

Minutes from Executive Committee Meeting

September 11, 2012 (teleconference) – 9:00 am PST

Attendees:

- Executive Committee: James Goldstene, Jean-Yves Benoit (Treasurer), Tim Lesiuk (Secretary)
- Directors: Jessica Verhagen (alternate for James Mack)
- Other Invited Participants: Genevieve Moisan, Mary Nichols, Ashley Conrad-Saydah, Mark Wenzel, Stanley Young, Patricia Russell, Dave Tiffin, Patrick Cummins, Lee Alter, Lydia Dobrovolny

1. Minutes and Action Items

The Committee decided to postpone approval of the minutes from the July 16 and August 14 Executive Committee calls until the next meeting.

The Executive Committee meeting that had been scheduled for August 28 was cancelled.

2. Briefing on Status of Key Activities

Patrick Cummins briefed the Committee on the status of key WCI, Inc. activities:

- Work is underway to procure professional support services, including selecting and hiring an accountant and auditor, and a cap-and-trade program services.
- Becoming employment ready and securing near-term staffing support is a key priority. Options to facilitate hiring and establish employment policies and procedures are being explored.
- The process to update the signature card on file with Bank of the West is still underway.
- WCI, Inc. staff are working with the Finance Committee to conduct a cash flow analysis.
- The process to obtain a new insurance proposal for WCI, Inc is underway, and a final package is expected from the vendor soon for Board review and approval.
- WCI, Inc. signed a lease for office space on September 4, 2012.
- WCI, Inc. is current with all tax filings. The application for tax-exempt status is still pending.

3. Listserv Announcement Regarding Appointment of Interim Executive Director

WCI, Inc. staff have prepared text for a listserv announcement of Patrick Cummins' appointment as interim director. The announcement will include information about the new WCI, Inc. office and phone number.

ACTION ITEM

- Patrick Cummins will circulate the text for the listserv announcement for Committee approval and translation into French prior to distribution.

4. Discuss Possible Dates for Board Meeting in Quebec City

The Committee agreed that the week of December 10 might be a possibility for the next Board meeting in Quebec City.

ACTION ITEMS

- Patrick Cummins will determine hotel availability for a Board meeting on December 11 – 14 in Quebec City.
- The Executive Committee will review the status of the adjustment to the WCI, Inc. bylaws to accommodate legislation recently passed in CA (SB 1018) at their next meeting. It may be necessary to consider an additional Board meeting via teleconference in advance of the December Board meeting.

5. Open Meeting Policy

Patrick Cummins provided a brief verbal introduction to the Committee on a draft open meeting policy. California staff have developed the policy using the California ISO policy as a model, and the WCI Legal Team has reviewed the draft and provided comments. In considering the policy, the Committee will need to determine the level of stakeholder participation to establish for WCI, Inc. meetings, and for which committees and meetings the policy will apply.

ACTION ITEMS

- The draft open meeting policy will be presented to the Executive Committee for consideration at its next meeting.

Meeting adjourned at 10:00 am PST.

Next Executive Committee meeting: Tuesday, September 25, 9:00 am PST