

Executive Committee Minutes
August 17, 2010
8:00 AM-9:45 AM

Members Present: Sally Harwood, Elery Keene, Doug Carnrick, Mike Roy, Mike Heavener

1. Minutes from the last meeting were approved.
2. Reports
 - Financial Status
 - ✓ \$1247. 45 in city account
 - ✓ \$250 in KFS bank account
 - Fundraising
 - ✓ Doug recently sent thank you notes to those he & Elery visited.
 - ✓ They will be contacting other places.
 - 501 (c) 3
 - ✓ Jim Nicholson is helping with the filing.
3. Old Business
 - Update on EECBG
 - ✓ Mike signed the contract with KVCAP to administer the EECBG grant.
 - ✓ John Reuthe has been hired.
 - ✓ We have the contract with Efficiency Maine.
 - ✓ The next step is the district energy feasibility study.
4. New Business
 - Remove the hyphen from Mid Maine in future use.
 - Elery will serve as the secretary/treasurer.
 - The SMMC's Conflict of Interest Policy was examined.
 - ✓ Use of terms *Board of Directors* and *Executive Committee* will be interchangeable.
 - ✓ Sally motioned to accept the Conflict of Interest Policy with Elery's corrections of typos. That motion was seconded and passed.
 - The SMMC's By Laws were changed as noted.
 - ✓ The name for Executive Committee will be the Board of Directors.
 - ✓ Article III Section 1: The Board shall consist of **no less than five (5) no more than nine (9)**.
 - ✓ Article III Section 4: The Board of Directors will meet **at least six (6) times**.
 - ✓ Article III Section 5: to read *may be polled* **delete by telephone**
 - ✓ *Quorum* is defined as a **majority of the members of the Board**.

- ✓ Article IV Section 4: removal shall be **two-thirds vote**
 - ✓ Article IV Section 9: The secretary or **his/her designee**.
 - ✓ Article VIII: fiscal year shall be **July 1 to June 8**.
- The conversation on the By Laws was extended to the next meeting.

Action Items:

Please review and rewrite the section/item as indicated.

- ✓ Sally: Article III Section 1
- ✓ Doug: annual meeting and time table for voting for Board of Directors
- ✓ All: Function of Executive Committee
- ✓ Sally: Article III Section 12
- ✓ Elery: Article VI
- ✓ Sally & Elery: wording for recognition/definition of the team members
(e.g. consistently seek the advice, consent, and input of the Coalition)

The next meeting will be **Tuesday, August 24 at 8:00** in the **Mayor's Conference Room**.