

## **Citizens Advisory Board Committee Minutes**

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**Committee:** Executive/Administrative

**Date:** July 6, 2006 – 10:00 a.m. (MT)

### **Participants**

**Board Members:** Dick Buxton, Co-Chair  
Bill Flanery, Co-Chair  
John Bolliger  
Lila Gold  
R.D. Maynard  
Fred Sica

**DOE-ID:** Shannon Brennan

**Support Staff:** Lisa Aldrich

### **Objective(s) for the Committee Call**

- Productive Meeting Proposal
- Final Tour Discussion
- Meeting Minutes Structure (proposed new)
- Wrap-up before meeting.

### **Productive Meeting Proposal**

The proposal and comments were presented and discussed (see attachment). Comments will be incorporated and distributed to the entire board for discussion at the July meeting.

### **Final Tour Discussion**

Shannon gave a brief overview of the draft agenda for the tour. Loading will begin at 7:15 and the bus will leave by 7:30 a.m. The tour will include the Loss-of-Fluid Test (LOFT) Facility, Test Area North (TAN)-607 High Bay, several areas within the Idaho Nuclear Technology Center (INTEC), the Advanced Mixed Waste Treatment Facility (AMWTF), and the Middle Butte Cave. Details will be included in the pre-meeting mailer.

### **Meeting Minutes Structure**

The only comments included, good format, let's try it. A brief discussion will be held during the work session of the meeting to finalize this topic. This format will not be used for the May meeting minutes.

### **Wrap-up**

A question was posed about liability issues related to decision-making. Shannon will get someone from legal to meet with the board and discuss this issue.

### **Actions**

- Portage to develop and distribute minutes for the call.

**Attachment:** Motion for discussion: Committee Protocol

Strategic Issues Committee 6/14/06

Motion for discussion: Committee Protocol:

Motion: That the Executive Committee and DOE Ex-Officio members meet via phone conference, no later **than** three weeks prior to regularly scheduled CAB meetings to discuss the following issues.

- To prioritize subjects and schedule our meetings around the discussion and education of these issues. **When possible\_ The Core these\_** agenda items should originate from our annual work plan.
- The CAB limits the amount of issues to be discussed thus allowing sufficient time for each issue to be fully reviewed.
- A copy of any presentation should be **emailed and or** hard copy mailed to each CAB member prior to the meeting. This should come to CAB members allowing ample time to read the presentation, write down our individual questions and comments and bring them to the CAB meeting.
- The person responsible for the presentation should give us a brief (30 minute) review of the topic. CAB members would be encouraged to present questions and comments at this time. We would then enter into a dialog based upon the questions and comments from the CAB members.
- We would ask for agency comments. **Issue of when and how much. Two schools of thought. 1\_ complete inclusion in discussion, problem could arise by becoming dependent on agency input. 2. Have agencies comment prior to CAB discussion then limit comments to questions asked by CAB members.**
- We invite the public to comment after CAB discussion of each particular agenda item.
- The CAB Chairperson then forms an action item for assignment to a committee, **if the CAB decides action is called for.**
- All efforts should be made to conduct the first day of CAB meetings between 8am and 5pm with an hour lunch break and appropriate breaks. The second day should start at 8am and the meeting concluded by noon **unless the Board votes to extend the time.**
- Committee action items could be discussed by committee chairs and members after the conclusion of the formal CAB meeting.

Other comments

- **Do CAB members have time to commit to prior meeting homework?**
- **We should have the meetings as long as they take. I want to work while I am there.**
- **I totally disagree with "planning to end the second meeting day at noon". Once I get out of town, I want to do as much work as possible. We should plan to work the second afternoon. If not on "more" agenda items then to do committee work, hold special discussions, tour or inspect something of interest, etc. But plan to be productive during the last 25% of the meeting.**