

MCE: Logistics for New Board Members and Alternates

January, 2019

Board Meetings:

The MCE Board meets on the **third** Thursday of each month. The meeting is regularly scheduled for 7:00PM and is held at the MCE Offices at 1125 Tamalpais Ave., San Rafael, CA 94901 in the Charles F. McGlashan Board Room and 2300 Clayton Rd., Suite 1150, Concord, CA in the Mt. Diablo Room.

The MCE Board Directors are expected to attend all regular Board meetings. If a Board Director has a scheduling conflict, we ask that they notify their Alternate in advance and secure the Alternate's attendance in their place. If possible, please cc Darlene Jackson, Board Clerk via djackson@mcecleanenergy.org on messages regarding your meeting attendance.

All meetings of the Board are noticed via email, posted at both MCE offices as well as on our website: <http://mcecleanenergy.org/meeting-archive/>.

Most meeting materials are typically sent out electronically and posted at least **one week** in advance of the Board meeting. Hard copies of meeting materials are sent to the Board Director and Alternate **only** upon request. Board attendees are encouraged to download the meeting material to their electronic device as hard copies are no longer provided at meetings. MCE-issued iPads are available to Board Members **only** and must be returned to MCE upon completing their Board assignment.

Technical and Executive Committees:

MCE also has two standing committees: the Technical Committee and the Executive Committee. The Technical Committee meets on the **first** Thursday of each month at 8:30AM. The Executive Committee meets on the **first** Friday of each month at 12:00PM. These schedules may change as new Board members enter those committees.

The MCE Committee Members are expected to attend their respective Committee meetings. If a Committee member has a scheduling conflict, we ask that they cc Darlene Jackson, Board Clerk via djackson@mcecleanenergy.org on messages regarding your meeting attendance.

Contacts:

If there is ever a question or a concern, you are welcome to call us at our general line 415.464.6010. You may also contact Darlene Jackson, Board Clerk, or Jesica Flores-Brooks, Board Administrative Assistant, as follows:

Darlene Jackson, Board Clerk
Phone: 415.464.6032
Email: djackson@mcecleanenergy.org

Jesica Flores-Brooks, Board Admin Asst.
Phone: 415-464-6015
Email: jfloresbrooks@mcecleanenergy.org

We are looking forward to working with you!

The MCE Staff