

SRRTTF Work Group Agenda

Attendees

Adriane Borgias/Ecology
Bruce Rawls/Spokane County
Bud Leber/Kaiser Aluminum
Bart Mihailovich/Riverkeepers

Diana Washington/Ecology
Dave Moss/Spokane County
Jon Welge/TetraTech
Tricia Poitevint (LLSWD)

Status of Speakers Related Issues

- Biographies for presentations have been received from seven speakers. 10 biographies are outstanding.

Action Item: Adriane Borgias to send copies of bios that have been received to Bud Leber and Bart Mihailovich. (DONE)

Action Item: Bud Leber to manage the print and thumb drive versions of the bios.

Action Item: Bart Mihailovich to post the bios onto the website upon receipt.

Action Item: Ambassadors to contact their speakers and request that bios be submitted to Adriane Borgias/cc Bud Leber and Bart Mihailovich no later than Friday, May 25, 2012.

- Electronic copies of presentations. No electronic copies have been received. One person

Action Item: Ambassadors to contact their speakers and request that electronic versions of their talks be submitted to Adriane Borgias/cc Bud Leber and Bart Mihailovich no later than Friday, May 25, 2012.

Action Item: Bud Leber to manage the print and thumb drive versions of the presentations.

Action Item: Bart Mihailovich to post the presentations onto the website upon receipt.

Action Item: Bud Leber to visit the venue on Monday June 4th to test the presentations and the AV system.

- Travel arrangements made. All travel arrangements have been made, with the exception of an additional speaker.

Action Item: Adriane Borgias to check spelling on travel documents for Dawn Sanders (should be "Sanders" not "Saunders"). DONE (THIS WAS CORRECTED BY AGENT)

- Speakers' dinner. No speakers dinner on June 4th. Ambassadors will touch bases with their individual speakers and go to dinner with them on an individual basis if desired. Informally, we agreed to eat at the Red Lion River Inn, with the potential of meeting up there if desired.

A networking dinner will be held on June 5th. Speakers' dinner will be limited to the speakers and the ambassadors (23 or less) and will cover the costs for all attendees. The bill for the dinner will

go to the Center for Justice who will pay for the dinner using the collected funds. Some of the participants will need to pay for their own dinner. A roster will be created to identify those people and the Center for Justice can prepare receipts ahead of time. Those people will reimburse the C for J for the dinner costs.

The details for the dinner are:

Venue: Luigis
No Host Bar at 5:30 pm
Dinner at 6:00 pm
Buffet dinner
Cost \$23 each

Action Item: Ambassadors to provide Adriane Borgias with dinner reservations for the June 5th networking dinner by May 25, 2012. Also, whether or not the attendee will need to reimburse the C for J.

Action Item: Ambassadors to ask speakers if they are interested in:

- a) Informal dinner on June 4th*
- b) Networking dinner on June 5th. If interested in the June 5th dinner, to provide dinner reservations to Adriane Borgias no later than May 25, 2012.*
- c) Whether or not the attendee will need to reimburse the C for J.*

Registrations received to date: 19

Action Item: Adriane Borgias to resend general meeting announcement with reminder to register.

Action Item: Tricia Poitevint to add speakers to the registration list and send out registrations received to date to the TTWG.

Action Item: TTWG to review list and send out reminder emails to participants in their networks.

Action Item: Bud Leber to review list to see if Agencies are attending for the possibility of inviting them to bring handout materials.

Sponsorships: \$8000 of \$8500 received.

Venue: Bud Leber, Karen Gehret, and Tricia Poitevint visited the venue.

Action Item: Tricia Poitevint and Karen Gehret would like to be at the site at 6:30 on June 5th to set up for a 7 am registration. Bart Mihailovich to provide a contact name to Tricia for someone who can open the door for them.

Workshop Handouts. Bud Leber is working on the following as handouts: Workshop flier (complete); Session layout/program (with Sarah Hubbard Gray); Speakers List; and possibly Agency handouts (see related Action Item under registration).

Brainstorming Sessions. Bud Leber prepared a handout summary of the sessions. These should be reviewed with Don Martin, the Moderator. Sarah Hubbard Gray will be the facilitator. There will be a white board with places to collect comments that have been written on sticky notes. Sarah Hubbard Gray will collect, summarize, provide feedback to the participants, and bring the discussion around to the topic of the work plan.

Other.

Action Item: Tricia Poitevint to send reimbursement form to Bart Mihailovich.

Action Item: Adriane Borgias to contact Dawn Sanders and Lisa Rodenburg about fitting the presentation into to the allotted time.

Action Item: Adriane Borgias and Bud Leber to review with Don Martin the moderator expectations and the brainstorming/discussion instructions.

Travel estimates to date:

Expenses	Airfare	Hotel	Per Diem	Mileage	Airport Parking
Dawn Sanders	\$ 159	\$ 200	\$ 122	\$ 50	\$ 50
Tom Fikslin	\$ 564	\$ 300	\$ 122	\$ 50	\$ 50
Lisa Rodenburg	\$ 530	\$ 200	\$ 122	\$ 50	\$ 50
Andres Martinez	\$ 634	\$ 300	\$ 122	\$ 50	\$ 50
	\$ 180	\$ 200	\$ 122	\$ 50	\$ 50
	\$ 2,067	\$ 1,200	\$ 610	\$ 250	\$ 250
Total \$	4,377				

Action Item: Adriane Borgias to send out to speakers notice about allowable travel expenses.