

**PGDP Citizens Advisory Board
Executive Committee
March 23, 2004 * CAB Office**

CAB Members Present: Bill Tanner, Chair
Linda Long
Doug Raper
Jim Smart

Support Staff Present: Kim Crenshaw
Lynn Link
Kendra Payne

The meeting was called to order at 2:00 p.m.

Review of March Board Meeting

Tanner said the lack of the U.S. Department of Energy (DOE) project managers at task force meetings was discussed at the retreat. He said he believed Bill Murphie (DOE) indicated after recommendations were developed, he would decide what level of management would be required to provide support to the task force. Tanner said he explained two recommendations had been submitted to DOE that have since been modified due to lack of information. He suggested contacting Murphie or Rachel Blumenfeld regarding the level of DOE support that will be provided to the Citizens Advisory Board (CAB). The task force agreed.

End State Vision

The Executive Committee reviewed the comments made at the March Board meeting on the draft End State Vision recommendation and incorporated them accordingly. The committee agreed it was not in the best interest of the Board, regarding the impact and effectiveness of the recommendation, to categorize the 12 individual items into three groups, as suggested in the Board meeting. Tanner asked support staff to contact Board members concerning this decision.

Review of Annual Planning Retreat

Tanner reported the Annual Planning Retreat evaluation summary was very positive. He said Payne will be providing project deliverables for workplan setting at the April task force meetings.

Tanner suggested that Board members consider the possibility of a Fall Retreat due to the annual election of officials and the workplan being tied to the Fiscal Year.

Support Staff

Tanner reported that Murphie invited one or two Board members to serve as ex-officios in procurement process of an 8(a) Small Business contract for support services. Tanner suggested Raper and himself serve as the ex-officios. The task force agreed. Tanner suggested providing a letter to Murphie expressing the Board's appreciation for the opportunity to be involved and specifying the CAB members selected to serve.

Budget

Tanner reported the Community Outreach task force is researching the costs of having the CAB's website and newsletter handled by local providers. Raper said the budget is presently on target for the year.

Link stated the support staff is researching the possibility of Board member's packets being provided in binders to improve organization of the information.

Revise Operating Procedures and Bylaws

Tanner proposed modifying the Operating Procedures to include a Chair Elect instead of a Vice-Chair. He stated this would give the Chair Elect one-year training before becoming the Chair. Tanner suggested the Long Term Strategy/Stewardship task force revise the Operating Procedures and Bylaws. He said he would like for the revision to be completed by the end of the fiscal year.

Other

Tanner said due to the Chairs Meeting in Washington D.C., the April Executive Committee meeting would need to be rescheduled. The task force agreed to meet on April 19 at 2:00 p.m.

Tanner suggested scheduling a Saturday Orientation for all members of the Board on May 22. He asked the support staff to contact Board members to see if they are available on this date. He suggested a half-day orientation and a half-day site tour. He said he would to use the information that was used for the plant site tour during the Paducah Chairs meeting.

Next Month's Agenda

1. Review of April Board Meeting
2. Review of Chairs Meeting
3. CAB Support Contract
4. Budget
5. Orientation

The meeting adjourned at 3:35 p.m.

Action Items

Staff: Contact Board members for availability of a May 22 Saturday orientation.

Staff: Submit letter to DOE with ex-officios identified for preparation of the support staff contract.

Tanner: Draft letter to Murphie asking for clarification on DOE Project Manager support at task force meetings.

Tanner: Speak with Blumenfeld about the Deputy Designated Federal Official's attendance/consistency at Board meetings.