

**Clean Air Partners
Executive Committee Meeting
Conference Call
August 19, 2004
1-888-955-5369, Code 62107**

Participants: Sherry Conway-Appel, Joseph Lewis, Hon. Catherine Pugh, Randy Mosier, Kanti Srikanth, Linda Stewart-Byrd, and Reider White. ***Staff***—Heidi Adams, Jennifer Desimone, Barbara Herron, and Joan Rohlf.

Call to Order: Managing Director, Heidi Adams opened the conference call meeting at 11:02 am. The minutes of the May 20th, 2004 meeting were accepted with the correction to omit ‘Honorable’ before member Sandra Handon’s name.

Managing Director’s Report:

Marketing Committee:

Clean Air Partners has received payment from all sponsors, except PEPCO.

Sherry Conway-Appel has accepted a position with the National League of Cities and will be unavailable to continue to provide service to Clean Air Partners as 1st Vice Chairperson and Marketing Committee Chairperson. As a result, Clean Air Partners will look for a new chair of the Marketing Committee.

Public Education:

Heidi Adams made visits to ten senior centers in Northern Virginia, ten in the MD/DC corridor, and five in Baltimore. Each center received materials and/or presentations in the last 30 days.

Clean Air Partners was represented at a community outreach event in River Terrace. This meeting was sponsored by the CDC where they presented air quality data gathered as a result of resident complaints.

Maryland sponsored a mower replacement event. Data from that event was collected and is in the process of being analyzed. During the last MWAQC meeting, Heidi Adams requested that Clean Air Partners be involved in any plans to implement a mower replacement program in the VA and DC areas.

Finance and Fundraising:

Clean Air Partners is exploring opportunities to align the budget cycle with COG’s fiscal year. In order to do so, the 2005 budget would be developed for an 18-month time period. At this time, VDOT has requested funds to accomplish this goal. Kanti Srikanth stated that VDOT’s budget for Clean Air Partners was approved 9-months ago. He is waiting to hear if they will be approved for the additional 6-months of funds. MDOT has expressed that they do not wish to fund an 18-month budget. There has been no formal conversation with DDOT. Matthew Jalali stated that DC would not have a problem funding Clean Air Partners for the extra 6-months.

Membership

Clean Air Partners is exploring the idea of developing a survey of its membership. The purpose of the survey would be to gather information pertaining to member needs, the organizations products and services, and whether or not we can increase dues. The survey would be developed and conducted by Virginia Commonwealth University and use the members in the Air Quality Actions Days and Clean Air Partners databases. There was Committee consensus to move forward with the survey development.

Clean Air Partners will host its Annual Awards on Thursday, November 4, 2004. Request for nominees have been distributed. Final selections will be made by the end of September.

COG will issue an RFP for a new Managing Director in the fall. Heidi Adams stated that Clean Air Partners should become its own non-profit organization, with all board members having equal participation over the program. The Executive Committee should be comprised of the funders and be able to guide the program's strategic planning. The Board should allow the Managing Director the financial resources to staff the program. The Managing Director should be allowed to have some control over the budget and be given some creative freedom.

Budget/Cash Flow Report:

The Committee discussed the draft 2005 Budget.

The Forecasting line item was removed from the proposed budget. The Managing Director and Clean Air Partners Office line item was increased to include additional staff funding. The Grants line item includes \$30,000 from the Mirant SEP.

Joan Rohlfs proposed to return the Public Relations Budget to COG's Office of Public Affairs (OPA). Originally, the OPA provided public relations for DC, but changes in the office lead Clean Air Partners to contract out the program's public relations efforts. Concern was addressed by committee members and it was decided to address any issues with the current contractors and to clearly communicate our expectations to OPA.

A line item was addressed regarding budgeted amounts and payment receipts of Membership Dues that show a wide margin for achieving a balance. The budgeted amount for membership dues is \$11,000. To date, the program has received payments of \$4,750. Concern was raised for a current list of paid members for addressing the difference between the expected source and the revenues collected. This discrepancy may require adjustment of dues based on membership status.

Due to depth of discussions and time constraints, the meeting was curtailed for any new business.

Next Meeting: September 16, 2004, at Baltimore City Hall, 11:00 AM.

Adjournment: 12:06 PM.