

**VALLEY CLEAN ENERGY ALLIANCE  
COMMUNITY ADVISORY COMMITTEE**

**Staff Report – Item 10**

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**TO:** Community Advisory Committee

**FROM:** Edward Burnham, Director of Finance & Internal Operations  
Alisa Lembke, Board Clerk/Administrative Analyst

**SUBJECT:** CAC 2023 Strategic Plan Task Group draft Charge

**DATE:** April 27, 2023

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**RECOMMENDATION**

Review, provide feedback and approve the Strategic Plan Task Group Charge.

**BACKGROUND**

At the CAC's February 23, 2023 meeting, Staff presented ([Item 8](#)) the annual update on VCE's Three-Year Strategic Plan (2021-2023); introduced a rolling strategic plan concept and timeline (see below) to extend the Strategic Plan beyond 2023; and, requested the formation of a Strategic Plan Task Group (SPTG) to assist Staff in developing the working draft plan.

Attached is the draft Charge for your review, feedback and approval.

The following timeline was outlined:

- March–June 2023 – CAC Task Group to provide input and feedback to Staff in developing the working draft plan.
- June – July 2023 – Draft Plan. Present Draft to CAC and Board for review and feedback in Q3 2023.
- August – September 2023 – Final draft plan. Present final draft to CAC and Board for consideration for adoption by Q4 2023.

Attachment:

1. Draft Strategic Plan Task Group Charge

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**2023 STRATEGIC PLAN TASK GROUP CHARGE**

**Members:** Marsha Baird  
Lorenzo Kristov  
Rahul Athalye

**Staff Lead:** Edward Burnham

**2023 Charge:**

The CAC Strategic Plan Task Group will assist VCE Staff with the planning and development of a rolling strategic plan and updates to current objectives through 2026. The current 3-year Strategic Plan covers 2021-23 and was approved by the Board on October 8, 2020.

Specifically, the Task Group will:

- (1) review existing organizational strategic documents – vision statement, mission statement, SWOT analysis, and strategic plan.
- (2) work with Staff to develop 2024-26 Strategic Plan objectives,
- (3) provide input and feedback to Staff on a working draft 2024-26 Strategic Plan to present to the CAC and Board,
- (4) collaborate with Staff develop guidelines for structure and best practices of rolling strategic plan for future years,
- (5) provide summaries and updates at monthly CAC meetings on Task Group activities.