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EnergyTrust of Oregon

MEMO

Date: December 10, 2009
To: Board of Directors
From: Margie Harris, Executive Director
Subject: Proposed Final 2010-2011 Action Plan and Draft 2010

Greetings! Enclosed please find our proposed final 2010-2011 budget and action plan, the approval of which will be a focus of our December 18th board meeting. The binder material is organized as follows:

1. Staff presentation (power point) summarizing 2009 accomplishments and 2010 draft budget and proposed 2010-2011 action plan themes (tab 1).

2. 2009 forecast information detailing actual results through the third quarter and projecting year-end expenses by program and utility service territory (tab 2).

3. A summary of the public comment received on the draft budget and action plan and the corresponding staff responses along with copies of the original comments (tab 3).

4. 2010 summary level information, including the 1-page re-cap, a quick reference look at program budgets, goals, costs, evaluation dates and program management contractor information with additional information on programs by utility service territory (tab 4)

5. The 2010-2011 draft action plan, including a narrative introduction about our operating environment, highlighted themes and detailed strategies, actions, comparisons, budgets and where applicable, projected savings/generation by program/department, 2010 projects and 2011 planned activities (tabs 5-8).

6. Staffing (tab 9), the draft capital budget and a briefing paper describing the Integrated Solutions Project and potential Enterprise Resource Plan (ERP) (tab 10), and 2011 projections (tab 11) complete the binder.

I look forward to our discussion next week and welcome your comments and questions. Thank you.