

FEJF B NBTT

Management Team Conference Call

August 9, 2000 B 10 am Mountain

Call Participants: Carl Gossard, Darla Potter, Jim Russell, Mike Ziolkko, Shelley Nolde, Pete Lahm, Rebecca Reynolds (meeting consultant)

Conference Call Notes and Meeting Notes

- \$ The meeting notes from the Portland meeting May 30 & 31 have been finalized by Shelley and will be posted on the website. The conference call notes from July 10 & 26 management team calls have been finalized and will be posted on the website.
- \$ The meeting notes from the Denver meeting June 29, will be put together by Rebecca Reynolds by August 11 for posting on the website. There was a lack of communication on this item, which has caused the delay.
- \$ Pete will wait for the Denver meeting notes before sending all notes to Dave Randall for posting on the FEJF website.

Funding

- \$ \$50,000 has been approved by Northern Air Manager-s Committee for the NBTT workshops (yes that is for both of them) B rough breakdown B \$25,000 Rebecca Reynolds contract (max. sole source amount to use until a contract and cost are determined); \$10,000 travel and per diem for workshop speakers and fees; \$15,000 meeting facilities, materials, equipment, etc.
- \$ WGA will be handling meeting logistics with Shelley directing that effort, so there is no additional funding needed for that aspect as previously expected
- \$ \$10,000 in FEJF budget to help pay travel costs to NBTT meetings B see WGA Travel Policy on WRAP website for information on how to submit travel request for reimbursement, money can be used by state, environmental, and private persons, tribal persons need to go through NTEC B CC Pete on travel request for reimbursement so that he can let WGA know that persons are task team participants who are eligible for reimbursement. NBTT participants will be attending the workshops and that funding for travel would come from the \$10,000 in the FEJF budget.
- \$ The budget will be refined as we move forward with planning and a contract is secured with Rebecca Reynolds.

Workshop Logistics Update (Shelley)

1st workshop B ASenior Staffers B January 24/25, 2001 B Denver

Deb Kinsley at WGA is checking into the availability of the Holiday Inn at I225 & Parker. The hotel has a complimentary shuttle to the airport and has nice conference facilities. Hotels downtown are already unavailable for those dates.

2nd workshop B APolicy Makers/Opinion Leaders B March 15, 2001 B Phoenix, AZ

Shelley will ask Deb to start working on arrangements for this workshop. (Fiesta Inn in Tempe mentioned)

Rebecca Reynolds

- \$ Carl is starting to work on a scope of work to be used to contract with Rebecca.
- \$ Shelley will send Carl the Incident Command description for his use in the scope of work.
- \$ Rebecca will provide a draft scope of work, based on her understanding of what we want and what she has done for previous jobs, to Carl as a starting point.
- \$ Rebecca will work mainly with Carl and Darla in between conference calls with the management team to keep things on track and moving along.

- \$ Rebecca doesn't yet understand all of the inner-workings of our respective agencies and associated jargon. Please remember to speak in plain English so that Rebecca can assist us in our tasks as efficiently as possible.
- \$ Workshop deliverables to be prepared by Rebecca would include a proceedings/conclusions summary, which could be circulated back to the meeting attendees and to the NBTT. The proceedings/conclusions would be synthesized from the workshops by the NBTT for a technical product to go to the Ambient, Monitoring, Reporting Forum and a policy product to go to the WRAP.
- \$ Rebecca will help plan out future conference call agenda's as well as meeting agenda's. She will assign times to each topic as well as people who should be leading the discussion.
- \$ Please CC Rebecca on all e-mail correspondence so she can keep up to date on NBTT activity and progress. Any attachments sent to Rebecca need to be in WORD. Rebecca's email is rbr@thunderworks.com
- \$ Darla reviewed future NBTT dates after the call with Rebecca to make sure that all the dates we have for NBTT meetings and workshops look O.K. on her schedule.

