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Advisory Board

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EM NATIONAL CHAIRS PLANNING SUBCOMMITTEE

MONDAY, FEBRUARY 11, 2013 @ 4:00 P.M.

AGENDA

**THE PURPOSE OF THIS MEETING IS TO UPDATE THE SSAB
SUBCOMMITTEE WITH INFORMATION ON THE MARKETING VIDEO TO BE
SHOWN AT 2013 FALL NATIONAL CHAIRS MEETING**

- REVIEW OF THE NOVEMBER MEETING
- EM NATIONAL CHAIRS MEETING VIDEO UPDATE- ALAN HEMBRA, FBP
- DISCUSSION

ADJOURN



EM NATIONAL CHAIRS PLANNING SUBCOMMITTEE

MEETING SUMMARY

FEBRUARY 11, 2013 • 4:00 P.M.

THE OHIO STATE UNIVERSITY ENDEAVOR CENTER
1862 SHYVILLE ROAD, PIKETON, OH 45661

SSAB Subcommittee Members Present: Martha Cosby, subcommittee chair; Sharon Manson, subcommittee vice chair; Gene Brushart

SSAB Subcommittee Members Absent: Shirley Bandy, Connie Yeager

Other SSAB Members Present: Will Henderson, board chair

U.S. Department of Energy (DOE) and contractors: Greg Simonton, DOE; Rick Greene, Restoration Services, Inc. (RSI); Alan Hembra, Jeff Wagner, Fluor-B&W Portsmouth (FBP)

Liaisons: None

Support Staff: Eric Roberts (conference phone), Julie Galloway, Cindy Lewis, EHI Consultants (EHI)

Public: None

Cosby opened the meeting.

1. Discussion-EM National Chairs Meeting Video Update-Alan Hembra

Question/Comment:	Answer:
Cosby: Could a welcoming open page be added on the video, so the EM chairs know what they are about to see? People will read things before they will hear it.	Hembra: Yes, I can add a welcoming page.
Greene: Eric or Alan, can you introduce the video and give it some context.	Roberts: Yes, I can do that.
Henderson: Once the video is complete, the CD needs to be taken to Bristol Village where it will get the narration.	
Cosby: What else does the subcommittee need to work on?	Roberts: The subcommittee needs to talk about what should be the focus of the site

	<p>tour. DOE will decide, but it would be nice to recommend something to them. Think about things PORTS has that other sites do not have. Wednesday and Thursday is all planned by Headquarters. I will send the checklist that Headquarters gave Paducah before they hosted the chairs meeting last spring. The subcommittee also needs to finalize the logo. The logo will be on the nametags, table tents, etc.</p> <p>Simonton: PORTS is dealing with cleanup with the public right in our backyard, unlike Nevada where there's miles and miles before anything is affected by the decontamination and decommissioning (D&D). Because the PORTS site is small, the cleanup has to be right the first time. There is no room for error.</p>
<p>Brushart: We could show how the board interacts with the public.</p>	
<p>Manson: Show something like DOE has at the Science Alliance.</p> <p>How many are you expecting to attend?</p>	<p>Simonton: Will there be a video playing on the bus trip to the site from the hotel?</p> <p>Roberts: Yes, we can play the Ohio University (OU) video. For the tour, the subcommittee might think about how we could be a little different. We could look at some of the hands-on activities as DOE has at the Science Alliance.</p> <p>About 80 people. It may be less. DOE is cutting down on travel budgets. It might be more like 60.</p>

Cosby: Meeting adjourned.

Next Meeting: Monday, March 4, 2013 @ 4:00 p.m.

2. Action Items:

1. Eric will e-mail the check list that headquarters gave to Paducah last year when they hosted the Chairs meeting
2. EHI will set up a working session for Monday, March 4th at 4:00 p.m.
3. Hembra will add a welcoming page to the video
4. Henderson will take the completed DVD to Bristol Village for the narration