

MEETING MINUTES – OPERATIONS and EXCOM COMMITTEES - 5/13/13

PRESENT: Gordy, Ellen C., Bruce B., Claire, Mac.

Start time 4:45 PM

Ops Committee meeting:

1. Claire has prepped new format for reports of financials. Reviewed samples of reporting.
2. Mac would like to show cash flow on monthly basis to schedule events and fundraising to maximize our cashflow in order to minimize risk of running low on cash. Can't compare to last year (2012), but will be able to do it in 2014.
3. We agreed on format for Board financial presentations from Ops committee.
4. AR discussion: the numbers discussed today for AR's are incorrect because 'cash basis' report was printed. Big known AR is from ODOE, but we have been assured this will be OK very soon. Mac will call the big membership AR's, they aren't too significant.
5. Discussed reserve fund – recommended 4% of expenses go to the reserve fund as a target, discussed how to show reserves on the reports. This will be a discussion item during the board meeting.
6. A few tasks for Gordy and Claire remain – review of how grant income for overhead is accounted for, verify balance sheet on accrual basis, add line item for reserve fund, etc.
7. Corey will provide numbers for winery tour next board meeting.

Ex Comm meeting:

1. Earthshare Oregon – Mac rolling off the board, Markus Stoffel will be a new board member candidate; Solar Oregon will recommend Markus for the position. We hope to have Markus represent Solar Oregon and keep us posted on what their organization is doing.
2. Norma Doulin has been invited to our Board meeting Monday. Norma is doing marketing at LEAP Strategies LLC, a marketing consulting firm; has marketed Solar a lot in the past. Also Claire has spoken with Eben Polk from Clackamas County; he has broad sustainability background, a strong advocate, well connected. Nay Shayan from PGE is interested; she is working on the marketing of renewable power at PGE. Christina Williams, Comm. Director for PSU Sustainability Center, is interested too. Zack Henkin ex-Sunlight solar person and a marketing person is interested.
3. For Board meeting, Chris Robertson will be presenting VISOR from OSEIA, potentially a 20 minute presentation.
4. Discussion of Claire's compensation. Discussed possibility of Solar Oregon including a parking spot for the ED as part of her compensation. Mac will follow up with Ex Comm members for input and review of planning for Claire's compensation. Claire has been ED for two years now, so Mac is planning on some form of recognition at the Board meeting.

5. Andrea Jacobs with the City has jointly been awarded (with Solar Oregon) the SW Community Center project. The grant will come to us for outreach for educating community organizations about solar so they can, in turn, educate the public. Income will be \$5,000.

Adjourned 6:30 PM.