

Oregon Energy Coordinators Association

DRAFT

Executive Committee Meeting

DATE: 08/22/07 - 8/23/07

TIME: 10:40am 8/22 – 1:15pm 8/23

LOCATION: Vagabond Lodge, 4070 Westcliff Drive, Hood River, OR 97031

ATTENDANCE:

- | | | |
|------------------------|--------------------------|----------------------|
| • Kraig Ludwig (Yes) | • Donna Kinnaman (Yes) | • Jacque Meier (Yes) |
| • Steve Divan (No) | • Joan Cote (No) | • 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:

8/22 Kraig called the meeting to order at 10:40 a.m.

PRE-MEETING CHECK-IN

Kraig asked for additional agenda items:
CRD Extension Report from Marc
Ideas for Uncle Eddie
Letterhead
OECA Budget
May Quarterly Meeting Minutes (not available)
Attendance Concerns

STANDING AGENDA ITEMS:

I. Executive Committee Minutes - Approval

March 1 Executive Committee Minutes

Corrections: on page 2 should be Marc not Mac; OLIEE misspelled; on page 3 the last bullet should read "Discussion – Mileage for the new Executive Director will be logged from the home base of Joan's Energy Office in Salem. Mileage from his home to pick up supplies will be reimbursed."

Jacque made a motion to approve the minutes as corrected, Donna seconded, and the motion was approved.

April 18 Executive Committee Minutes

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Corrections: on page 1 Kraig's name is misspelled and a break is needed between OEP and CRD.

Margaret made a motion to approve the minutes as corrected, Donna seconded, and the motion was approved.

Follow up – Donna reported that the payment was received from Oregon Power.

July 18 Executive Committee Minutes

Corrections: OLIEE misspelled.

Colleen made a motion to approve the minutes as corrected, Robert seconded, and the motion was approved.

Follow Up on Action Items:

Insurance Coverage for Cargo Trailers -- Marc reported that the list of backup drivers is not required by the insurance company, which only wants daily or weekly drivers. Discussion followed concerning the importance of making sure that drivers are insured. Donna recommended that OECA use the same driver criteria as the insurance company. There was general agreement that this was reasonable.

Action Item: Kraig asked Marc to develop a draft protocol for approved drivers.

Inventory System for Purchases – Marc and Colleen were working on this. Marc was also working on the photos for the September meeting. Database and Issuing Backlog of Certificates – Marc reported that Bonnie Bentley was no longer doing work for OECA. She got the database caught up but there were some errors to be corrected. Marc was continuing work on this project.

Website Progress – The request for equal time for energy assistance was noted.

Shell Tech Training – Kraig reported that the September training will move forward.

Future Meeting Dates – The list will be made available to the network.

Logo Copyright – Not yet completed.

Fundraising Committee Status – An e-mail was sent to Tom Brodbeck.

Community Energy Project – Kraig reported that he had touched base.

Draft Employee Handbook – Draft was distributed.

II. OECA Quarterly Meeting Agenda/Schedule

Marc reported that the website was almost done and should be live by the quarterly meeting.

III. Communication Concerns

OECA & CADO Joint Meetings and Updates

There was discussion about the difference between CAPO and CADO. They are two separate entities. **Action Item: Kraig asked Marc to contact Wendy from CAPO to plan a joint meeting for October or later.**

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30th Anniversary – July 2010

The Executive Committee will continue to think about this.

IV. Team Building

Discussion topics included: how the team building activity would be paid for; what facility to use; March of 2008 might be premature; uncertainty about what team we are trying to build or the goal; our relationship with HCS; how to get people involved; the role of roundtables; and what our values are. There was general agreement that team building for the entire membership might be too ambitious and that the relationship with HCS could be a critical starting point. Discussion will continue at the next meeting.

V. Committee Assignments - OPUS Steering Committee Update

Kraig reported that the OPUS Steering Committee no longer exists and that sub-committees or focus groups will be taking its place. Traia will still be the energy representative. **Action Item: Kraig will follow up with Traia and also make an announcement at the quarterly meeting.**

VI. Legal Counsel Concerns – Bylaws

Articles of Incorporation – Executive Committee members reviewed and discussed suggested changes from legal counsel. **Jacque made a motion that the Executive Committee approve the changes made by legal counsel with the following correction to Article III, A, (1): “The OECA’s overall purpose and goal is to provide support, training and development to conserve energy and to help low-income residents of Oregon meet their energy needs while assuring health and safety through, but not limited to:” and that the amended Articles of Incorporation be presented to the general membership in September. Donna seconded, and the motion was approved.**

Bylaws – Executive Committee members reviewed and discussed suggested changes from legal counsel. **Jacque made a motion to approve the revised Bylaws and to send them to the general membership in September with the following changes and additional clarifications by legal counsel: define special meetings; capitalize Full Members throughout the document; clarify executive session clause; move items 3, 5 and 6 meeting section from Article VIII to Article IV. Colleen seconded, and the motion was approved.**

VII. Position Development - Updates

Discussion deferred.

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NEW BUSINESS:

I. Scope of Work Development/Budget

Marc distributed copies of the MOU/Services Agreement which had been reviewed by the attorney.

