

East Whatcom Community Council Clean Air Committee

Meeting minutes

May 21, 2014

Clean Air Committee Charge: The charge of the EWCC Clean Air Committee is to work jointly with the Northwest Clean Air Agency to develop a comprehensive, community-based, long-range plan designed to improve the air quality in the East Whatcom County Region.

Present:

Acting Chair: Phil Cloward

Members: Jerry DeBruin, Mark Schofield, Rebecca Brown, Julie O'Shaughnessy

Others: Paul Schissler, Community Development Planner

1. **Introductions:** Members introduced themselves. Phil shared Lou's request that he (Phil) act as Committee Chair during Lou's medical leave absence. Phil accepted. Julie announced that Katie will no longer attend meetings on a regular basis, but will continue to be involved in public outreach efforts. Julie will now be the primary contact for NWCAA.

2. **Approval of April 16, 2014 meeting minutes:**

To add clarity, the following item was revised as recommended by Mark and Paul:

Business planning subcommittee: 4th paragraph – "The Opportunity Council purchased the equivalent of 240 cords of wood in presto logs for people in the Columbia Valley who cannot afford wood to burn."

Action item(s):

- Jerry moved to approve the minutes as amended, Rebecca seconded.

3. **Open public comment:** None

4. **Addition/changes to the agenda:**

Mark requested that an agenda item for general announcements be added as item 5. Paul stated that at the last meeting there may have been some confusion surrounding the term "business plan" and that clarification on the subject might be beneficial. (Pauls' point will be address in Item 9. Unfinished business/incompletes from the last meeting).

5. **Announcements:**

Mark announced that:

- a. Lou is being honored with the Opportunity Council Community Partner Award tomorrow night at the Squalicum Boathouse.
- b. Wade Gardner, Home Improvement Department Director, left the Opportunity Council several weeks ago. Kyle White, manager of the weatherization home repair program, has taken over the woodstove change-out program. Kyle is not replacing Wade, but will be the contact person for the woodstove replacement program.
- c. NWCAA is doing a great job promoting asthma awareness month, especially with the specific items that focused on clean burning. Mark noted a specific thanks to Katie for her efforts.
- d. He will be gone for June's meeting.

Phil provided a brief update on Lou's medical condition stating that Lou is continuing to improve, but will be absent for several more months.

6. Unfinished business/incompletes from the last meeting:

Julie stated that, in her opinion, the last meeting was spirited and a bit challenging, but that it concluded successfully with committee members acknowledging their commitment to the CAC charge and the contribution of each member. She also proposed for consideration, clearly identifying role(s) and responsibilities of each committee member and adoption of agreed upon ground rules.

Rebecca added that she wants our committee to be as efficient and effective as possible and she also supports clarifying the committee's structure, roles, role of chair, role of a co-chair (if one), facilitator (if one), subcommittees, task selection and implementation process, etc.

Phil reminded the group that the CAC currently operates in accordance with the approved and agreed upon charge, which designates a member of the EWCC as chair, which is why Lou asked Phil to act as chair in his absence. Any changes to the current format, specifically the designated chair, would need to be put in front of the EWCC for their consideration. He also stated that a facilitator is not necessary if the chair is effective and if we can work together cooperatively.

Phil clarified that the chair's role is to preside over the meeting to ensure that information flows freely and that everyone has an equal chance to speak and that the chair does not control discussion topics.

Paul added that an additional role of the chair is to report back to the EWCC.

Rebecca and Julie acknowledged the previous work the committee accomplished prior to their involvement and both support the current format.

Julie recommended including the committee's charge on all CAC agendas and meeting minutes and to identify the role of each member to help provide clarification.

Phil requested that he be identified as "acting chair" versus "chair" in Lou's absence.

Action item(s):

- Modify future agendas and meeting summaries to identify Lou as the Chair and Phil as the acting chair. Julie

7. Ground rules/meeting structure consideration:

Rebecca inquired again about a meeting "timekeeper" to ensure completion of the agenda and to keep the meeting on track. Members suggested developing a realistic agenda to ensure completion of all agenda items, thus retaining their meaningfulness. Members also agreed to start and stop meetings on time.

Mark referenced the "Role of the facilitator" at the end of the hand out "Tacoma-Pierce County Clean Air Task Force Report and Recommendations, Dec. 2011, Appendix B, Ground Rule: Clean Air Task Force, Final 6/6/11" as information that encompasses our discussion of a chair's role.

Julie provided an overview of the two ground-rule handouts presented to the committee (attached); the NWCAA meeting ground rules and the Tacoma-Pierce County Clean Air Task Force ground rules and proposed the possibility of adopting something similar. She stated that the NWCAA ground rules are read at the beginning of NWCAA staff meetings, by a different staff member.

