

FEJF NBTT

Management Team Conference Call

July 10, 2000 - 11 am Mountain

Call Participants: Carl Gossard, Darla Potter, Shelley Nolde, Jim Russell, Mike Ziolko

Salt River Project (Dick Hayslip) sponsorship for 2nd workshop

- \$ message from Pete Lahm to Darla Potter reflects that Pete will be talking with Dick about possible sponsorship
- \$ the management team expressed reservations in having a corporate sponsor for a workshop of this nature (issue of other sponsors brought up during the conversation)
- \$ question from management team - what would this gain us?
- \$ more information is needed from Pete Lahm on this topic to give the management team a better understanding and "comfort level"

Management Team concept

- \$ all of those on the call like the idea of a smaller group to finalize things for the NBTT and to keep tasks moving forward
- \$ a management team person will be on each group working on a task for the NBTT and function as a "lead" for the group
- \$ the management team consists of those on the conference call
- \$ after listing out what needs to be done and who's doing the work, we will need to evaluate if anyone is doing too much and see if we need to add someone else to the management team
- \$ the management team will hold bi-weekly conference calls
- \$ there was a suggestion to involve our contract person for the NBTT (possibly Rebecca Reynolds) in the bi-weekly conference calls - no decision was made on this

Contract Person's Role (possibly Rebecca Reynolds)

- \$ this person is viewed as the overall "incident commander", meeting designer, facilitator
- \$ WRAP up to \$25,000 for sole source with a justification
 - Rebecca's background in air quality issues and some fire/air quality issues should be used as the basis for this justification
 - in preparing a sole source justification it should be brought out that this is a complex issue that the NBTT is dealing with and it would take a significant amount of time to bring new people up to speed each time we meet or require the services of a facilitator
 - the group feels it is necessary to have one consistent person to see the workshops come to fruition and result in a quality product
- \$ an estimate of cost is needed from Rebecca
- \$ does Rebecca have the time for this type of commitment?
- \$ Carl will be the liaison to Rebecca and will contact Rich Halvey at WGA for more contracting specifics

Workshop Size

size of workshops has still not been finalized

1st workshop – “Senior Staffers” - January 24/25, 2001 - Denver - Noon to Noon

\$ 75 people number to shoot for

\$ Shelley will start looking for a facility in Denver

\$ an airport location was suggested by the management team to ease travel to and from the facility (thinking with only 1 evening to spend in the area, being downtown was not critical)

2nd workshop – “Policy Makers/Opinion Leaders” - March 15, 2001

\$ the location has yet to be finalized but the management team was not opposed to holding it in Denver (need more info. from Pete on Salt River Project sponsorship before buying off on a Phoenix location)

\$ main sticking point is the idea of “hand-picked” attendees

\$ suggested number to start planning for is 40

\$ this number can be revised as these plans evolve over the next 2 months - Carl will contact Dennis Haddow for input on how best to handle invitees for this second workshop

Other Items Assigned

Placeholder Memo or Date Saver - Carl will talk to Dennis Haddow

Wordsmith Objectives - Content Team

Future NBTT Management Team Conference Calls

Wednesday, July 26, 2000 10 am Mountain (9 am Pacific)

Wednesday, August 9, 2000 10 am Mountain (9 am Pacific)

Next NBTT Meeting

September 5, 2000 - Boise, ID

\$ Noon to 5, will possibility of working that evening if necessary

\$ facilitated meeting

\$ tentatively 1 breakout session for NBTT during Sept. 6/7 FEJF meeting to finalize items from Sept. 5 NBTT meeting

\$ another suggestion was that the management team convene during a breakout of the FEJF meeting or during the evening to finalize work

\$ NBTT meeting room for 15-20 people for Sept. 5

\$ Darla will contact Pete regarding these needs and his plans for the Boise meeting (contact Carl is a meeting location at NIFC is desired within walking distance of some hotels)