



Regional Greenhouse Gas Initiative, Inc.
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New York, NY 10007
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Executive Committee Meeting by Telephone
8 February 2010 4:34 pm

Adopted -- Minutes

The RGGI, Inc. Executive Committee meeting convened at 4:34 pm by conference call on Monday, February 8, 2010. Participants in the call included Clifton Below, Susanne Brogan, Laurie Burt, David Littell, Michael Sullivan, Executive Director Jonathan Schrag and Program Committee staff. Chair David Littell convened the meeting and facilitated discussion.

The Committee approved the minutes of the January 4th meeting.

The Committee received an update on the 2009 year-end financials. Management expects to report savings of approximately \$64,000 compared to the year-end forecast presented in September 2009. The draft financial report will be presented to the Finance Committee on February 19th and the audit will begin work on March 15th.

The Committee received recommendations from the Executive Director on salary adjustments from the budgeted Merit-Based Salary Reserve and RESOLVED:

Based on the recommendation of the Executive Director, the Executive Committee authorizes the following salary adjustments from the budgeted Merit-Based Salary Reserve:

For the Auction Manager:

A merit increase of 2.5% of salary (\$2,000)

An expansion of duties increase of \$3,600 to reflect changes to the original job description

For the Communication Manager

A merit increase of 2.5% of salary (\$1,625)

An expansion of duties increase of \$2,925 to reflect changes to the original job description

For the Business Manager

A merit increase of 1% of salary (\$700)

In addition, the Executive Committee accepted the recommendation of the Executive Director not to award a salary adjustment to the Executive Director during the 2010 calendar year. The Executive Committee noted that this recommendation was made voluntarily as an austerity measure. The Executive Committee also noted the continued strong performance of the Executive Director. Further, the Executive Committee agreed to review all salaries for the 2011 calendar year.

The Committee received a report on correspondence with the IRS regarding the filing of the 2008 990 tax filing which confirmed that the 2008 990 was filed in a timely manner.

The Committee received an update on measures taken with PQA and World Energy to confirm existing security procedures for auction and COATS IT platforms.

The Committee received an update on administration of Auction 7, including management's initiative to implement a secure remote review process for auction application materials to reduce state agency staff travel costs.

The Committee reviewed progress on renewal of the World Energy contract. It was agreed that a small group of Directors should accompany the executive Director to meet with World Energy to review the relationship as a part of the contract renewal process.

The Committee authorized recommended improvements to RGGI COATS public emissions reports in the amount of \$7,700 to be allocated from contractor consulting budget.

The Committee received an update on offset contract deliverables.

The Committee received a briefing on expanded use of the Internal File Exchange System to support state agency access to documents related to RGGI workgroups.

The Committee received an update on communications initiatives of the Strategic Communications Team including auction proceeds and the Auction 7 news release.

The meeting adjourned at 5:53 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "W. Michael Sullivan". The signature is written in a cursive, flowing style with a long horizontal flourish at the end.