

**PGDP Citizens Advisory Board
Community Outreach
May 24, 2004 * CAB Office**

CAB Members Present: Rebecca Lambert, Chair
Richard Dyer (via telephone)
Bill Tanner

DOE Representatives: David Dollins

Support Staff Present: Kim Crenshaw
Kendra Payne

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

Objective Statement

Tanner suggested establishing the first goal from the Annual Planning Retreat as the objective statement for the Community Outreach task force: “To inform the public and obtain feedback in conjunction with the U.S. Department of Energy (DOE), and strive to communicate technical information to the public in layman’s terms.” The task force agreed.

Website Transition

Tanner said Lee had researched the cost of local service for the Citizens Advisory Board’s (CAB) website to be approximately \$30 per month with an additional \$50 fee for a domain name and \$25 a year to retain the name. Dollins stated the CAB website was included in the scope of work for the 8(a) Small Business contract. He suggested the CAB and DOE work together for website contents. Tanner said he had spoken with Laura Schachter, DOE, at the previous task force regarding archive capabilities at the Lexington office.

Member Orientation

The task force reviewed the draft agenda for the Member Orientation and Site Tour. Lambert suggested spelling out all acronyms listed on the agenda. The task force agreed.

Workplan Setting

Tanner suggested inviting Vicki Jurka or Ruby English from Active Citizens for Truth to update the task force on the Garden Vegetable Study they are conducting.

Dyer requested copies of previous community surveys to develop a survey that can be used to increase public knowledge. Payne said, due to the size of the current *CABfare*, the survey would not be able to be included on the newsletter, as in previous years. Lambert suggested researching bulk rate costs for the surveys.

Other

Tanner requested the support staff poll members of the Board for an Annual Planning Retreat on November 5-6.

Next Month's Agenda

1. Website Transition
2. Community Survey
3. Garden Vegetable Study
4. Workplan Updates/Reports
5. Next Month's Agenda

The meeting adjourned at 2:45 p.m.

Action Items:

Staff: Poll Board members an Annual Planning Retreat November 5-6.

Staff: Provide Dyer with previous Community Surveys.

Staff: Invite Jurka or English for presentation on Garden Vegetable Study.

Staff: Research bulk rate costs for Community Surveys.