Staff Team Meeting

Meeting Summary

Wednesday, August 14, 2024, 2 – 3:30 P.M.

Staff Team Members Present: Rebecca Harvey, Pamela Braff, Alyssa Jones Wood, and Dominic Jones.

Staff Team Members Absent: Linsey Fields (on vacation).

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| **Agenda Item** | **Notes** |
| 1. Annual Report Update | Alyssa has received the first draft of the designed Annual Report. She will give it a first round of comments and then distribute it to the other Staff Team members to review the draft as well. |
| 1. September CAW Agenda Packet | The September 3, 2024, CAW meeting agenda will include continued discussion on the CAW Charter and a review of the CAW Satisfaction Survey results. The Staff Team discussed who would be responsible for developing meeting materials for each item and internal review timelines to ensure the CAW agenda packet is sent out on time. The Staff Team also discussed drafting the upcoming agenda using the new agenda order suggested in last month’s CAW charter agenda item. |
| 1. Website Update | Rebecca shared that she has the link to the website, which is not yet live. The Staff Team discussed small visual details, such as a logo hanging over text from the header. The Staff Team also discussed how Tumwater will host a constant contact list for the TCMC and the logistics of getting those newsletters out.  The Staff Team also discussed building out the “Get Involved” page on the website to include both an individual’s guide to the TCMP and a short library of resources to urge individual and community-driven climate actions. |
| 1. EC Notes | The Staff Team discussed the amount of time they have spent trying to get accurate and effective meeting notes from their consultant. The Staff Team discussed moving EC meeting notes to be in the form of action summaries, similar to what the City of Olympia does for minutes. The Staff Team discussed the importance of ensuring the CAW meeting summaries are longer and are not restricted to action reporting. The Staff Team also briefly discussed the status of meeting recordings being sent by the consultant. |
| 1. 2024 Regional Initiative Consultant Check-In | The City of Olympia has received their first invoice from the 2024 Regional Initiative Consultant. The Staff Team checked in on the status of the project and satisfaction with the work that has been completed to date.  The Staff Team discussed target audiences for the survey associated with the Residential Energy Efficiency & Electrification (EEE) Campaign. At this time the City of Olympia is the only TCMC jurisdiction planning to provide market-rate incentives to non- low- and moderate-income residents. As such, sending the survey about the program to community members who may not be eligible in the remaining TCMC jurisdictions may cause confusion. Pamela and Dominic urged the other TCMC staff/jurisdictions to consider at least negotiating group purchase pricing, even if the jurisdictions are not financially able to provide rebates outside of what is provided by the Commerce grant funding for the program. |
| 1. CAW Charter and Consensus Process | The Staff Team discussed how to proceed with CAW Charter revisions. They heard from the last CAW meeting that many CAW members would like to limit when consensus is used and are more in favor of majority voting. The Staff Team discussed how to facilitate the conversation at the September meeting and what material, if any, should be developed by Staff before that meeting. |
| 1. ISC | The Staff Team checked-in on their level of satisfaction with the work completed by ISC on behalf of the TCMC. The Staff Team decided to extend their upcoming Staff Retreat to allow more time to discuss this topic. |