



## **MEETING MINUTES**

### **Executive Committee**

**November 12, 2008, Atomic Testing Museum**

Frank Rogers Auditorium, 755 E. Flamingo, Las Vegas, NV 89119

**Members Present:** Bob Gatliff, Dave Hermann, Ted Oom, Jack Ramsey, Hal Sullivan, Walt Wegst

**U.S. Department of Energy:** Kelly Snyder, DDFO

**Facilitator:** Rosemary Rehfeldt, Navarro Research & Engineering

The Committee's meeting agenda and objectives were to:

- 1) Discuss responsibilities of Board and Committee Chairs
  - Setting Full Board meeting agendas
  - Certifying Full Board meeting minutes
  - Setting committee meeting agendas
  - Scheduling of committee meetings
- 2) Decide and agree on whether or not to continue with Executive Committee meetings
- 3) If meetings are agreed to, set meeting dates, times, and locations

Rosemary Rehfeldt opened the meeting and presented the committee with a general outline of the Board's and Committee Chair's responsibilities, which are outlined above in the agenda and meeting objectives. A discussion ensued regarding the requirement by DOE Headquarters to certify the Full Board meeting minutes within 45 calendar days after a Full Board meeting. The discussion also included the possibility of committee meeting minutes being approved and certified by the Chair of each committee prior to the minutes being posted on the CAB's website. All members unanimously agreed that the Chair of each committee will be responsible for final approval and certification of committee meeting minutes within 30 calendar days of the committee meeting date.

The topic of setting agendas was discussed next. The procedure for setting the Full Board meeting agendas involves the CAB Facilitator, the DOE Deputy Designated Federal Officer (DDFO), the Board Chair, and Board Vice Chair participating in a conference call approximately three weeks prior to each Full Board meeting to discuss and agree to agenda items. The Board Chair and Vice Chair agreed that the current procedure is successful and should be kept in place.

Setting the meeting agendas for committee meetings is more challenging as this involves the CAB Facilitator trying to coordinate with four or five different committee Chairs at different times, on different schedules, and with different and varying commitments. Walt Wegst suggested creating a committee meeting agenda "template," similar to the Full Board meeting agenda. This would include the Meeting Objective(s), as well as the progress that has been made since the last committee meeting on reaching the fiscal year's Work Plan goals. All members agreed to the creation of an agenda "template," and each Chair will work with the CAB Facilitator two weeks prior to a committee meeting to set their meeting agendas.

The next topic discussed was CAB members responding to e-mail requests for actions required. The CAB Office has typically been receiving low responses to these requests. Therefore, in addition to the words "ACTION REQUIRED" appearing in the subject box, a sentence at the top of each of these e-mails would read, "Please respond whether or not you plan to attend the meeting," or, "Please respond whether or not you have a comment." All committee members unanimously agreed to this action item.

The lack of attendance at recent committee meetings was addressed, and the Executive Committee agreed on the idea of each committee having ongoing specific meeting dates and times set throughout the year. For instance, a committee can choose to meet on the second Tuesday, every other month, in even-numbered months. Once meeting rooms are arranged, these meeting dates and times would be e-mailed to the Board and posted on the CAB's web site. This item will be added to the Full Board meeting agenda for approval by the Board. Additionally, the Chair of each committee can cancel a meeting if there are no issues to address or attendance will be low.

The Executive Committee unanimously agreed that this meeting was productive and would like to schedule an Executive Committee meeting every other month for 30 minutes, prior to each Full Board meeting. If attendance will be low for a particular meeting or there are no significant issues to discuss, the Board Chair and/or Vice Chair can cancel an Executive Committee meeting.

Meeting adjourned at 4:30 p.m.