 190.660(L)(i) was called for the purpose of discussion of personnel matters.

February 20, 2008

Present: Kraig Ludwig, Colleen Neel, Jacque Meier, Robert Stevens, Joan Cote, Marc Hinz, Margaret Davis, Janice Delameter, Steve Divan  
Guest: Rena Faber

Kraig called the meeting to order at 8:15 a.m.

CAPO/OECA Joint Executive Committee Meeting Topics – (1) How the two groups communicate and what our roles are. (2) Communication with OHCS. (3) Joint steps for the LIEAP formula. (4) Other updates.

Insurance – Rena Faber from Wells Fargo Insurance answered Board members' questions about vehicle insurance coverage. Donna and Rena were to follow up to make sure that Donna had all insurance documents.

Contract Management Update – Board members reviewed the 2008 Cash Flow chart and discussed the future possibilities of hiring a full-time trainer and eventually having a training center.

Website Management – Marc gave an update.

Executive Director Priority Task List – Kraig and Marc had met briefly to discuss the highest priorities on the list. Marc was to go back through the list to assign dates and priority order for Kraig's review.

By-Laws and Articles – Marc reported that the Articles were resubmitted to the State of Oregon and approved with some changes that legal counsel said were superficial and which did not require resubmission to the membership. Kraig reported that the By-Laws were nearly completed.

MOU – After discussion it was agreed that the completion goal was for the April trainings. Kraig added that the document had to be submitted to CAPO directors.

Specs Formatting – Kraig was to follow up with Dan Elliott.

Training Records Audit – Marc reported that no further work had been done. He was to follow up with Dan Elliott about the issue of private contractors.

Marc's One-Year Evaluation – Kraig reported that the Board had discussed the evaluation process and would have a self-evaluation form for Marc to complete.

The meeting was adjourned at 10:45 a.m.