

# Executive Committee Meeting Minutes

March 20, 2012 (teleconference) - 9:00am PST

## ATTENDEES:

- Executive Committee: James Goldstene (Chair), Robert Noel de Tilly (Vice Chair), Tim Lesiuk (Secretary)
- Directors: Michael Gibbs (alternate for Matthew Rodriguez)
- Other Invited Participants: Jonathan Beaulieu, Heather Pearson, Dave Tiffin, Mark Wenzel, Edie Chang, Jillian Zavediuk, Anita M. Burke, Patrick Cummins, Lee Alter, Lydia Dobrovolny

James Goldstene convened and facilitated the meeting.

## 1. Timing of Announcement of WCI, Inc. Executive Director Hire

The Committee discussed when to announce the hiring of the Executive Director and final changes to the announcement text.

Following Executive Committee approval of the final text of the hiring announcement, the hire may be mentioned by ARB at the ARB meeting on Thursday, March 22, 2012. The announcement will be distributed in writing via the WCI, Inc. listserv and posted to the WCI, Inc. website on March 22, 2012.

The Executive Committee confirmed that the secondary location of WCI, Inc. will be established in the Province of Quebec.

## ACTION:

- Patrick Cummins will circulate the final draft hiring announcement with the agreed upon changes for final approval prior to release.

## 2. Update on California and Quebec Agreements

Staff are working with the Finance Committee to finalize the requirements for an invoice for ARB and confirm that all requirements have been met in order for the first payment to be disbursed once the invoice is received.

Quebec is finalizing a contract with WCI, Inc.; this agreement is expected to be completed soon.

## ACTION:

- Staff will follow-up with Quebec Staff to clarify whether Quebec has any specific invoicing or payment requirements that WCI, Inc. will need to follow.

## 3. Update and Review of CITSS Implementation and RFP for Hosting Status

The Committee received an update on securing interim hosting for the Compliance Instrument Tracking System Services (CITSS). This is an urgent need; CITSS is scheduled to go live for registration on May 1, and it

will take approximately four to six weeks to transition CITSS from the testing environment to the hosting environment.

**ACTIONS:**

- The Committee directed Anita Burke to investigate options with input from lead California staff. The assessment will include timing and cost requirements for WCI, Inc. to provide a temporary hosting solution for CITSS. A proposed approach was requested for Executive Committee consideration and approval on its next call on April 3, 2012.
- California staff will also continue to investigate the potential for other options for a temporary hosting solution.

**4. Plenary at North American Carbon World (NACW) Conference**

Directors expressed support for the general approach to the WCI plenary session and requested more information from the conference organizers.

**ACTION:**

- Patrick Cummins will follow-up with the NACW organizers for more details about the structure of the plenary session and the moderator's role.

**5. Budget and Jurisdictional Funding Letters – Posting on WCI, Inc. Website**

California has requested material related to the ARB agreement with WCI, Inc. be posted to the ARB and/or WCI, Inc. websites.

**ACTIONS:**

- Michael Gibbs will distribute the latest versions of the materials for posting to the ARB and WCI, Inc. websites to the Committee. Posting is pending confirmation from Quebec staff, and will not occur until Wednesday at the earliest.

Meeting adjourned at 10:30 am PST.

**Next Executive Committee meeting: Tuesday, April 3, 9:00 am PST**