



**Board Finance & Process Committee
Meeting Minutes
Wednesday, May 22, 2013, 5:00 p.m.
DOE Information Center**

Committee Members Present

Lisa Hagy
Dave Hemelright
Bruce Hicks
David Martin
Greg Paulus, Chair

Others Present

Dave Adler, DOE
Pete Osborne, ORSSAB Support Office

Absent

Jennifer Kasten
Corkie Staley
Tom Valunas, Vice Chair

Discussion

April/May Expenses - The committee reviewed the current costs table (Attachment 1), and Mr. Osborne reported on the status of the various cost categories. Mr. Paulus noted that DOE intends to be very judicious about board member travel this year.

Annual Planning Meeting - The committee reviewed the draft meeting agenda (Attachment 2). Mr. Paulus reported that the board will meet at the Holiday Inn Pigeon Forge again this year.

Mr. Osborne said the annual meeting planning committee decided to streamline and shorten the agenda this year in two ways: by saving time on the work plan discussion and by changing the way the member survey is handled.

DOE, EPA, and the state, he said, are being asked to coordinate their work plan suggestions ahead of time, which should simplify and shorten discussion during the annual meeting. Discussion of committee carryover topics has been dropped entirely, as these are best handled at the committee level.

The member survey has been dropped this year in favor of simply having the facilitator email board members to send her issues/concerns/areas for improvement for discussion at the annual meeting. The board will talk through them briefly at the annual meeting and then disposition them to the appropriate committee for further discussion. An enormous amount of time and money went into the member survey in past years, Mr. Osborne said, with little of real substance resulting. By and large, most surveys in the past revealed that board members think the board is structured appropriately and is functioning well. There seems to be little point in once again having members fill out a 35-question, 3-page survey and then paying a facilitator to tabulate and analyze the data, make follow-up calls, and prepare a Powerpoint presentation.

Mr. Osborne said that with these changes, the scope of the annual meeting had been sufficiently reduced to the point that it made sense to conclude the meeting prior to lunch. If discussion at the meeting warrants, a lunch break can be taken and additional time added to the agenda in the afternoon.

If there is a lunch break, members will be free to eat where they please. A Friday night dinner is being planned prior to the annual meeting, but the location and time have yet to be set and will be determined once the facilitator is under contract.

Ms. Hagy noted that \$3,000 had been budgeted for the facilitator, and she wondered if the costs were excessive. Mr. Osborne explained that the facilitation scope had been reduced this year by half from previous years and will be well in line with what facilitators charge in this area.

Mr. Martin asked if the board even needs a facilitator for a 4-hour meeting. Mr. Paulus said he thinks the facilitator is important for the benefit of the new members.

Mr. Paulus asked staff to inform the committee when the facilitation contract has been signed and report whether there has been a reduction in costs.

Proposed Bylaws Amendment - The committee reviewed and concurred with a proposed amendment to the ORSSAB bylaws clarifying how the bylaws are amended (Attachment 3).

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

Administrative Decisions Requiring Concurrence Since the Last Committee Meeting

Request for Travel - On April 29 an e-mail was sent to Board Finance & Process Committee members asking for concurrence on a request from Corkie Staley for travel to the 2013 EPA Community Involvement Training Conference (Attachment 5). Concurrence was received from Ms. Hagy and Mr. Hicks on April 29, from Mr. Paulus on April 30, and from Mr. Hemelright and Ms. Staley on May 1.

Action Items

Open

1. Staff will inform the committee when the facilitation contract has been signed and report whether there has been a reduction in costs.

Closed

None

Next meeting

To be determined.

Attachments (5). Available upon request from the ORSSAB support office.

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