

SRRTTF TTWG Meeting Notes
5/7/2012

Attendees

John Welge
Roger Thompson
Galen Buterbaugh
Doug Krapas
Adriane Borgias
Diana Washington

On phone

Lynn Schmidt
Mike Petersen
Bruce Rawls
Karen Gehret
Sarah Hubbard Gray

Speakers Related Issues

- *Changes in speaker commitments:* No changes in speakers as of date of meeting. Some rearrangement of topics between Drs. Fikslin and Rodenburg but no need to revise schedule.

Cheryl Niemi (Sampling, Monitoring and Analytical) canceled on 5/8/2012.

- *Travel arrangement system in place:* Travel email sent to speakers on April 26, 2012. No one has contacted the travel agent (Sheryl Drexel and Laure Martin at Travel Leaders) as of the time of the meeting.

Action Item: Adriane Borgias to send notice to speakers to make reservations this week. (Complete; one speaker has contacted agency as of 5/8/2012).

- Registration for Task Force member/affiliate speakers. Speakers will not need to pay the registration fee.

Action Item: Adriane Borgias to contact speakers about the registration and also provide list of registered speakers to Tricia Poitevint/Bart Mihailovich.

- Speakers' dinner location and details. Speakers' dinner location has not been finalized.

Action Item: John Welge to research other options such as Clinkerdaggers, Red Lion River Inn, and Shenanigans. Dinner to be less than \$20 all inclusive, with up to 30 people expected. Also will need a date from the restaurant regarding the number of people for the dinner.

- Biographies for presentations. Not received for all speakers.

Action Item: Adriane Borgias to contact speakers about biographies and also speaker presentations for uploading to the conference website.

Action Item: Adriane Borgias to monitor progress with the speaker arrangements and assign specific speakers to TTWG members as "ambassadors" by Friday May 11, if needed.

- Registration system functionality. Workshop website will be on the Center for Justice site, with a link to the SRRTTF website and a link on the SRRTTF website to the workshop. The Brown Paper Tickets registration is functional and three people have registered.

- Workshop Notifications: Contact list for potential invitees includes the Spokane SRRTTF stakeholders and sovereigns, consultants who are interested in the technical work and anyone with an interest in PCBs in the Spokane River.

Action Item: Adriane Borgias to contact Bart Mihailovich with final changes to website (adding agenda, workshop synopsis, placeholders for biographies and presentations) (Done).

Action Item: Adriane Borgias to send out a "Save the Date" email with the meeting announcement and a statement that website will be live at the end of the week. Mailing lists include: DO TMDL mailing list; SRRTTF mailing list.

Action Item: TTWG members to send out notice to their individual mailing lists, plus:

- *Bruce Rawls: Consultants list, SINES distribution list*
 - *Diana Washington: WSU Water Resource Center.*
- Sponsorships: Invoices have been sent out to the sponsors. IEP, Spokane County, and City of Spokane are processing the payments. These are expected to be paid in the next 2 weeks.
 - Venue: "Field trip" to workshop location should happen this week since Karen Gehret will be out of the office until just before the event.

Action Item: Karen Gehret to coordinate with Bud Leber and Tricia Poitevint regarding a trip to the meeting venue this week.

Workshop Handouts: Materials to be made available at the door were discussed briefly. These could include agency handouts, and brief program. A volunteer is needed to coordinate this with the agencies (Ecology, EPA, Department of Health, Regional Health District, Tribes, etc.) It was discussed that the presentations would not be provided as a handout but would be available online prior to the workshop.

Action Item: Sarah Hubbard Gray to contact Bud Leber about creating a workshop program that would include the information on the flyer, an introduction to the SRRTTF and website address for downloading the presentations.

Action Item: Adriane Borgias to work with the speakers to encourage them to submit presentations one week in advance. These will be uploaded to the website and also checked to make sure they work on the AV equipment prior to the event.

Next TTWG meeting: May 21st 1-3 pm. This will be the last meeting before the event.