

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

**JULY 10, 2003
SACRAMENTO, CA**

A meeting of the Board of Directors of the California Climate Action Registry (the Registry) was held at the State Capitol Building in Sacramento, California on July 10, 2003.

I. WELCOME & INTRODUCTION

Board Secretary Jan Schori called the meeting to order at 1:13 p.m. Pacific Standard Time (PST).

The following voting Board members were present: Peter Miller, Jan Schori, and Kurt Schuparra for Winston Hickox. Diane Wittenberg and Kip Lipper were present as non-voting Board members. A quorum was present. Board Chair Mary Nichols arrived at 1:40 p.m. Winston Hickox replaced Kurt Schuparra at 2:30 p.m.

Ms. Schori announced that Calpine had recently joined the Registry. Also, Ms. Schori noted that public comment would be heard at the end of the meeting though it was not included in the agenda.

II. CONSENT AGENDA

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

RESOLVED: The Consent Agenda is approved as presented:

- Accepted 06/05/02 Registry Board meeting minutes
 - Clarification comment on voting/non-voting members by Kurt Schuparra.

III. ORGANIZATIONAL UPDATES

Organizational Update

- Diane Wittenberg discussed FY03 goals and the Registry's accomplishments. She made comparisons to the Climate Leaders program to give a benchmark for our membership growth.
- Ms. Wittenberg noted that the Registry operated within the FY03 budget and reached the FY03 grant goals. The Registry's FY03 grants consisted of: the remainder of the 2 year CEC grant and grants from the Energy Foundation and Hewlett Foundation.
- Ms. Wittenberg clarified project level protocol for Kurt Schuparra. It is the Registry's intent to operationalize project level protocol and integrate it into CARROT after the World Resource Institute (WRI) publishes its Project Level Protocol, expected in early 2004.
- Ms. Wittenberg reviewed FY03 financial statements. She noted that the Registry will send the Board final, audited financial statements by the end of August.

CARROT Collaboration Project Business Plan

- The Registry selected SAIC to write a business plan for the CARROT Collaboration Project. A grant is pending from the Packard Foundation to finance the project.
- The CARROT Collaboration Project funding should be available by August. The Draft Business Plan will be submitted to the Registry Board before the October Board meeting.

GHG Policy Roundtable/Western States Initiative

- Diane Wittenberg updated the board on these [efforts to promote discussion and coordination of climate change policies and GHG reduction initiatives.](#)

Business Development Update – Joel Levin

- Joel Levin noted that new members seem to be motivated by deadlines. He showed copies of a draft press release and newsletter and discussed new marketing strategies. Mr. Levin committed to providing a list of targeted companies to the Board.

Program/Policy Update – Jill Gravender

- Jill Gravender provided an overview of updates to the General Reporting Protocol and Certification Protocol, CARROT, and reported on the Technical Advisory Committee. She also discussed the Batch Certification plans. Kip Lipper voiced his concerns about waiving Conflict of Interest Code for Batch Certification. Jeff Wilson from the CEC clarified that the CEC would not actually waive the code, but simply consider batch organizations to have a low risk for conflict of interest issues.
- In response to the small number of participants who have completed their inventory and to encourage current members to prioritize completing their inventories, Jan Schori suggested implementing an annual reporting deadline as well as a process for extensions.

IV. FY04 BUDGET AND GOALS

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

RESOLVED:

- **Approve Proposed FY04 Base Budget as presented with amendment to include Federal Grant and Nescaum funding and the expenditures to support those grants, if granted.**

RESOLVED:

- **Approve Proposed FY04 goals as presented with amendment to include a goal for completing a percentage of 2002 emission registrations by the end of FY04.**

Diane Wittenberg requested clarification that the FY04 goals are “aspirational”.

- No stretch budget was adopted.

V. CEC REPORT

- Jeff Wilson updated the Board on the progress of a rulemaking process to allow the CEC to continue qualifying Technical Assistants and Certifiers to the Registry and on other ongoing projects including alternative fuel emission factors, API Compendium emission factors and California electricity emissions factors.

ACTION ITEM: Mary Nichols requested written work plans, dates & goals between CEC and Registry to clarify communication and expectations.

VI. PUBLIC COMMENT

None.

New Business

None.

Ms. Nichols adjourned the meeting at 3:18 p.m. PST.

Respectfully Submitted,

Jan Schori, Board Secretary

Date