

1 **Cape & Vineyard Electric Cooperative, Inc.**
2 **Executive Committee**
3 **Executive Session**
4 **Meeting Minutes**
5 **Monday, May 13, 2013**
6

7 The Executive Committee of the Cape & Vineyard Electric Cooperative met in Executive Session on
8 Monday, May 13, 2013 at 2:13 p.m. in the 2nd Floor Conference Room at the Barnstable Town Hall, 367
9 Main Street, Hyannis, Mass.

10
11 **PRESENT WERE:**

12 John Checklick, President/Director, Falmouth
13 Charles McLaughlin, V. President/Director, Barnstable
14 E. Mark Zielinski, Treasurer/Director, Barnstable County
15 Peter Cabana, Executive Member/Director, Dukes County
16

17 **ABSENT WAS:**

18 Margaret Downey, Clerk, Cape Light Compact
19

20 **COUNSEL, STAFF AND CONSULTANTS PRESENT:**

21 Jeffrey Bernstein, Esq., BCK Law, LLC
22 Elizabeth Argo, Consultant
23 Ronald Collins, Project Engineer
24 Dr. Jonathan Raab, Raab Associates Ltd.
25 Karen Loura, Administrative Assistant
26

27 **Approval of Meeting Minutes**
28

29 **Strategic Plan**

30 Dr. Jonathan Raab, Raab Associates summarized history of developing the longer range strategic plan for
31 CVEC using a Power Point presentation. There was discussion on next steps including presentations to
32 members during the late summer/early fall period. Following are Dr. Raab's notes:
33

34 ***CVEC Strategic Planning Session***

35 ***Thursday May 13, 2012—2:00-3:45 PM***

36 ***Facilitator: Dr. Jonathan Raab, Raab Associates, Ltd.***

37 ***Meeting Summary (Related to Strategic Plan Only)***

38 *Dr. Raab began by reviewing the steps the Board took thus far:*

- 39 1. Brainstorming a long list of potential projects/strategies/options to pursue
- 40 2. Developing a second list of criteria to evaluate the various options
- 41 3. Putting the potential options and criteria in a matrix, and begin to populate matrix
- 42 4. Agree that two most important criteria for an initial sort should be:
 - 43 a. Near-term opportunity (1-3 years)
 - 44 b. Revenue generation potential for CVEC
- 45 5. Board then identified options that met those 2 criteria and completed matrix for those options (i.e.,
46 evaluated all of the criteria for those options)

- 47 6. Prior to the 3rd Board meeting on the Strategic Plan, Dr. Raab polled the Board on their top 3 selections.
48 15 Board members and CVEC consultants and advisors completed the poll (results below)
- 49 7. At the April Board meeting (3rd Board meeting on the Strategic Plan), the Board agreed to two top
50 priorities [REDACTED]
51 [REDACTED] The Board then began to develop a set of
52 next steps for the two top priorities—but was not able to complete the work at the April meeting.

53 *At this meeting, the Board picked up where it left off and fleshed out the next steps and recommended actions*
54 *under each of the top priorities as well as broadly for the list of Other Potential Opportunities. The detailed list*
55 *of priority opportunities for CVEC to include in its strategic plan along with the agreed to next steps for each*
56 *opportunity, are listed in Attachment 1 to this summary.*

57
58 *In addition, the Board agreed to present the list of opportunities to its Members, and to get feedback prior to*
59 *finalizing the list. The next steps under each opportunity include various tasks for a new Executive Director,*
60 *the Board and its Members, and potentially for consultants. Once Member input is received over the Summer*
61 *and Fall, and additional research and analysis is conducted by the Board, its staff, and any additional*
62 *consultant support, a more formal strategic plan can be developed and approved by the Board. In the*
63 *meantime, the Board was clear that its highest priority was to implement Round I and Round II of its PV*
64 *installations, and to hire an Executive Director [and a Special Projects Coordinator].*

