



**Finance & Process Committee  
Meeting Minutes  
Wednesday, September 25, 2013, 5:00 p.m.  
DOE Information Center**

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**Committee Members Present**

Lisa Hagy  
Dave Hemelright  
Bruce Hicks  
Greg Paulus, Chair  
Belinda Price

**Others Present**

Dave Adler, DOE  
Delisa Atwater, DOE  
Pete Osborne, ORSSAB Support Office

**Absent**

Noel Berry  
Mary Hatcher

**Discussion**

August/September Expenses - The committee reviewed the current costs table (Attachment 1). Mr. Paulus noted that the board is underspent again this fiscal year and is showing a surplus of \$125K. He explained for the benefit of the new committee members that staff costs are not shown in the table, as those costs are controlled strictly by DOE.

Ms. Atwater said she intends to reduce the SSAB budget to encourage the SSAB to eventually use up its carryover amount over time. She said she would prefer not to take back any of the carryover but simply let it dwindle over time. Ms. Price noted that even by cutting the SSAB budget to \$65K the SSAB will still be overfunded since the board spent only \$49K this year.

FY 2016 Committee Budget - The committee reviewed its FY 2015 budget request (Attachment 2), which Mr. Osborne explained had been distributed for reference in developing the committee's 2016 request.

Mr. Paulus presented a table of options he developed for the FY 2016 ORSSAB budget (Attachment 3):

- Option 1—A proportionate reduction across expense categories
- Option 2—Deletes costs associated with an offsite annual meeting
- Option 3—Deletes an offsite annual meeting but spreads the resulting savings across the other expense categories
- Option 4—Leaves the travel budget untouched but reduces all other cost categories

Mr. Paulus asked who makes decisions about how many copies of the various outreach materials are produced. Mr. Osborne said the Public Outreach Committee makes those decisions.

Ms. Price asked if public perception of what the SSAB spends money on matters in making recommendations for which option to select. From that perspective, she said, it might be best to set the budget at \$65K. Ms. Atwater said she understands it's hard to forecast what the SSAB will want to do in 2016, but it's important to make the effort. She reiterated that the SSAB does not have to stay within a \$65K budget, even though that's what DOE intends to supply the board in 2016. It's important to spend down the carryover, so the board is entirely free to budget to \$82K or even higher if it wants.

Mr. Paulus asked what she would like to see the carryover spent down to. Mr. Adler said that DOE plans for an approximate 10% carryover. He suggested getting the board's carryover down to about 20% of the current

amount at some point over a number of years. He also said he thinks that reducing funding for outreach expenditures such as the annual report or recording board meetings is not necessary or desirable right now.

Mr. Hicks said he rejects Options 1 and 5, and he suggested funding some major project to use up part of the carryover. Mr. Paulus suggested seeing if there is some big outreach project that would help inform the public about the cleanup program. Mr. Adler said that's fine as long as we're careful to keep the types of expenditures within the SSAB scope. Ms. Hagy asked if there would be a budget limit. Mr. Paulus proposed waiting to see what is suggested.

Mr. Paulus asked members to take a look at the options and be prepared to weigh in on them at the next committee meeting.

Mr. Paulus recommended that for the time being the Finance and Process Committee use its FY 2015 budget request as the basis for its FY 2016 request.

Pre-Planning for the 2014 Annual Meeting - The committee reviewed the results of a questionnaire regarding onsite vs. offsite location for 2014 annual meeting (Attachment 4). Mr. Paulus asked if a recommendation should be made to the Executive Committee that the board not hold an offsite annual meeting in 2014.

Mr. Adler said that DOE has no problem funding an offsite meeting. But annual meetings in the past typically took more time and effort than they do these days, so back then it made more sense to spend a day and a half somewhere. However, if the meeting is held in Oak Ridge, one reality we can't get around is that there cannot be food associated with the meeting. We can't even pay staff to pick up plates and cups from a covered dish meal. One option, he said, would be to hold the annual meeting on the second Wednesday evening in August. So it would be no different than coming to a normal board meeting.

Mr. Paulus recommended letting the Executive Committee decide what to do.

Election of FY 2014 Officers - Mr. Hemelright nominated Mr. Paulus for chair, and Ms. Price was nominated for vice chair. Both were elected by acclamation.

### **Action Items**

#### *Open*

1. Committee members will look at the 2016 budget options and be prepared to weigh in on them at the next committee meeting.

#### *Closed*

1. The committee will discuss with Melyssa Noe holding the next annual meeting in Oak Ridge. ***Completed by Mr. Adler on 9/25/13***

### **Next meeting**

Wednesday, October 23, 5:00 p.m., at the DOE Information Center

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

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