



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

**JUNE 26, 2002
LOS ANGELES, CA**

A meeting of the Board of Directors of the California Climate Action Registry (the Registry) was held at the Los Angeles Department of Water and Power Public Auditorium located at 111 Hope Street, Los Angeles, CA on June 26, 2002.

I. WELCOME & INTRODUCTION

The following Board members were present: Winston Hickox, Robert Malone, Peter Miller, Jan Schori, and Diane Wittenberg. A quorum was present. Charles Kennel, Kip Lipper, and Mary Nichols were absent. Registry staff members present included Jill Gravender and Ann Hewitt. Pierre duVair from the California Energy Commission (CEC) was also present at the request of the Registry Board.

Secretary Jan Schori called the meeting to order at 1:10 p.m. Pacific Standard Time (PST).

II. CONSENT AGENDA

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

RESOLVED: The Consent Agenda is approved as presented:

- 3/18/02 Registry Board Meeting Minutes
- FPPC Conflict of Interest Code
- Budget: FY 2002-2003 & Goals
- Application for Hewlett Foundation Grant

III. PRESIDENT’S REPORT

The Registry’s president, Diane Wittenberg, updated the Board on the Registry’s activities since the last meeting. She reviewed the operational, programmatic, personnel and financial status of the organization. In addition, Ms. Wittenberg described the Registry’s Confidentiality Policy:

All aggregated entity-level emissions data and metrics reported to the Registry will be available to the public. However, all reported emissions, activity data, methodologies, and emissions factors with a higher granularity (at facility, project, or source levels) will be kept confidential. Confidential information will only be accessible to the participant, the Registry, and the participant’s chosen certifier, unless the participant allows others to access such information, or wishes to have it available to the public.

IV. OVERVIEW OF ENERGY COMMISSION GUIDELINES

Pierre duVair (CEC) presented an overview of key issues in determining the CEC Guidance to the Registry regarding the General Reporting Protocol and the Certification Protocol. He also outlined the process by which third-party organizations will become approved Registry technical providers and certifiers.

V. REGISTRY STAFF COMMENTS ON CEC GUIDANCE

Ms. Wittenberg presented the Registry staff comments on the CEC Guidance to the Board. These recommendations included:

- Changing the level of emissions reporting from requiring facility level reporting to strongly recommending facility level reporting, and requiring only entity level reporting.
- Developing Registry protocols that clarify the CEC’s Guidance.
- Incorporating a “revision policy” to accommodate participants’ reasonable reporting needs, and to address emerging GHG measurement developments and unanticipated situations not covered by the Protocols. The staff proposed that the Board review suggested revisions to the Registry Protocols at each of its meetings.

VI. FEE STRUCTURE RECOMMENDATION

Ms. Wittenberg presented the recommended structure for participant fees based on annual revenues of different categories of organizations including: commercial and industrial, government and academic, and non-profit organizations. See attached fee structure.

VII. PUBLIC COMMENTARY

There were various comments regarding the CEC proposed guidance. Written comments by the public are attached.

VIII. BOARD QUESTION AND ANSWER SESSION

The Board recognized that statewide electricity emission factors published by the EIA may not be as useful and accurate as utility-specific or seasonal California emission factors. They asked the CEC to report on the status of developing California-specific emission factors for electricity at the next Board meeting. The Board also discussed the burden associated with reporting the five emissions categories.

The Board thanked the CEC for its recommended Guidance for Registry General Reporting and Certification Protocols.

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

RESOLVED: The fee structure is approved as presented.

RESOLVED: The Board authorized the Registry staff to develop the General Reporting and Certification Protocols based on the CEC guidance with direction that:

- Registry participation will require entity level reporting; facility level will be encouraged.
- Registry Protocols will clarify principles in the CEC's Guidance and be user-friendly.
- Registry Protocols may be published before the next Board meeting.
- Registry Protocols should articulate a policy whereby Protocol revisions will be considered by the Board on a regular basis.

The Board then asked Registry staff for policy recommendations to be developed around the following:

- What does it mean to be a "member" of the Registry? Questions arose about whether payment of dues equates membership, or certified reporting equates membership.
- What happens when a participant submits emissions results that are not certifiable?
- What is the process to resolve disputes between participants and certifiers?
- The Board asked the staff to consider how historical data would be reported to the Registry.

IX. Closing and Adjournment

The next Registry Board meeting will be scheduled on Wednesday, November 13, 2002 in Sacramento.

Ms. Schori adjourned the meeting at 3:00 p.m. PST.

Respectfully Submitted,

Jan Schori, Board Secretary

Date