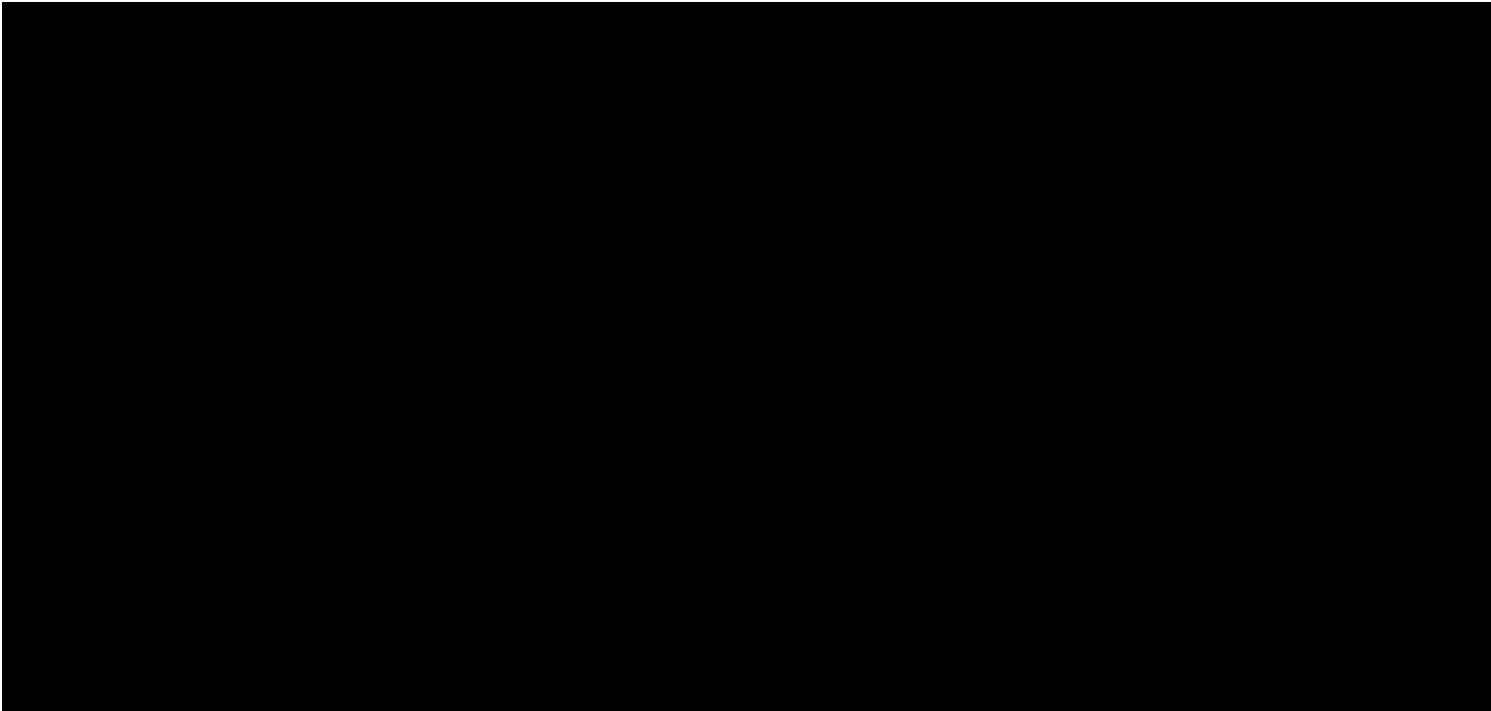
65
66 ***Attachment 1:***
67 ***CVEC Board Strategic Planning***
68 ***Detailed Outline of Opportunity Priorities (1-3 Years) & Next Steps***
69 ***May 13, 2013***
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87

88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127

128
129
130
131
132
133
134
135
136
137
138
139
140

141
142
143
144
145
146
147
148
149
150
151
152
153

154
155
156
157
158
159
160
161



CONSIDERATION OF 4/5/13 EXECUTIVE COMMITTEE EXECUTIVE SESSION MEETING MINUTES

The Executive Committee then considered the April 5, 2013 Executive Session Minutes. The EX approved to include Attachment A but exclude Attachment B as privileged attorney/client communications. *C. McLaughlin moved the Executive Committee vote to approve the minutes as amended, seconded by P. Cabana and voted by roll call unanimously in favor (4-0-0).*

OTHER REPORTS

- L. Argo provided a PV Project update.
- R. Collins reported Barnstable Building Department will not issue building permits until the contracts are executed. Broadway will be urged to finalize financing and documents.

ADJOURNMENT

With no further business at 4:02 pm, P. Cabana moved to adjourn Executive Session and reconvene in open session, seconded by C. McLaughlin and voted by roll call unanimously in favor (4-0-0).

Respectfully submitted,

Karen E. Loura
Administrative Assistant