

SRRTTF Administrative Work Group

Meeting Notes

October 10, 2012 | 10:00am – 12:00pm

Department of Ecology

4601 North Monroe Street | Spokane, WA 99205-1295

Attendees:

Tom Agnew, LLSWD

Adriane Borgias, Ecology

Aubri Wall Denevan (*on phone*)

Kelsey Gray, Ruckelshaus Center

Doug Krapas, IEP

Mike LaScoula, SRHD

Don Martin, EPA (*on phone*)

Bart Mihailovich, Spokane Riverkeeper

Sandy Phillips, SRHD

Bruce Rawls, Spokane County

Elizabeth Schoedel, City of Spokane

Letterhead and Tagline

Sandy presented several logos options for group to review. From those the work group selected their top three to take to the Task Force for their decision. After a short brainstorming session, the work group selected the tag line, "Collaboration | Innovation | Progress." This tagline will be presented to the Task Force at the Oct. 24 meeting for approval.

Action Item: *Adriane Borgias to ask Sandy to forward electronic version to Aubri Denevan. (Complete)*

Action Item: *Sandy Phillips to arrange for the tag line to be incorporated into three proposals. (Complete)*

Action Item: *Tag line and Logo will be brought forth to Task Force to vote on at the Oct. 24th meeting.*

ECOS Resolution and Draft Letters:

Bruce explained the changes he made in the draft resolution wording as a result of the last Task Force meeting. He took out the three specifics detailing dyes and paper to make it more broadly focused. He will also be adding a sentence or paragraph to the letters to let both organizations know about the recently adopted ECOS resolution.

Action Item: *Bruce Rawls will edit the letters to include the ECOS resolution language. (Complete)*

Action Item: *Kelsey Gray to revise cover letter and send letters out.*

Action Item: *Kelsey Gray to check with AVISTA on whether they want to be included in letter in support of ECOS resolution (Complete)*

Action Item: *Don Martin requested that EPA be removed from the signature line of the letter.*

Action Item: Kelsey Gray and Aubri Denevan will check with Michael Kern on whether Kelsey Gray should sign the letter for the Task Force. If acceptable Kelsey Gray will sign on behalf of SRRTTF.

Articles of Incorporation

Status update:

- Spokane City Council will review on 22nd or 29th of October
- Liberty Lake must still approve and identify a name for the filing documents
- County has approved and Bruce Rawls has been identified
- Inland Empire Paper has approved and Doug Krapas has been identified
- Kaiser Aluminum is has agreed to be signers

County has approved to file and pay \$135 for filing the Articles of Incorporation with the National Agency of the World. Money can be transferred from Center for Justice to pay for filing.

This discussion led to a **suggestion to hire an Executive Director** to do the administrative work for the Task Force. At this time there is no funding for this purpose, but may be viable later. This person would be responsible for writing letters, grants, and development of educational materials.

Action Item: Kelsey and Aubri will talk with Director Kern about options for administrative assistance. (Complete)

Communications Strategy Plan

A fact sheet on the Task Force is being developed for legislators. This can be altered for different audiences, as needed. The February press release on the Ecology website may have potential verbiage. The intent is that this is ready for use on the Washington State legislative committee assembly days (November 29 & 30), and the legislative sessions the first week of January.

A communications strategy will be useful to develop, but could focus solely on specific purposes, such as the fact sheet distribution or public education. The first step will be to identify the audience, purpose, and message. Creating a communication strategy designed specifically for legislators, public activities, industry and EPA, will help build the relationships and knowledge needed to accompany future requests for future funding opportunities, community support, and/or potential legislation.

Representative Andy Billig has indicated that he would be willing to take to the Legislature appropriation for the SRRTTF through the Model Toxics Control Act.

Action Item: Doug will bring a Public Relations group together to discuss ideas. This would include IEP, county and city public relations folks. A time frame was not set for this action.

Action Item: Kelsey Gray/Aubri Denevan will use the Doodle poll system to find suitable meeting dates and times.

Action Item: Doug Krapas will have his lobbyist talked with Andy Billig. Bruce Rawls will have their lobbyists also talk with Andy Billig.

Action Item: Mike LaScoula will look into funding options for public education through their Washington State MTCA grants.

Action Item: Doug Krapas will send Kelsey a draft fact Sheet on 10/11 or 10/12/12 to for Kelsey Gray to edit on Thursday for Friday (Complete)

Action Item: Kelsey will have the draft fact sheet ready for posting on October 16th in preparation for the October 24th meeting to seek the Task Force's consensus to move ahead with fact sheet. (Complete)

Upcoming Meetings:

- Next Full Task Force meeting is October 24, 2012, 9:00am – 12:30pm
- Next admin work group meeting is December 5, 2012, 10:00am – 12:00pm

Reminder: Submit all materials prepared for the October 24th SRRTTF meeting to Kelsey Gray, Aubri Wall Denevan and Adriane Borgias **no later than COB on October 16th** for posting on October 17th.