

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

**OCTOBER 29, 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 October 29, 2003.

I. WELCOME & INTRODUCTION

Board Secretary Jan Schori called the meeting to order at 1:14 p.m. Pacific Standard Time (PST).

The following voting Board members were present: Board Chair Mary Nichols, 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.

Mr. Lipper asked for clarification on the Registry's latest thinking on value chain accounting issues. Ms. Wittenberg offered to send minutes of the Value Chain Working Group meeting to Mr. Lipper.

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 7/10/03 Registry Board meeting minutes
- Accepted FY03 Audited Financial Statements
- Accepted 1st Qtr FY04 Financial Statements
- Accepted Employee Benefit changes of 403 b retirement plan and 100% Registry payment of employee medical insurance

III. ORGANIZATIONAL UPDATES

Organizational Update

- Ms. Wittenberg outlined the current funding status including approval of \$275,000 in grants from the CEC, receipt of \$40,000 from The Packard Foundation and an anticipated \$168,000 in contract revenue from the World Economic Forum in FY04.
- Ms Wittenberg reported back on progress of action items as assigned in July 03 BOD meeting.
 - Registry/CEC Workplan is in process
 - Two reports currently qualify for Batch Certification
 - Addition of FY04 Registry goal to “Ensure that 80% of members reporting 2002 emissions complete certification by end of FY04”.
 - Conversations have begun on a West Coast Governor’s Global Warming Initiative
 - The Registry is considering joining a value chain working group.
 - The Registry is co-sponsoring two meetings on Registry harmonization issues.
 - Member annual reporting deadlines have been established: August for reporting and December for Certification
 - Contracts have been negotiated and executed with CH2MHILL and World Economic Forum

IV. REGISTRY COLLABORATIVE PILOT

- Diane Wittenberg reviewed the project that involves Registry and NE Registry adopting similar GHG reporting standards based on the Registry’s standards using CARROT will collect data for both organizations. Ms. Wittenberg reported that the Registry staff met with the NE Registry and outlined elements of a business plan and costs. NESCAUM is running the NE Registry for Northeast states. The Board cautioned against moving too quickly and taking on too many activities. Nevertheless, on motions duly made, seconded and carried, the following resolution was unanimously adopted:

RESOLVED:

- **Approve support of continued work on Registry Collaborative Pilot Project**

Business Development Update – Joel Levin

- Joel Levin discussed the Registry Conference scheduled for May 2004. He engaged the Board in a discussion regarding more or less successful marketing techniques to potential member organizations.

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 noted that the Registry will be waiting to publish the General Reporting Protocol until after the World Resources Institute publishes their protocol revisions.

V. PROPOSED REVISIONS TO GENERAL REPORTING PROTOCOL

General Reporting Protocol Changes – Robyn Camp

- Robyn Camp discussed the addition of reporting deadlines, management of historic data, batch certification, and transmission and distribution losses. Changes to the GRP were opened to public comment. Wendy Pulling of PG&E asked when clarification will be available on changes to baseline calculations standards for a six greenhouse gases. Ms. Camp responded that revisions should be complete by March.

On motions duly made, seconded and carried, the following resolution was unanimously adopted:

RESOLVED:

- **Approve Proposed Revisions to General Reporting Protocol as presented.**

Program Update – Robyn Camp

- Robyn Camp reported that the Registry is continuing work on industry specific protocols and has confirmed funding from the CEC's PIER Program that will enable the Registry to select and contract with a Power/Utility Workgroup facilitator. The Power/Utility Workgroup kickoff meeting is scheduled for January 2004. The function of the regular meetings will be to create draft documents that will go through expert review then TAC review & consideration followed by state agency review and public comment. Draft protocol recommendations should be available in late 2004 or early 2005.

Forestry Protocol Update – Jill Gravender

- Jill Gravender reported that the Registry is working closely with Pacific Forest Trust and CA Dept. of Forestry & Fire Protection, and has hosted monthly Forestry Workgroup meetings. The revised timeline includes a full draft ready for expert review in late February 2004 followed by final recommendations to the Board in June 2004. Industry Specific protocols are being discussed for the Cement and Oil & Gas industries. Project level reporting work should begin in February 2004.

VI. CEC REPORT

Dr. Pierre duVair of the CEC provided comments on topics to be changed in the General Reporting and Certification Protocols, supportive of changes and identifying aspects that would benefit from additional discussion. Dr. du Vair also outlined the elements of the Registry/CEC Workplan: 1. Discuss, research, and evaluate potential improvements to Registry Protocols. 2. Formalize the state approval process for certifiers and technical service providers. 3. Recruit additional members, certifiers and technical service providers. 4. Development of Industry-Specific protocols. 5. Energy Commission as participant in Registry. 6. Oversight of Certification Process.

Susan Brown reported on CEC involvement with the West Coast Governor's Global Warming Initiative. At this point, staff to staff discussion between key staff for Washington, Oregon and California has begun.

VII. NEW BUSINESS

None.

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

Respectfully Submitted,

Jan Schori, Board Secretary

Date