The committee also inquired about the minimum number of members required to make a quorum because Jerry got toned out at this point in the meeting, leaving only 4 members present.

Action item(s):

- Move to review the two sets of ground rules for possible incorporation into the CAC meeting framework at our June meeting. **Jerry moved, Mark seconded**
- Email both sets of ground rules to committee members. **Julie**
- Provide comments on the ground rules to Julie who will present them at next month's meeting. **All committee members**

8. Stakeholder list – revisit and revise, if necessary:

Two items associated with CAC stakeholders are the finalization of the "invitation" letter and any necessary revisions to the list.

Mark inquired if the stakeholders' letter has been finalized and sent out.

Currently, there are two versions of the letter, neither which have been sent.

Julie stated that Katie sent Lou the latest version of the stakeholders' invitation letter for his review. Phil said that Lou was able to review the letter and favored the shorter version, but was not feeling well enough to finalize the letter to be sent.

The committee reviewed the two versions of the letter and noted only minor differences. The committee as a whole supports the mailing of either version prior to next meeting.

Paul suggested identifying the meeting time and place in the letter.

Logistics of mailing the letter will be finalized after Phil consults with Lou and obtains Lou's signature.

Rebecca mentioned that she heard from Katie that the Mt. Baker School District's nurse, Cheryl Whitehouse, may not be able to participate in the CAC because of current personal and workload demands.

Action item(s):

Stakeholder letter:

- Send Phil both versions of the letter, who will present them to Lou. **Julie**
- Consult with Lou to finalize the invitation letter to be sent, with the suggestion from the committee, that the meeting information be included. **Phil**
- Send out signed invitation letters. **Julie (?)**

Stakeholder list:

- Update OppCo info to replace Wade Gardner with Kyle White. **Julie**
- Confirm with Katie, the status of Cheryl Whitehouse (Mt. Baker School District) as a potential CAC member. **Rebecca**
- Investigate to ensure that the Mt. Baker Lions Club, firewood purveyors and wood products industry are at the appropriate involvement level. The last two entities may be more appropriately involved in the "enterprise" committee. **Phil**

9. Continue discussing committee next steps, develop "business plan" – brainstorm necessary elements of a long-term strategy benchmarks and timelines

Paul stated that at the last meeting there was some confusion around the term "business plan" and that it may be useful to discuss it further. (Originally mentioned in item 4.).

Phil stated that the subcommittee that met to discuss the business plan intends to form as a full committee with recognition from the EWRR council to address the business side of the CAC charge. The name of the committee is unsure at this point; perhaps the "enterprise" committee.

Addressing business development via a separate committee will provide clear lines of involvement or non-involvement.

Development of businesses which support the CAC charge, such as a wood bank, will be pursued through the "enterprise" committee, separate from the CAC. The enterprise committee will develop its own charge and will provide updates to the CAC as it relates to the overarching charge.

Mark brought up the matter of a strategic plan.

Rebecca identified the need for brainstorming, identification, prioritization and evaluation of CAC projects.

Julie presented a possible framework in which to develop the action plan portion of the strategic plan (identification of stakeholders for specific strategies, objectives, outcomes, etc.).

The January 15, 2014 brainstorming session summary was referenced as a good place to start in the development of a strategic plan (previously referred to as "business" plan) which will identify goals and measurable objectives for each goal.

Action item(s):

- Draft a strategic plan using the ideas identified in the January 15, 2014 brainstorming session for committee review and comment. The draft is only intended to be a starting point for a conversation. **Julie**
- Email strategic plan development links to Julie. **Mark**
- For item 9. (future agendas), rename "business plan" as "strategic plan". **Julie**

10. Winter outreach check-in, update

- a) Summary of recent community outreach visit – **Rebecca**
- b) Winter outreach evaluation report – **Rebecca**

Rebecca provided a 2-page handout (**attached**) summarizing the CAC's outreach efforts during the 2013-14 winter heating season. Outreach activities included woodstove complaints filed with the NWCAA (32), residential site visits (contact made with 41 of 62), participants in the OppCo wood stove change-out program (32); and moisture meters distributed (39).

For the households where no contact was made, the residents were either unavailable or there was a safety concern that deterred contact.

Rebecca stressed the importance of communicating meaningfully with each individual and the importance of asking the right question to get the information we need to best serve the public.

In at least one contact, a resident was interested in non-wood burning alternative forms of heat, altogether.

Upcoming meeting, 4:30 – 6:00 p.m., East Whatcom Regional Resource Center:

	June 18	Sept. 17	Dec. 17
	July 16	Oct. 15	
	Aug. 20	Nov. 19	