



MEETING MINUTES

Executive Committee

3: 30 p.m. – July 14, 2010

Frank Rogers Auditorium
755 E. Flamingo Road, Las Vegas, Nevada

Members Present: Kathy Bienenstein, Bob Gatliff, Robert Johnson, John McGrail, Jim Weeks, Walt Wegst (Chair)

Members Absent: Hal Sullivan

U.S. Dept. of Energy: Kelly Snyder (DDFO)

Facilitator: Denise Rupp, Navarro Research & Engineering, Inc.

CAB Structure

Kelly Snyder presented information on moving away from the use of committees and toward a Full Board only concept for Community Advisory Board (CAB) structure.

- Consideration of Full Board only structure to replace current Full Board/Committees structure
 - Request for more participation/education
 - Full Board Work Plan providing better education
 - Changes to Work Plan items would allow Full Board study and recommendation
 - Full Board meetings length would be greater, but overall time commitment less
 - Ad hoc committees would address specific topics, as required
- Steadily declining membership retention and attendance/participation issues on both the Full Board and Committees may be helped by Full Board only concept
- Committees have small number of members affecting adequate representation of the entire Board; often more liaisons and staff in attendance than members; meetings cancelled due to lack of attendance
- Prearranged meetings do not always correlate with Work Plan; additionally, member availability and travel distance contribute to scheduling difficulties; numerous meetings cancelled due to lack of attendance
- Travel funds are being closely reviewed and elimination of committee meetings would save \$19,800 in FY 2011 CAB travel expenses
- Full Board approach would:
 - Ensure well informed board
 - Best use of member's time
 - Allow for more member input
 - Recommendations would better represent Full Board
 - Result in effective use of travel dollars

Ms. Snyder emphasized DOE values all members' input and desires to continue a mutually beneficial relationship between DOE and the CAB.

The Committee discussed the possibility of a Full Board only concept. Chairman Wegst requested information regarding membership retention from other members of the Environmental Management Site Specific Advisory Board (EM SSAB). Ms. Snyder will request this information.

A list of positives and negatives was developed.

<i>Negative</i>	<i>Positive</i>
<ul style="list-style-type: none"> • Meetings would be too long • May lose advocates for specific subjects • May lose focus on UGTA • Reduced ability to produce work product • Too many questions in Full Board meeting • Decisions by large group difficult 	<ul style="list-style-type: none"> • Increased participation/education • Better informed • Project managers experienced in subjects • Quality of work product will not suffer • Budget savings • Possible other travel opportunities • Worth a try

The Committee agreed the Full Board should be briefed on the Full Board Only concept at tonight's Full Board meeting. The Full Board will be provided information discussed and requested by the Executive Committee and asked to consider a change to the CAB structure to be discussed at the September 1, 2010 Full Board meeting.

EM SSAB Fall Chairs Meeting

Chairman Wegst requested the Committee give thought to the CAB's Top Three issues to be submitted for the EM SSAB Fall Chairs meeting. Chairman Wegst outlined the differences between the CAB and other sites making up the EM SSAB. These issues will be discussed at tonight's Full Board meeting.

The meeting adjourned at 4:55 p.m.