



**Board Finance & Process Committee
Meeting Minutes
Thursday, January 24, 2013, 5:00 p.m.
DOE Information Center**

Committee Members Present

Dave Hemelright
David Martin
Greg Paulus, Chair
Corkie Staley
Tom Valunas, Vice Chair

Others Present

Delisa Atwater, DOE
Pete Osborne, ORSSAB Support Office

Absent

Lisa Hagy
Bruce Hicks
Jennifer Kasten

Discussion

December/January Expenses - The committee reviewed the current costs table (Attachment 1). Mr. Valunas noted that the board is running short in the “Audio/Video” category and will be out of funds well before the end of the year. Mr. Paulus asked staff to transfer funds from the “Other” category to bring the Audio/Video account up to what’s need.

Mr. Osborne reported that staff had saved \$1,500 in ORSSAB annual report printing and mailing costs by migrating most recipients from paper to electronic distribution. The Public Outreach Committee will need funds for the American Museum of Science and Energy exhibit this year, so he recommended that the savings be transferred to the museum funding category. The committee concurred.

Mr. Martin asked how many copies of the annual report were produced this year. Mr. Osborne said the quantity had been reduced from 275 to 100. Mr. Martin said he would like to see that number reduced further, and he recommended discussing the issue at this evening’s Executive Committee meeting.

Travel Requests - The committee reviewed and concurred with requests from Bob Hatcher, Mr. Hemelright, Mr. Martin, and Ms. Staley for travel to the EM SSAB Semiannual Chairs Meeting, April 23–25 in Richland, Washington (Attachment 2).

Bylaws Review - The committee reviewed Sections III & IV of the ORSSAB Operating Instructions (Attachment 3). No changes were suggested.

Mr. Paulus asked how much more of the Bylaws and Operating Instructions were left to review. Mr. Osborne said he thought there was just one or two more sections of the Operating Instructions. Mr. Paulus said he would like to drop the review.

FY 2015 ORSSAB Budget - Ms. Atwater discussed the DOE markup of the FY 2015 ORSSAB budget request. She said that DOE has not received Headquarters guidance to even begin working on its own 2015 budget request, so there is nothing yet to report on making any adjustments to the ORSSAB request. DOE should be submitting its proposed budget to Headquarters in March, so she should have sometime to discuss with the committee in April.

Ms. Atwater noted that Office of Management and Budget guidance from May 2012 called for a reduction in spending in specific areas, such as travel, fleet management, and real estate. Travel is one area that will affect the SSAB. The guidance is to reduce the travel by 30% from FY 2010 levels. Ms. Atwater said she reviewed the board’s travel expenditures, but the board is so different now than it was in 2010 that a 30% cut would be

draconian. Reducing travel funding in comparison to FY 2012 would be more appropriate, she said. Travel was \$30K in 2012, so an appropriate level in 2013 would be \$21K.

Mr. Paulus said that travel is about the only expense that the board has any control over, and because it is very important he doesn't think any more than 10% is appropriate. Ms. Atwater said she understands, and so just not seeing travel costs growth would probably be sufficient.

Mr. Valunas suggested moving some of the "Other" cost category funds into the "Training" category and then deciding what travel falls into training. Ms. Atwater said that regardless of the purpose of the travel, everything is coded as travel in the DOE system.

Mr. Martin noted that the board is required to send delegates to the semiannual chairs meetings, which are a significant cost. Mr. Osborne added that recent guidance he had seen from Headquarters removed the chairs meetings from the new requirements. He offered to send that information to Ms. Atwater.

Annual Planning Meeting - Mr. Paulus asked if the committee wanted to find a new location for the meeting. Mr. Hemelright suggested the Cumberland Plateau area. Mr. Martin said that the Cumberland Mountain State Park has good facilities. The committee elected to discuss the issue at the Executive Committee meeting.

Work Plan - The committee reviewed its work plan (Attachment 4) and made no changes.

Action Items

Open

None

Closed

1. Staff will send Ms. Atwater recent guidance he had seen from Headquarters removing the chairs meetings from the new travel requirements. ***Completed 1/28/13***
2. Staff will transfer funds from the "Other" category to bring the audio/video account up to what's need for the year. ***Completed 1/28/13***

Next meeting

Thursday, February 28, DOE Information Center, 5:00 p.m.

Attachments (4). Available upon request from the ORSSAB support office.

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