

Transition2017



TO: Transition Board
FROM: Sarah Foley, Interim Executive Director
DATE: March 9, 2017
SUBJECT: Interim Executive Director's Report

Below, please find updates on:

- 2017 dues invoices
- Revised budget
- Staffing
- Meeting Calendar

2017 Dues Invoices

Kimberly has prepared the 2017 dues invoices for all members. Board members approved a letter which is currently being formatted. Staff mailed invoices on 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.

Calendar

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

Attachment

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 10, 2017
Consultant Conducts Targeted Outreach with assistance from Search Committee members and input from Board members	March 10-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	April 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 Committee

<i>Date</i>	<i>Location</i>
March 8	Council Office
April 27	Council Office ¹
June 14	Council Office
August 8	Council Office
October 25	Council Office

Board Meetings²

<i>Date</i>	<i>Location</i>
March 15	Conference Call
May 16	South*
June 27	Conference Call
August 22	North*
September 12 – 14 (Board Workshop)	EBMUD Pardee Facility
November 16	South*

Plenary Sessions

<i>Date</i>	<i>Location</i>
April 5	North* (need host ASAP)
May 31 – June 1 (Peer-to-Peer)	South*
September 20	North
December 13	South

* This meeting needs a host

¹ Note this meeting is the day before the 4/28 Final ED Candidate Interviews also in Sacramento.

² Note we have extra Board meetings this year and not all coincide with a quarter ending. Financial reports will only be given during those meetings that follow a quarter ending.