

DRAFT

**PGDP Citizens Advisory Board
Executive Committee
Meeting Summary
June 20, 2006 * CAB Office**

CAB Members Present: Chad Kerley, Chair

EHI Representatives Present: Ed Holmes (via telephone)
Elizabeth Trawick (via telephone)

Support Staff Present: Jeannie Brandstetter
Kim Crenshaw

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

Agenda Items

- Budget – Holmes said he discussed with the U. S. Department of Energy (DOE) Allen Burnett’s request for the spreadsheet to indicate how much of the budget is EHI’s and how much is Board expenditures if the Board received the \$345,000. Holmes said DOE agreed that the requested information is proprietary. He said the information could be provided in a closed session with the Executive Committee. Kerley asked the staff to e-mail Burnett on the request to let him know the information cannot be provided on the spreadsheet. Holmes said DOE did say that if there are additional things the Citizens Advisory Board (CAB) wants to spend money on such as training, travel, or an activity the CAB believes will enhance their ability to become more effective, a request could be made for a budget amendment for this year or next year. He recommended polling the Board for suggestions for additional activities that they may want to include in the budget. Kerley said to remove the \$345,000 from the spreadsheet and indicate the actual budget only.
- Review of June Board Meeting – Brandstetter said a new Site Specific Advisory Board (SSAB) Charter was adopted in May and will require the Board to change its bylaws. Kerley suggested modifying the July agenda to include discussion. Melissa Nielson of DOE offered on a recent chairs call to assist individual boards in adapting to the changes. Kerley suggested setting up a conference call with Nielson before the July meeting.
DOE has announced a public meeting to discuss the beginning of a study on potential property acquisition. The meeting would be held on June 29 at the West Kentucky Wildlife Management Area Clubhouse.
- Community Outreach Task Force/Membership Issues – Brandstetter said since Eadens had resigned, the Community Outreach task force has not met. She said there are agenda items that need to be discussed. She said the Membership Ad Hoc subcommittee merged with the Community Outreach task force. Kerley suggested that the staff send an e-mail for a volunteer to chair the task force and head the membership drive. He said he would bring up the issue at the July meeting.
- DVD Copies – Brandstetter said the CAB has received several calls for copies of the Board meeting DVDs. Trawick said the CAB is being charged \$25 for each DVD. Brandstetter suggested all DVD requests be referred to the videographer. Kerley agreed. Brandstetter said the CAB receives one copy for the public to view at the office and members are allowed to check out the copy.
- Workplan Updates/Reports – Kerley said Smith is the subject manager over membership and the staff may want to contact her to head the membership drive.
Kerley requested the staff e-mail the date and time of the retreat to all Board members for approval.

DRAFT

- Next Month's Agenda
 1. Review of July Board Meeting
 2. Community Outreach Task Force Issues
 3. Membership
 4. Nominations for Chair-Elect
 5. Retreat Preparation
 6. Workplan Updates/Reports
 7. Next Month's Agenda

The meeting adjourned at 2:50 p.m.

Action Items

1. Staff will e-mail Burnett to let him know the budget information he requested will not be provided on the spreadsheet.
2. Staff will remove the \$345,000 from the budget spreadsheet and show the current actual budget only. *Closed, 6/28/06.*
3. Staff will set up a conference call with Nielson before the July meeting to discuss bylaw changes.
4. Staff will contact Smith to head the membership drive and e-mail other Board members if she declines.
5. Staff will contact the videographer for business cards to be provided at the Board meetings. *Closed, 6/28/06.*
6. Staff will e-mail the date and time of the retreat to all Board members for approval.