



MEETING MINUTES

Executive Committee

March 11, 2009

Atomic Testing Museum, Frank Rogers Auditorium
755 E. Flamingo Road, Las Vegas, Nevada 89119

Members Present: Dave Hermann (Chair), Walt Wegst (Vice-Chair), Bob Gatliff,
Ted Oom, Jack Ramsey
Members Absent: Hal Sullivan
U.S. Dept. of Energy: Kelly Snyder, DDFO
Facilitator: Denise Rupp, Navarro Research & Engineering, Inc.

The Committee discussed the following administrative and operating issues:

Committee and Full Board Minute Approval

Committee/Full Board minutes are sent to committee/Full Board members for approval, with certification from the respective Chair. The members are asked to respond within seven days. It was agreed future non-responses will be considered approval.

Member Responsiveness

- It has become increasingly difficult to get email responses from members, most importantly meeting attendance requests and minute/recommendation letter approval. Responses are averaging 30-40%.
- There is the possibility not all emails are being delivered to the CAB office. Ms. Snyder is working with computer support personnel to reduce/eliminate the problem. Emails are normally answered within two business days. If members do not receive a response within two business days, it is likely the email did not go through and they should call the office.
- At the request of the Committee, Ms. Rupp will develop a spreadsheet outlining specific member responses to be included with the Attendance Roster in the Agenda packet.
- It was suggested this topic may need to be addressed further prior to the next membership drive to ensure candidates/members are aware of their membership responsibilities.

Work Plan Status

Posters of each Committee's Work Plan are currently displayed at meetings, but are not often referenced. In the future, Work Plans will be attached to the agenda for all Committee meetings.

Standard Operating Procedure (SOP) Review

- EM SSAB is currently reviewing their operating procedures which may result in required changes to the CAB's SOP. Ms. Rupp is reviewing the CAB's SOP for corrections and inconsistencies. When EM SSAB has completed their revisions, any relevant changes will be incorporated in the CAB document. At that time the Committee will review the suggested corrections/inconsistencies to update the CAB's SOP.
- It was agreed Committee Recommendation Letters will be emailed to all CAB members prior to the Full Board meeting at which they will be presented. If this is not possible, the letters will be read by the Committee Chair at the Full Board meeting prior to approval vote.

Dave Hermann will give an Executive Committee briefing at the March 11, 2009 Full Board meeting.

The meeting adjourned at 4:45 p.m.