MEETING MINUTES – OPERATIONS COMMITTEE 2/4/13

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

Start time 5:00 PM

1. Discussed new format for cash flow reporting. Adding budget columns, current forecast columns, broke out restricted funds and unrestricted funds, added EOM cash position that rolls over to BOM of the next month.
2. Discussed insurance for Lake County non-profit that is subbing to us. Claire believes risk is low, they added contract terms on what the scope of their services must be held within, (i.e. contract says they can't consult for individual sites….can't do consulting, only education). David wrote the change of the Lake County contract to do the change….all agreed we should be fine.
3. Web hosting: Groundwire appears to be changing to Six Feet Under …may have new rates; we may want to consider switching our host….
4. NW Energy Coalition – annual $200 membership due …. Claire to try to arrange a trade of memberships as they have never paid us for SO membership….we don't list them on SO website; might be the benefit to make it work.
5. ***Juan Young Trust has said we will get a grant – unknown dollar amount at this time. YEA!*** We will know when they give us a check. We tried for the $7500 max. This is in K-12 budget already, but only for $5k to stay on the conservative side of estimation.
6. Claire mentioned great results on the trailer construction for Lake County.
7. Claire working on Book keeper role this week. Hope to hire someone soon.
8. Oregon Lottery may be a source of funding for survey of Solar Industry and 'soft costs' of solar construction. This would be a grant type of funding.
9. Claire working with Rob on language of ETO contract.
10. Claire presented P&L for January. No surprises at this point. Big expenses were trailer and payroll for K-12…but those were planned.
11. We discussed categorizing expenses, and the need to keep G&A low, and the need to attribute as many costs as possible to a program….
12. Discussion of item mentioned in retreat – use list of actual solar homeowners and people interested in solarize SW to develop new membership. Gordy will follow up with Mac.
13. Claire mentioned we should change banks – all agreed it would be good to shift to Umpqua. We all will work to raise issue at next board meeting.

Adjouned 5:55 PM