

## ITRC October 21, 2021 Board Call

11:30am-1:00pm

### Zoom Meeting

Attendance: Jeremy Musson, **Naji Akladiss**, **Keisha Long**, **Melinda McClanahan**, **Randy Chapman**, **Sara Pearson**, Paul Beam, **Doug Bacon**, David Asiello, Kaitlyn Nelson, **Rebecca Higgins**, Tom Holdsworth, Lisa Matthews, Michelle Brown, David Tsao, Kate Lynnes  
ITRC Staff: Patty Reyes, Evan Madden, Nicole Henderson, and Devin Seckar.

### 1. Approval of September Minutes

**Keisha Long** opened the October 21<sup>st</sup> Board meeting, bringing up the September minutes for review. **Rebecca Higgins** had a grammatical edit, but nothing substantial. **Rebecca** motioned to approve the minutes, **Doug Bacon** seconded, and the board voted unanimously to approve.

**ACTION ITEM: Rebecca will submit her remaining grammatical edit to ITRC on the September Board minutes.**

### 2. Member 2021 Survey

**Randy Chapman** introduced the 2021 Membership survey and passed off the presentation of the results to **Evan Madden**. The results of the survey were presented in PowerPoint slides. The membership survey was sent to the entire membership, with 209 responses received. **Evan** presented the comments received at the end of the survey. Some of the key points highlighted in the comments are as follows, some feel that ITRC teams have an exclusive environment, confusion on the website, and positive feedback about products, teams, and ITRC in general. **Randy** commented that the results of the survey align with the direction ITRC is moving and suggested the Board of Advisors try to maintain and build on

its diversity. Regarding the comment about a close-knit team environment, **Melinda McClanahan** stated that Tribal and Public stakeholders frequently feel like they are not being taken seriously as environmental professionals within teams, supporting the notion that there is a cliquey atmosphere. To increase the number of responses, as 209 is not a substantial part of membership, **Rebecca** suggested that ITRC require a survey or questionnaire on all new ITRC applications. Relating to the comments about the website, **Keisha** asked about adding ITRC Connect tutorial videos to the website. In terms of team environment, she inquired if ITRC teams have a protocol for team members that join late, such as outreach for bringing them up to speed on materials and progress. To address this, **Patty** suggested that **Nicole Henderson** and **Rebecca** include something to address this in the TL meetings. In response to the suggestion for a mandatory survey, **Doug** voiced concern about a required survey for new members as it could jeopardize membership numbers. **Sara Pearson** suggested that only key questions be a part of the mandatory survey.

**ACTION ITEM: Evan will develop and add ITRC Connect tutorial videos on the ITRC website.**

### **Governance Changes**

**Keisha** walked through the proposed edits to the ITRC Governance Document which were captured in PowerPoint slides. The first proposed edit was for 4.1.2 (ITRC Board Member Descriptions). **Randy** stated that the goal of the proposed amendments to the Governance Document was to simplify the descriptions to eliminate the continuous need to ask ERIS for approval for changes to BOA positions. **Doug** expressed concern about the vagueness of the descriptions, to which **Rebecca** and **Nicole** suggested reducing all down to one

sentence for consistency. **Nicole** pointed out that detailed descriptions are located on the website on the BOA About Page, in the Roles & Responsibilities Document.

The second proposed edit was for 4.2, Technical Team and Leaders. As a result, the board had an extensive discussion about what constitutes a team versus a special project. **Doug** questioned ITRC's decision to use 50 members as the minimum number for membership on a team. **Patty** explained the number 50 was proposed due to the established pattern of active involvement on teams is normally less than 50%. Given the workload, the provided number represents a minimum membership requirement for a team to be functional and successful. **Jeremy** provided the argument that smaller teams, as opposed to larger ones, allow members to be more involved in product development and provide the opportunity to speak up more. **Doug** suggested omitting a number and focusing on guidelines for team composition. **Keisha** asked if the ITRC handbook has such guidelines, to which the answer is no.

No decision was reached, and the proposed amendment will be voted on during the November Board meeting. **Keisha** encouraged the Board to review the amendment and submit comments or edits.

**ACTION ITEM: Board members need to review and provide additional comments on the proposed Governance Document edits before the November Board meeting.**

**ACTION ITEM: ITRC will reduce BOA positions down to one-sentence descriptions.**

### **Update Document Process Proposal**

**Michelle Brown** introduced **Kate Lynnes** to the Board of Advisors. **Naji Akladiss** presented the Document Update Process recommendations with an excel spreadsheet and PowerPoint slides. **David Tsao** suggested adding an option for *No Update Needed* to the process. **Patty** asked **Naji** to clarify his proposed "Document Update Team." **Naji** suggested

having the Special Projects Coordinator and BOA decide which documents should be reviewed for an update, then a team, selected from membership by the Board, needs to be formed to accomplish the update. **Doug** commented that while he agreed with **Naji's** suggestions, the process of finding 'experts' from membership needs to be defined better. **Randy** asked BOA to review **Naji's** recommendations and provide comments and edits. **Doug** suggested having a deadline for comments on the document update process. **Randy** proposed all comments be submitted by Wednesday, November 10<sup>th</sup>.

**ACTION ITEM: BOA to submit comments and edits for the Document Update Process to Naji by Wednesday, November 10<sup>th</sup>.**

## 5. Other Topics

### a. 2023 Proposal Process Recommendation

Randy suggested the author of a proposal give a five-minute presentation of the proposal to the Board. This allows the proposer an opportunity to answer questions before the BOA ranks and votes on the proposals.

### b. Status of 2022 New Team Leaders

Randy provided an overview of the Team Leader progress for 2022 teams. Currently, ITRC is short one team leader for the Sediment Cap Update. Rebecca added there is representation from across the country, and a healthy diversity of experience and state representation among new Team Leaders.

### c. Status of PA Proposals

**Keisha** reviewed the status of PA proposals and budgets. **Keisha** suggested increasing the budget for Contractor Program Advisors as the range of cost proposals submitted is higher than in previous years. **Patty** added that larger companies cannot accept the low end of the spectrum ITRC provides, and so she supports updating the PA budget.

### d. Board Vacancies

**Keisha** reminded the board of the deadline for the letter of intent for BOA applications is November 19<sup>th</sup>.

## 6. Closing

**Patty** thanked the federal partners for additional funding and contributions, specifically the DOE for acquiring additional funding. She also announced that the EPA grant has been secured; the DOD and DOE grants are in progress and waiting to be approved.

**Patty** proposed going back to 90 minutes, as we cannot finish in 60 minutes. **Doug** motioned to adjourn. **Rebecca** seconded Doug's motion. Motion passed unanimously.