



## Minutes of the Board of Directors Meeting May 13, 2010, CSA Planning, Medford, OR

Board members in attendance: Mike Montero (RVACT), Steve Vincent (Avista) Gary Hall (Gary Hall & Associates), Julie Brown (RVTD). Staff: Sue Kupillas (RVCC Coordinator) and Melissa Stiles (RVCC). Unavailable: John Vial (Jackson County Roads), John Becker (DEQ), Mike Quilty (MPO).

### Coordinator's Report

Sue Kupillas completed the Clean Cities survey, progress report and invoice on deadline. She will attend the Clean Cities conference in Denver June 14-17. This will help meet the coordinator conference requirement set by Clean Cities USA. At the conference, she will attend Clean Cities 101, a new class she lobbied for to help new coordinators navigate the complicated system. Recently it took a month to resolve computer issues with the Clean Cities web system. If not for a persistent approach, RVCC would not have made the invoice deadline. Sue will take the paper trail with her to Denver to use as an example of the complexity of the system. Sue and Melissa will be having a training session for Photoshop later in May. This is a direct reimbursement from Clean Cities and includes travel costs.

### 501c3

Melissa completed the application packet to apply for 501c3 status through the Internal Revenue Service. Steve Vincent requested a check for the \$850 filing fee from the Rogue Valley Foundation. The board reviewed revisions to the bylaws, including the new language required by federal code about dissolution of assets, political involvement and liability and indemnification of board members. Board members discussed the need to secure D&O insurance for the board's protection. Mike, Steve and Sue will research costs and policies. The bylaws include a clause stipulating the board secure insurance. It was agreed the bylaws would be forwarded to Mike Montero for review by an attorney who will donate his time. The board also agreed to wait on mailing the IRS application until Sue researches the possibility of RVCC joining a group that provides non-profit status for several coalitions across the country.

### Treasurer's Report

Steve Vincent submitted an updated report. Cash at the end of the period is \$9,938.91. Expenses from May 2008 through May 2010 totaled \$32,561.09. The June 1 payment from Clean Cities USA is expected to be \$6,750 and the second payment later in the year is expected to be \$5,000.



## **Marine Grant**

The board discussed whether RVCC should help write Travis Hamlyn's application for a US Department of Energy grant for marine alternative fuel technology. The consensus was that RVCC should not write grants. However, the coalition should write recommendation letters upon request and after researching the project's alignment with the RVCC mission. As far as grant writing opportunities, stakeholders could seek grant writing services through local companies such as CSA Planning. To help RVCC better understand the marine grant, the board approved Melissa's participating in a May 17 conference call sponsored by the US Department of Energy.

## **Legislative Update**

Chairman Mike Montero said he was invited to make a presentation to the Oregon Transportation Committee when it meets in Southern Oregon June 9-10. He asked the board's permission to talk about Rogue Valley Clean Cities activities, including stakeholder meetings.

## **Action Item**

The board voted by consensus to allow the Rogue Valley Clean Cities' work to be featured in an Oregon Transportation Commission presentation and how it relates to Rogue Valley strategies.

## **The Next Board Meeting**

The Rogue Valley Clean Cities Board meets next at noon on June 23 at CSA Planning.