

Pacific Northwest Center of Excellence for Clean Energy  
Governance Board Meeting  
Puget Sound Energy, Olympia Office  
June 23, 2010 / 2 -5 pm

**Attendees:**

Troy Nutter, Chair, Puget Sound Energy  
Barbara Hins-Turner, Principal Investigator (Ex officio), Center of Excellence  
Diane Quincy, Avista  
Dr. Bob Topping, Chemetka Community College  
Kairie Pierce, WA State Labor Council, Alternate  
Terry Bushnell, Avista  
Marla Miller, Centralia College (Ex officio)  
David Sorenson, West CAMPS  
Vicki Oakerman, Centralia College  
Chris Sproule, General Physics  
Russ Garrity, General Physics  
Craig Dalzel, General Physics  
Don Guillot, IBEW Local 77  
Alison Pugh, Edmonds Community College  
Ryan Davis, Regional Education and Training Center @ Satsop  
Kathryn Fredrick, Regional Education and Training Center @ Satsop  
Robin Podmore, Incremental Systems Nexus  
Dr. Peter McKenny, Gonzaga University  
Dr. Alan Hardcastle, WSU Extension Energy Program  
Seth Maier, Veterans Conservation Corp - Spokane Community College  
Ed Bowen, Veterans Conservation Corp  
Sally Zeiger Hanson, WSU Extension Energy Program

**Attendees by Phone Conference:**

Kevin Schneider, Pacific Northwest National Laboratory

**Order of Business.**

Diane Quincy opened the meeting. Introductions were made followed by a recap of the ground rules regarding the decision making process during board meetings.

The meeting was called to order.

The first order of business was the adoption of the Board Minutes from the May meeting.

**New Item.**

Alison Pugh provided background information regarding the National Science Foundation grant for Edmonds Community College to look at possible overlap and action items in conjunction with the DOE Smart Grid grant.

**Action Item:**

Alison will keep the Board informed up the grant updates.

**Next Item:**Smart Grid Online Training.

- Barbara Hins-Turner provided the history of the partnership between the Center of Excellence and General Physics Corporation (GP).
- Craig Dalzel presented an overview of General Physics Corporation.
- Chris Sproule explained the development of GP's Learning Management System.
- Russ Garriety made recommendations on the next steps to be taken in developing online training and managing portals.

Opened for questions from the board and discussion of online training and implementation.

**Action Item:**

An On-line Training Subcommittee was formed. Ryan Davis, Barbara Hins-Turner, a representative from Avista, a representative from Puget Sound Energy, Bob Topping and Cindy Sproule are members. Ryan Davis will set up an initial webcast meeting after July 4<sup>th</sup>.

Diane Quincy turned Chair Duties over to Troy Nutter who joined the Board Meeting in progress.

**Next Item:**Grant Justification Status.

Everything is in that needs to be submitted. DOE is hoping to award by July 1<sup>st</sup>, but is currently running behind schedule. The final budget justifications were submitted to Brian Mollohan at the U.S. Department of Energy on June 15, 2010 at 4:35pm.

Troy Nutter presented the Budget Subcommittee Report.

**Action Item:**

Marla Miller will provide Board Members of a sample of an initial standard template of sub-contracts for members to get an idea of the mechanism used for tracking match data.

**Next Item:**

Troy Nutter presented the new logo design for the Pacific Northwest Center of Excellence for Clean Energy. Feedback on the logo may be offered to Barbara Hins-Turner.

**Next Item:**

Update on Project Work Plans.

Recommendation that all Board members continue working on work plans until Project Manager is in place.

**Action Items:**

- Barbara Hins-Turner will send out template for a work plan using WSU Extension's as a sample.
- All Board members will work on a first rough draft of their work plans to be ready for submission by July 20<sup>th</sup>.

**Next Item:**

Status of Hiring –

- Fiscal. A successful candidate has been hired and is willing to start when grant funds are released.
- Project Manager. A small, but strong pool of candidates. Currently in the process of reviewing applications to establish interviews. Tentative close date of July 15<sup>th</sup>.
- Administrative Assistant. Seventeen applicants, has been narrowed down to 10. Would like the Project Manager to be a part of the hiring process for the Administrative Assistant position.

**Action Item:**

Ryan Davis will set up web interviews for East Coast project manager candidates.

**Good of the Order**

- Veteran Recruitment Criteria within the five state area – guidelines and expectations
- Fiscal – to identify DOE contribution, how match works, equipment ownership, sub-contracts, procurement and payment process.

**Adjournment.**