**Community Renewable Energy Association**

**Minutes of the Special Meeting of the Executive Board**

**Date:** September 18, 2020

**Time:** 10:10 am – 11:05 am

**Location:** Zoom

**Executive Board Members Present:** Executive Committee Chair Les Perkins; Treasurer Steve Uffelman; Executive Committee Vice-chair Ormand Hilderbrand; Elizabeth Farrar; Don Coats; Don Russell; Doug Frasier, alternate for Steve Uffelman.

**Executive Board Members absent** Joe Dabulskis

**Staff Present:** Brian Skeahan; Pat Bozanich; Rob Bovett, Association of Oregon Counties (AOC)

**Others Present**:

**Recording Secretary:** Pat Bozanich

**Handouts**

Draft Executive Director job description

**1. Call to Order**

Executive Committee Chair Perkins called the meeting to order

**2.** **Open Agenda**

Chair Perkins gave the opportunity for those present to add any items not on the agenda.

**3 Discussion related to the hiring of a new CREA Executive Director**

Rob Bovett and Brian Skeahan led a discussion about the legal requirements of hiring a new Executive Director including:

 a. Discussion of selection standards, criteria and policy directives

 b. Public input related to selection standards, criteria and policy directives

 c. Deliberation and possible adoption of selection standards, criteria and policy directives

Committee commented on draft description and made several changes including changing the format to that of an RFP to clarify that this is a contract position.

Motion: Approve operative language of the Job Description/RFP

 Made by: Steve Uffelman

 Seconded by: Ormand Hilderbrand

 Unanimously approved.

**4. Next Steps:**

A. Rob will draft RFP, run it by Brian and send it to Pat for posting on the CREA website, as well as on the state’s RFP system (ORPIN).

B. Application deadline is October 7.

C. Committee and staff will distribute RFP via their various networks.

D. Pat will distribute proposals to Committee on October 7th

E. Proposals will be discussed at next Committee meeting on October 9

**5. Next meeting dates and locations**–October 9, Remote video conference set up by Rob.

**6. Adjourn**