

**Clean Air Partners
Executive Committee Meeting
Baltimore City Hall – Reeves Room
September 28, 2004**

Present:

Board Members:

Sandra Handon, DC DOH
Joe Lewis, Baltimore County
Hon. Catherine Pugh, Baltimore City Council
Didian Tsongwain, Prince George's County

Staff:

Heidi Adams, Clean Air Partners
Jen Desimone, MWCOG
Randy Mosier, MDE
Joan Rohlfs, MWCOG
Russ Ulrich, BMC
Reider White, MDE

Call to Order: Hon. Catherine Pugh called the meeting to order at 12:21 p.m. There were no changes to the agenda and the previous minutes were approved as submitted.

Committee Reports:

Awards Committee: Nominees were reviewed for the various categories and selections were made. Awards will be presented at the November Annual Meeting.

Membership Committee: The membership committee met with Cliff Fox, VCU last month to discuss the membership survey. A draft survey instrument was distributed to the committee. The survey will go into the field in November. The final report is expected to be available in December.

Managing Director's Report:

2005 Work Program: Heidi Adams presented the highlights of the proposed 2005 work program.

It was suggested that the Managing Director have more direct ability to facilitate the use of resources and in staff management. The Managing Director should also oversee the Baltimore and D.C. areas marketing and public relations and avoid sub-contracting with the marketing consultant.

Membership Services require redevelopment to improve and encourage active input and insight.

The Air Quality Action Days program requires new and up-dated materials. This would include public outreach to refine the messages for particulate matter and ozone, put out the message early in the season, and formalize the year-round messages for particulate matter.

An evaluation and measurement procedure should be put in place to enhance public understanding of Code Red for particulate matter and ozone and assess episodic surveys for multiple occurrences on the evening of a Red Day.

A Quality Assurance program should be developed for improving operations and outreach.

Budget Report: Heidi Adams updated the committee on the monthly finances and proposed 2005 budget.

Funds have been received from VDOT and MDOT. Clean Air Partners is awaiting payment for 2003 from DDOT. A follow-up will be done regarding the D.C. funding. Joan Rohlf's stated that Clean Air Partners will receive a \$30,000 grant from the Virginia Department of Environmental Quality as part of a settlement with Mirant Mid-Atlantic.

Increased funding in 2005 is expected in order to upgrade the web-site, expand the media package, and provide for the gas can replacement program. Increased utilization will be done with the Employer Tool Kit and the Daycare Activity Book. The Budget was moved for approval and will be presented at the Annual Meeting.

New Business

RFP for Managing Director-The current contract for Managing Director ends on December 31, 2004. According to COG's procurement process, the contract must be opened for rebid. The funders and senior program managers will meet in October to discuss the scope of work for the managing director. The RFQ will be finalized and sent out in November.

Non-Profit Status- Catherine Pugh asked if it would be possible for Clean Air Partners to become its own non-profit organization. Joan Rohlf's stated that is topic should be brought up for discussion at the October funders meeting.

Nominating Committee- The Nominating Committee, for new officers and board members, shall consist of the Chairperson and representatives from MDE, MDOT, DDOT, and VDOT.

Commitments:

- Follow-up on funds from D.C. Department of Transportation.
- Submit the RFP for new funding contract.
- Review or assess possible non-profit status.
- Review and interview contract for Managing Director.

Next Meeting: Annual Meeting, November 4, 2004, at University of Maryland,
University College Conference Center
Board of Directors, October 21, 2004, at COG

Adjournment: 1:10 p.m.