



**CCEC Teleconference
7:00 PM, Sept. 15, 2014**

Attending: Donna, Bill, Doug, Brian, Janice, Wayne, Paula

Absent: Connie, Dean

1. Janice called the meeting to order at 7:07 PM.
2. CECC TOR document was presented. The document was discussed; some changes and updates were made. The document was approved by consensus. Action item: Paula will make changes and distribute to the committee and post to the CECC member hub.
3. Action item: upon reviewing the sector composition of the committee, it was noted that all sectors were represented except Municipal. Therefore, an attempt should be made at the board meeting to recruit such a member.
4. CECC Communication Plan was provided. It was decided that the document still retains its usefulness. Action item: Wayne will make editorial changes, and change the dates. Given the budget shortfall this year, some items will have to be put off until further notice. Bill discussed a membership drive that could be done by all board members. Action item: He volunteered to make a simpler membership form in order to facilitate this action. Donna informed the group that there would be no committee meetings at the next board session, but the committee will have the updated document ready. It was noted that information on both appendices since June of 2013 has not been updated.
5. Wayne called for adjournment at 8:30 pm.