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**PGDP Citizens Advisory Board
Executive Committee
Meeting Summary
March 22, 2005 * CAB Office**

CAB Members Present: Rhonda McCorry (via telephone)
Jim Smart

DOE Representative Present: David Dollins

EHI Representative Present: Jacqueline Gaines (via telephone)

Support Staff Present: Jeannie Brandstetter
Kim Crenshaw

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

Agenda Items

- Review of March Board Meeting
 - Project Charts
- Membership
- Budget
- Chairs Meeting Homework
- Public Participation at Task Forces
- Speakers Bureau Review
- Workplan Updates/Reports
- Next Month's Agenda
 1. Review of April Board Meeting
 2. Membership
 3. Budget
 4. Public Participation at Task Forces Update
 5. Workplan Updates/Reports
 6. Next Month's Agenda

The Executive Committee will meet on May 3, 2005 due to conflict with the Chairs Meeting scheduled for April 27-29.

The meeting adjourned at 3:00 p.m.

Action Items

1. Staff will update both versions of the project charts quarterly, if needed. *Ongoing.*

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2. Staff will revise the membership application and send to the Executive Committee for review. *Complete, 3/24/05.*
3. Staff will update the chairs meeting homework assignments with guidance from the Long-Range Strategy/Stewardship task force meeting and send to the Executive Committee for review. *Complete, 4/4/05.*
4. Staff will arrange travel for the members attending the chairs meeting. Contact John Russell to see if he is interested in attending the meeting. *Complete 4/1/05.*
5. Staff will draft guidelines for attracting/recruiting student representatives.
6. Staff will send the speakers bureau presentation to Laura Schachter for review. *Complete, 3/17/05.*
7. Staff will contact Lake Barkley to reserve November 4 and 5 for the Annual Planning Retreat. *Complete, 4/1/05.*
8. Staff will contact the chamber group to request a report on their meeting with the Department of Energy Secretary Bodman. *Complete, 4/1/05.*
9. Staff will invite Bobby Lee to the April meeting to discuss public participation in the task force meetings. *Complete, 4/12/05.*