Content

- \$ Jim & Mike have taken the lead on developing a formal agenda for the workshops, content, and workshop objectives.
- \$ Jim will e-mail Rebecca the draft formal agenda that has been developed to date.
- \$ Jim explained that refocusing of content resulted from past circular discussions on what is natural and not natural. The shift is now on what will be apportioned toward the goal for regional haze and is based on the ignition source and activity focus. It is now a one-dimensional matrix. The paper prepared by Fred Greef in June (with 6 options) will no longer be moved forward as content for the workshops.
- \$ Shelley asked that a description of how the content team arrived at the new classification proposal and how the content team envisions its use be prepared and distributed; Jim agreed.
- \$ The new classification proposal will be expanded upon and will be made available to all NBTT participants prior to the September 5 meeting so that they come prepared to discuss and propose revisions. Target date to be sent out August 28.
- \$ The new classification proposal will require that the workshop objectives be revised. The content team will strive to revise the objectives and release for circulation August 28 for review prior to the September 5 meeting.

Placeholder

- \$ Carl is waiting to hear back from Dennis Haddow as to whether the Communications Committee has a template for the Placeholder Memo or Date Saver.
- \$ Pete recommended that Carl move forward on this without waiting to hear back, as they are dealing with much bigger issues at the present time.
- \$ Pete will send Carl the date saver that was used for the Nebraska Express Team Meeting.
- \$ Pete will sign the placeholder.
- \$ The placeholder should be sent out within 1 week of the September 5 Boise meeting.

Workshop Attendees

- \$ To be successful at these workshops the NBTT & FEJF participants will each need to target people for both workshops and talk to those people to help build interest and attendance.
- \$ An attendee list for both workshops needs to be assembled by the September 5 meeting, distributed to the FEJF prior to the Sept 6 & 7 meeting, and discussed with the FEJF.

- \$ Darla will prepare an e-mail (in a format that can be forwarded to various stakeholder groups) to be sent to the NBTT participants requesting that they submit information on who should be invited to attend both workshops electronically by August 28. A revised briefing paper will accompany the e-mail to help focus the list of attendees. The information received will be compiled for review at the September meeting by the NBTT and FEJF.
- \$ Concerns regarding the development of attendee lists for environmental, industry, agriculture, Federal agencies were expressed. Pete's outreach on NBTT workshops concept (see 7/26/00 call notes) to industry and environmental should help considerably. Federal agency concerns will need to be dealt with by Federal agency personnel.
- \$ The Communications Committee will be willing to help identify the target people (Amovers and shakers) for the 2nd workshop based on the initial list developed by the NBTT & FEJF. They can also help fill out the attendee list for the 1st workshop if we are concerned we are missing any one particular group.

Other Items Discussed

- \$ Rebecca was referred to as the lead on planning and operations, Carl as the lead on financial matters, and Shelley as the lead on logistics.
- \$ Word smithed assumptions and definitions were compiled by Darla and sent to Mark Fitch for review prior to dissemination to NBTT. Comments will be taken via e-mail so that additional time at the Sept. 5 meeting is not consumed by this task. Target date to be sent out August 28.

Future NBTT Management Team Conference Calls

- \$ Carl will check on the availability of the conference line for both calls B call in number (208) 947-4002
- \$ Anticipated length 1 - 1.5 hour
- \$ Wednesday, August 23, 2000 8:30 am Mountain (7:30 am Pacific)
- \$ Tuesday, August 29, 2000 3:00 pm Mountain (2:00 pm Pacific)

Reminder Next NBTT Meeting

September 5, 2000 B Boise, ID B 1:00 pm to 6:00 pm, facilitated meeting by Rebecca

- \$ ***Get agenda items and meeting objectives to Darla and Rebecca ASAP!!! (Jim and Carl stated that they had items and objectives and promised to send them.)***
- \$ Target date to send items out for review prior to the meeting will be August 28.
- \$ Management Team to meet together over supper September 5 with Rebecca to finalize items from Sept. 5 meeting
- \$ NBTT briefing to FEJF (workshop dates, locations, attendees, objectives, content) 2 hour time slot the morning of September 6, Rebecca will also be present
- \$ Breakout session for NBTT during Sept. 7 FEJF meeting to finalize items that don't require Rebecca's participation (i.e., content, attendee list) from Sept. 5 NBTT meeting and FEJF comment and discussion on Sept. 6.
- \$ NBTT meeting room for 20 people for Sept. 5 from noon to 9 pm set up by Deb Kinsley, WGA