

Transition2017



TO: Finance & Governance Committee
FROM: Sarah Foley, Interim Executive Director
DATE: March 1, 2017
SUBJECT: Interim Executive Director's Report

Finance Items

Grant Update

Other than Kimberly's determination of the amount of the grant (see her memorandum accompanying the financials), there have been no developments since staff's report at the January Board meeting. The ball remains in the Water Foundation's court. The Water Foundation is working on providing draft grant language that meets their needs, the needs of the former G2 members, and the Partnership's (i.e., the Council) needs.

The Water Foundation and Peter Vorster, on behalf of the former G2 board members who left at the end of December, are continuing to discuss the composition of the committee that will advise the Water Foundation. Trathen Heckman's potential role is part of that discussion. No decisions have been made.

Council staff and Water Foundation staff have a conference call scheduled for Friday, March 10.

2017 Dues Invoices

Kimberly has prepared the 2017 dues invoices for all members. Board members approved a letter which is currently being formatted. Staff plans to mail invoices by close of business Friday, March 3. Per our discussion at the January Board meeting, the invoice has the Council logo on it with the note that payments should be made to the Council. The letter includes the Transition 2017 logo and is signed by the Partnership's officers. Dues are frozen at 2016 rates using 2016 calculations.

Revised Budget

Kimberly and I are working to revise the 2017 budget. It will reflect the allocation of assets per the members' 2016 vote. We intend to have a draft version ready by the end of the month.

Staffing Update

As work to transition the Partnership begins to ramp up, our lack of staffing is being keenly felt. With that in mind, I plan to recruit a part time, temporary administrative assistant who can help with membership, website updates, calendaring, and similar matters. This will allow the new executive director to hire a permanent employee as he or she sees fit.

The Toolbox is undergoing its final pre-launch preparations. Luke Sires has agreed to help work with the developer to get the ball over the finish line in the next month. Luke is volunteering his time for now as he has not received approval from his new employer to perform outside consulting work.

Attachment #5

Governance Items

Calendar

Attached please find what I hope is our final 2017 meetings calendar.

Executive Director Search Update

Andrea Weiss has provided the following schedule for the recruitment process:

ACTIVITY	DATE
Board Confirms Schedule, Candidate Profile, Job Description, Salary Range as well as name change	February 24, 2017
Consultant Prepares and Places Advertisements	By March 3, 2017
Consultant Conducts Targeted Outreach with assistance from Search Committee members and input from Board members	March 1-March 22, 2017 (Priority Review Date-March 22, 2017)
"California Water Efficiency Partnership" Reviews Applicant Resumes and Forwards up to 15 Top Candidates to Consultant	By March 24, 2017
Consultant Conducts Screening Interviews with Top Candidates	March 29-April 7, 2017
Consultant Presents Report of Recommended Finalists to Search Committee	April 11, 2017
Search Committee Interviews Finalists	April 18, 2017
Full Board Interviews Top 2-3 Finalists and selects Top Candidate	Week of April 24, 2017 (ideally April 27 or 28)
Complete Compensation Negotiations	May 1, 2017
Appointment	Week of May 1, 2017
Anticipated Starting Date	Week of May 22, 2017

California Water Efficiency Partnership 2017 Calendar

Finance & Governance Meetings:

March 8	Council Office
May 3	Council Office
June 14	Council Office
August 1	Council Office ¹
October 25	Council Office

Board Meetings:

March 15	Conference Call
May 16	South
June 27	Conference Call
August 15	North ²
September 13-15	Board Workshop – EBMUD Pardee Facility
November 15	South

Plenary Sessions:

April 5	North
May 31 – June 1	South – Peer to Peer 2017
September 20	North
December 13	South

¹ Joe Berg not available, Lisa Maddaus to chair

² Joe Berg not available, Lisa Maddaus to chair