



**Board Finance & Process Committee  
Meeting Minutes  
Thursday, October 25, 2012, 5:00 p.m.  
DOE Information Center**

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**Committee Members Present**

David Martin  
Corkie Staley

**Others Present**

Delisa Atwater, DOE  
Spencer Gross, ORSSAB Support Office

**Absent**

Lisa Hagy  
Dave Hemelright  
Bruce Hicks  
Jennifer Kasten  
Greg Paulus, Chair  
Tom Valunas, Vice Chair

Mr. Martin acted as chair for this meeting.

**Discussion**

September/October Expenses - The committee reviewed the current costs tables (Attachments 1 and 2). Mr. Martin noted that the board finished FY 2012 with a carryover of \$144,365. He said some line items were over budget for the year, but the board was still able to finish the year well under budget.

He noted that the line item for staff under Executive has been removed from the costs table for FY 2013 (Attachment 2). He said that will allow the Board Finance & Process (BF&P) and Executive committees to focus solely on board expenses. Ms. Atwater said she was trying to determine how to show staff costs separate from other costs.

FY 2015 Budget Requests - The committee reviewed its draft FY 2015 request (Attachment 3) and the overall FY 2015 ORSSAB request (Attachment 4).

Initially there were no changes to the committee's FY 2015 budget request, but discussion later of the analysis of the annual meeting resulted in a budget request of \$23,000. See discussion below.

For the overall board budget, Ms. Staley said there was no money allocated for Stewardship travel. The Stewardship Committee left that item open in its budget request because Ms. Staley thought, from previous BF&P discussions, there would be an overall allotment for travel and committees would draw from that allotment as needed. Mr. Martin suggested putting \$5,000 in the Stewardship travel section. Ms. Staley asked about taking out the \$2,000 for Stewardship Education and Training. Mr. Martin agreed, saying he had no recollection of any previous expenses for training and education for Stewardship.

The agreement resulted in a net gain of \$3,000 in the overall budget request (\$5,000 for Stewardship travel, \$0 for education and training) for a budget request of \$76,980. However, because of changes in the BF&P budget request as a result of discussion on the annual meeting, the board budget request is \$82,980. See discussion below.

2012 Annual Meeting - The committee reviewed a cost analysis of the last five year's annual planning meetings (Attachment 5).

Mr. Martin noted that the cost of the 2012 annual meeting was neither the most or least expensive since 2009. He said considerable money was saved on the meeting facility in 2012 and facilitation costs were about the same. In 2012 more board members stayed overnight at the meeting location for a Friday evening event.

Ms. Atwater noted that if the facility and facilitation costs have been running between \$6,000 and \$8,000 then the \$5,000 for the annual planning meeting in the FY 2015 BF&P budget request is not sufficient. Mr. Martin suggested adding \$2,000 to facilitator costs, which would also affect the overall board budget request.

Mr. Martin wondered about the \$5,000 for unspecified travel in the BF&P budget request. He thought perhaps it was for board member travel to the annual planning meetings or perhaps to the semi-annual EM SSAB chairs' meetings. Mr. Martin asked Mr. Gross to take an action to determine what the \$5,000 is for.

Mr. Martin suggested adding a travel line item in the FY 2015 board budget request of \$4,000 for board member travel to the annual meetings.

These changes result in a BF&P budget request of \$23,000 and a board budget request of \$82,980 for FY 2015.

Travel Analysis - The committee reviewed a cost analysis of the last ten year's travel (Attachment 6). Mr. Martin commented that the analysis is a good device for determining what future costs might be for future travel to these meetings.

Travel Requests - The committee reviewed and concurred with requests from Mr. Hemelright, Ms. Kasten, and Fay Martin for travel to the 2013 Waste Management Symposium in Phoenix, Feb. 24–28 (Attachment 7a).

The committee reviewed and concurred with a request from Ms. Kasten for travel to the Perma-Fix Nuclear Waste Management Forum in Nashville, Dec. 10–13 (Attachment 7b).

Bylaws Review - The committee reviewed ORSSAB Operating Instructions: Section I, "Decision-Making" (Attachment 8). No changes were suggested.

ORSSAB Mission Statement - The committee reviewed suggested revisions to the ORSSAB mission statement from the annual meeting (Attachment 9). Because of the limited number of committee members present, Mr. Martin suggested tabling discussion of revisions to the mission statement.

Work Plan - The committee reviewed its work plan (Attachment 10). Because of the limited number of committee members present, Mr. Martin suggesting tabling a full review of the work plan.

### **Action Items**

*Open*

1. Staff will determine what the intent is for the \$5,000 noted for 'unspecified travel' in the BF&P budget request.

*Closed*

None.

### **Next meeting**

Thursday, November 29, DOE Information Center, 5:00 p.m.

Attachments (10). Available upon request from the ORSSAB support office.

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