



# **MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS CALIFORNIA CLIMATE ACTION REGISTRY DRAFT**

**NOVEMBER 13, 2002  
SACRAMENTO, CA**

A meeting of the Board of Directors of the California Climate Action Registry (the Registry) was held at the Sacramento Municipal Utility District located at 6301 "S" Street in Sacramento, CA on November 13, 2002.

## **I. WELCOME & INTRODUCTION**

Board Chair Mary Nichols called the meeting to order at 1:05 p.m. Pacific Standard Time (PST).

The following Board members were present: Charles Kennel, Kip Lipper, Peter Miller, Mary Nichols, Jan Schori, and Diane Wittenberg. A quorum was present. For absent Board members, the following Designees were present: Sylvia Baca (for Bob Malone) and Bill Vance (for Winston Hickox). Registry staff members present included: Jill Gravender, Ann Hewitt, and Cindy Tan. Pierre duVair of the California Energy Commission (CEC) was present at the request of the Board.

## **II. CONSENT AGENDA**

The Registry's President, Diane Wittenberg, summarized the Registry's financial status for the Board. The Registry's financial reports were deemed to be in good standing. On motions duly made, seconded and carried, the following resolutions were unanimously adopted:

**RESOLVED:** The Consent Agenda is approved as presented

- Accepted 6/26/02 Registry Board meeting minutes
- Reviewed and accepted FY 2002 Audit and current FY 2003 financial statements

### **III. OPERATIONAL REPORTS**

Ms. Wittenberg updated the Board on recent program accomplishments. Ann Hewitt, the Registry's Director of Marketing and Outreach, reported that marketing efforts would focus on member recruitment and providing member services. Jill Gravender, the Registry's Technical Director, demonstrated the online emissions calculating and reporting tool (CARROT). Pierre duVair of the CEC addressed outstanding issues presented at the June Board meeting.

Dr. duVair informed the Board that the CEC was in the process of:

- Reviewing the emission factors contained in the API Compendium for consideration in the Registry's Protocols.
- Hiring a contractor to recommend default emission factors for alternate fuel vehicles.
- Identifying resources to provide improved California-specific emission factors for Registry participants related to indirect emissions from electricity consumption.

Dr. duVair noted that the CEC would present recommendations on the above mentioned issues at the next Board meeting.

Ms. Gravender informed the Board that the Registry formed a Technical Advisory Committee (TAC) to provide technical support to the Registry's Board and staff. The TAC held its first meeting on 11/8/02, and will be assisting the Registry in identifying industry priorities and recommending industry-specific protocol proposals to the Board. The Board was supportive of the protocol development process presented by the Registry.

### **IV. POLICY ADOPTION**

Ms. Wittenberg next presented the Registry's recommended organizational policies.

On motions duly made, seconded and carried, the following resolutions were unanimously adopted:

**RESOLVED:** The following Registry policies are approved as presented:

- Confidentiality
- Contracting
- Registry Participants/Certified Participants
- Non-Certifiable Results

The Board asked that the TAC be involved with the following topics:

- Protocol Revision Process
- Reporting Data Collected Prior to Registry Participation

The Board requested that action be withheld on the Registry's policy on Dispute Resolution until the Registry could solicit comments and feedback from key stakeholders, such as participants and certifiers. The Board asked the staff to report back on their findings at the next Board meeting.

The Board also requested that the staff propose a policy that specifies an allowable timeframe to modify and certify participants' Emission Reports at the next Board meeting.

**V. NEW BUSINESS**

Ms. Wittenberg stated that the Registry's future priorities were to:

- Recruit more members
- Strengthen the Registry program and collaborate with other programs
- Build the Registry's reputation

**VI. CLOSING AND ADJOURNMENT**

The next Registry Board meeting will take place on Wednesday, March 5, 2003 in Los Angeles.

Ms. Nichols adjourned the meeting at 2:30 p.m. PST.

Respectfully Submitted,

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Jan Schori, Board Secretary

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Date