

Executive Committee Meeting Minutes

June 19, 2012 (teleconference) – 9:00am PST

Attendees:

- Executive Committee: Robert Noel de Tilly (Vice Chair), Tim Lesiuk (Secretary)
- Directors: Jessica Verhagen (alternate for James Mack), Michael Gibbs (alternate for Matthew Rodriquez)
- Other Invited Participants: Heather Pearson, Dave Tiffin, Jillian Zavediuk, Anita M. Burke, Lydia Dobrovolny

1. CITSS Contract Package for Posting

The Committee reviewed the package for posting the contract with SRA International, Inc. (SRA) to provide interim hosting for the Compliance Instrument Tracking System Service (CITSS) and to modify CITSS to provide additional functionality to support jurisdiction requirements, on the WCI, Inc. website. The package includes a cover memo describing the contents of the package, the redacted version of the contract that was previously reviewed and approved, and a summary of the reason for selecting SRA for this work that was also previously reviewed and approved.

DECISION:

- The Committee approved the CITSS contract package for posting on the WCI, Inc. website.

2. Resolution of Confidentiality Agreement

Anita Burke provided an update on progress to establish an agreement that would allow Quebec and California to share information related to the activities underway through the ARB contracts to develop the auction and tracking systems. CA and QC staff are continuing to investigate other options.

ACTION:

- Michael Gibbs will continue to work with Jean-Yves Benoit to define an approach that will allow Quebec and California can share information related to the ARB contracts for auction and tracking systems development.

3. Contract for Corporate Counsel

Michael Gibbs updated the Committee on the status of finalizing the letter of engagement with corporate counsel. The jurisdictional legal team reviewed the draft letter of engagement for corporate

counsel to WCI, Inc. last week and identified a few specific items to clarify regarding conflict of interest and WCI jurisdictional enforcement rights. The legal representatives will contact each of their Partner representatives to discuss next steps.

4. Project Plan for Next Round of Service Contracts

Anita Burke provided a status update to the Committee on steps WCI, Inc. is taking to move forward on the next round of contracts related to providing auction functionality for all jurisdictions, and securing support for maintenance, long-term hosting, and help desk support for CITSS. Anita has forwarded a summary of the process to Patrick Cummins, who will be helping to lead these contract activities with WCI staff as requested by Partners at the Sacramento meeting on June 13, 2012.

Meeting adjourned at 10:00 am PST.

Next Executive Committee meeting: Tuesday, July 17, 9:00 am PST