

MEMORANDUM

TO: FEJF Members, Outer Circle and Interested Parties
FROM: Pete Lahm - Co-chair
DATE: Dec. 11, 1998
RE: FEJF Update and Meeting Announcement

Schedule of upcoming events:

- 12/18** Due meeting notes and incorporation of Dec. 8-9 sub-group changes to Pete Lahm.
- 12/24** Consolidated draft Workplan shipped to subgroup chairs by e-mail.
- 1/7** 10 a.m. (MST) - Conference call for subgroup chairs and forum co-chairs to discuss FEJF general policies (example: items for all sub-groups such as QA/QC, stake holder responsibilities, etc.) and operational definitions. (Pete Lahm will initiate call)
- 1/15** Final draft of Workplan sent to FEJF and Outer Circle via e-mail and fax.
- 1/25** Substantive comments on final draft of Workplan due to Pete Lahm.
- 1/28** Substantive comments on final draft of Workplan compiled and sent to FEJF.
- 1/29** Initial interest survey on specific tasks of Workplan (not by Workplan Subgroup) due to Pete Lahm for FEJF, outer circle and others who are recruited or interested in working on specific FEJF tasks.
- 2/4-5** FEJF Meeting in Portland, Oregon - Site to be announced.

Proposed Agenda:

Day 1 2/4/99 0800-1700

- Final closure on Workplan and Subgroups
- Assign tasks
 - Develop into task teams
- Identification of interest groups and cooperating groups per Task 8.1B
 - Identify lists/names in advance of meeting

Day 2 2/5/99 0800-1600

- Presentations:
 - 1) Roger Ottmar, Pacific Northwest Experiment Station on Emission Reduction Techniques and Potential
 - 2) Willamette Valley grass-seed burner to be named
- Task Team Work
 - Identify potential funding sources and cooperators
 - Identify contracting needs, etc...