Executive Committee members reviewed the Scope of Work document, made comments and prepared questions for Dan Elliott.

8/22 The meeting was adjourned at 6:30 p.m.

8/23 Kraig called the meeting to order at 8:10 a.m.

A conference call with Dan Elliott began at 9:00 a.m. The following were Dan's answers to the questions from Executive Committee members concerning the Scope of Work.

Dan said that he would check with the Energy Assistance group concerning the number of participants for their trainings.

OECA would be expected to do the development of Energy Assistance programs. Dan said that he would ask John Overman and Melissa Torgerson to respond concerning OECA's role. OECA will be partnering with HCS, but OECA will ultimately be responsible for developing agendas. OPUS trainings can be discussed for both Weatherization and Energy Assistance modules. Again, John and Melissa were to be consulted. OECA would be responsible for logistics.

HCS was to provide the job task analysis form, which was a component of the evaluation process.

Dan said to indicate changes to REAP Certification in the proposal. He approved schedule changes such as switching Shell Tech and EA 1 so that Shell Tech was first.

Dan said that it was HCS's prerogative as the contractor to approve training rosters because it would be necessary to monitor agency training selections. Kraig remarked that there would be sensitive timing issues and that timeframe parameters would be needed. Dan said to put this in the proposal. He added that if placeholders would be needed to put that into the contract. He said that HCS was relying on OECA's expertise and expected to see that detail in the proposal.

Dan said that if a training should be cancelled OECA would not be paid for it but that would be negotiable. HCS anticipated that all trainings would be fulfilled.

Energy Assistance Trainings: He said that he would get the specifics from John and Melissa, particularly relating to development deadlines. Dan was unable to answer logistics questions. He said that when preparing the proposal to itemize costs including

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the number of seats in the class and the cost per person. Then break out each one of those so that agreement can be reached on deliverable costs. He said to be as specific as possible relating to logistics, costs, curriculum, overhead, etc.

Robert asked about the mechanism for additional trainings. Dan said they could be put in the proposal but that the contract would just be for those that were listed. The contract could be amended.

Donna asked about specific trainings such as OPUS, fiscal management, etc. Dan said that OECA will work with HCS in-house experts and possibly other contractual experts as well. Implementation must be approved by HCS. OECA will do the work and HCS will finalize.

Dan was going to follow up about head counts and information from the Energy Assistance team. Donna asked about charging sub-recipient contractors. Dan said that it stops right there at the sub-recipient network and referred to the language in the contract.

The phone call with Dan ended.

Executive Committee members reviewed the training calendar, average training cost per training per person, and the budget.

II. **Training & Technical Assistance Update**

III. **Financial**

Colleen made a motion to approve another Executive Committee member to review checks in order to expedite payments. Robert seconded, and the motion was approved.

Donna distributed the 2008 projected budget for 7/1/07-6/30/08 and two fourth quarter budget reports, one ending on 7/31/07 and one on 6/30/07. She asked which one should be presented at the quarterly meeting. It was agreed that the report ending 6/30/07 would be adjusted to show receivables.

Donna made a motion that Marc would get an OECA credit card from somewhere other than through US Bank and that the limit would be set for up to \$10,000. Jacque seconded, and the motion was approved.

Executive Committee members agreed that all billing statements should go to the treasurer's address.

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IV. Misc. Items –

Letterhead -- Kraig asked if Donna's address should be used and the Portland post office box listed with Donna as treasurer, and if the executive director should be listed. Marc remarked that the letterhead should be professionally designed. There was discussion about costs involved and the image that will be needed should there be serious fundraising in the future. **Action Item: Marc and Kraig will look into the letterhead issue.**

CRD Extension -- Donna asked about the signature on the extension to the master grant agreement. She said that she had the original but never got a signed copy. Kraig reported that the original master grant agreement was signed by Joan. Donna said that she would send a 2007-2008 reimbursement form. Kraig asked that all previous templates be destroyed.

Service Contract for Trailers -- Jacque reported that she was asked to put together the service contract for the OECA trailers to be housed in Clackamas County, which would be for three quarters because the start date was October 1. The cost was \$292.50 per month. The building has fire and security protection. Jacque said that she needed three signed copies if OECA agrees to sign. The copies were to be signed by Clackamas County and mailed to Marc. Invoices were to be mailed to Donna. **Donna made a motion to approve the contract, Colleen seconded and the motion was approved.**

Press Release

Golf Tournament – Update

Draft Personnel Policies

Contracting Services – CAPO

Request for Membership

Speciation Update

Margaret made a motion to adjourn the meeting 1:15 p.m. Colleen seconded, and the motion was approved.

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ACTION ITEMS

WHO	WHAT & WHY	BY WHEN	NOTES:	Date Completed?
Marc	Develop draft protocol for approved drivers.			
Kraig	Ideas for Uncle Eddie			
Marc and Colleen	Inventory System for Purchases			
Marc	Logo Copyright			
Marc	Plan joint OECA/CAPO meeting.			
Kraig	Follow up with Traia about OPUS sub-committees.			
Marc and Kraig	Letterhead			