



**Finance & Process Committee
Meeting Minutes
Thursday, November 21, 2013, 4:30 p.m.
DOE Information Center**

Committee Members Present

Dave Hemelright
Bruce Hicks
Greg Paulus, Chair

Others Present

Delisa Atwater, DOE
Pete Osborne, ORSSAB Support Office

Absent

Noel Berry
Lisa Hagy
Mary Hatcher
Belinda Price

Discussion

September/October/November Expenses - The committee reviewed the costs tables for FYs 2013 and 2014 and discussed allocation of the FY 2014 budget (Attachment 1-3). Mr. Paulus said he would like to set the 2014 budget at \$65K, and then if the board exceeds that, funds can be taken from the \$110K in FY 2013 carryover. He recommended that same strategy for FYs 2015 and 2016.

To pare down the 2014 ORSSAB budget request to \$65K, Mr. Paulus and Mr. Hemelright assigned recommended funding for each cost category as follows. Items that have been zeroed out can be funded in the future as special requests are made. Mr. Paulus suggested that those request go directly to the Executive Committee for consideration. Mr. Hemelright concurred.

Cost Category	Funding
Travel	\$34,000
Audio/video	12,000
Office expenses	3,000
Annual meeting facilitation	2,500
Annual meeting facility	1,000
Technical advisor	0*
Public meetings	0*
Education/training	0*
Newspaper advertising	4,500
Advocate newsletter	7,000
Annual report	1,000
Public Environmental Survey	0*
Special graphics/reproduction	0*
Promotional materials	0*
Infomercial updates	0*
Museum exhibit	0*
	\$65,000

Travel Request - The committee reviewed and concurred with a request from Belinda Price for travel to the 2014 Waste Management Conference (Attachment 4).

FY 2014 committee work plan - The committee discussed its FY 2014 committee work plan (Attachment 5) and made no changes.

Administrative Decisions Requiring Approval Since the Last Committee Meeting

Requests for Travel - On October 16 an e-mail was sent to Finance and Process Committee members asking for concurrence on requests from Dave Hemelright and Howard Holmes for travel to the Perma-Fix Nuclear Waste Management Forum, December 2–5 in Nashville (Attachment 6). Concurrence was received from Ms. Hagy, Ms. Hatcher, Mr. Hemelright, Mr. Hicks, and Mr. Paulus on October 16.

Action Items

Open

1. Staff will make recommended changes to the FY 2014 ORSSAB costs table.

Closed

None

Next meeting

Wednesday, January 22, 5:00 p.m., at the DOE Information Center

Attachments (6). Available upon request from the ORSSAB support office.

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