

## ITRC Board of Advisors Monthly

September 15, 2022

11:30am – 1:00pm EST

**Attendees:** Sandra Snyder, Randy Chapman, Claudio Sorrentino, Rebecca Higgins, Eric Horcick, Jeremy Musson, Sara Pearson, Karen Skubal, Stephanie Lewis, Cindy Frickle, Jennifer Rawlings, Melinda McClanahan, Kim Brown, Lisa Matthews, David Tsao, Samuel Iwenofu

*\* Voting Members in Bold; Members full name bolded first time used in minutes below*

**Staff:** Patty Reyes, Devin Seckar, Evan Madden, Nicole Henderson (*contractor support*)

### Welcome & Agenda Overview

- **Discussion:** Randy Chapman opened the meeting and welcomed attendees.

### Approval of Summer Board Meeting Minutes

- **Discussion:** The Board reviewed the minutes from the July Summer Board meeting. Claudio Sorrentino, Stephanie Lewis, Lisa Matthews, and Sandra Snyder provided minor edits to the minutes. Rebecca Higgins asked to capture parking lot ideas proposed during the July Board meeting.
- **Vote:** Randy asked for a motion to approve the edited July meeting minutes. Rebecca made a motion. Stephanie seconded. The motion passed unanimously.
- **Action:** ITRC staff will post the edited July meeting minutes to the ITRC website.

### Outreach & Training Event Requests

- **Discussion:** Sara Pearson presented a PowerPoint presentation about ITRC outreach and external training. The slides outlined considerations and criteria to assist ITRC in deciding which outreach efforts are pursued and budgeted. The Board discussed the various outreach opportunities, the value they pose to ITRC and audiences, and the fiscal cost. The discussion supported the initial criteria outlined in the slides to assist ITRC with an evaluation of outreach opportunities and team needs. The Board discussed supporting attendance at the 2023 Battelle Chlorinated Conference and decided based on prior year expenses to explore alternative events in 2023. Samuel Iwenofu recommended the American Chemical Society (ACS) as a suitable alternative.
- **Vote:** Randy called for a vote that ITRC will not attend the 2023 Battelle Chlorinated Conference under current conditions, but will evaluate future participation on an annual basis. Claudio made the motion, and Sara seconded. The vote passed unanimously.
- **Action:** Cindy Frickle recommended adding a QR Code to the end of all outreach and training slide decks to drive people to the ITRC membership page.
- **Action:** ITRC will provide training topics and targeted audiences for the Board to review in October to establish criteria for an Outreach Campaign for 2023 and future years.

### Board Roles & Responsibilities

- Rebecca reminded the Board of the roles and responsibility discussion that occurred in July and asked each member to review their responsibilities written up from the discussion.

## Stakeholder Position/Tribal Users

- **Discussion:** Melinda McClanahan presented that the Board Stakeholder Representative position is not formed to be impactful and proposed that the position not be renewed after her term ends in December 2022. Melinda explained that since the position is focused on outreach, it would be better served dividing the role amongst all Board members, with the specific tribal responsibilities becoming a part of the Cross-Media Outreach Liaison. Melinda recommended that ITRC host a booth at the [American Indian Science and Engineering Society 2023 Conference](#). Claudio identified additional tribal conferences that could be considered, such as the [Institute for Tribal Environmental Professionals](#), [Tribal Lands & Environment Forum Conference](#). Rebecca summarized the request to reduce the ITRC voting Board to seven state members and place the stakeholder duties with the Cross-Media Outreach Liaison Board role. Rebecca also stated that all ITRC Board members should be doing outreach across all groups when the opportunity presents itself.
- **Vote:** Rebecca called for a vote to eliminate the Stakeholder Representative from the Board of Advisors once the current term ends (December 2022) and move the responsibilities into the Cross-Media Outreach Liaison position. Melinda motioned; Randy seconded. The motion passed unanimously.

## 2023 New Team Status

- **Discussion:** Randy presented an overview of the status of the proposed 2023 teams voted on by the Board in July 2022. Randy noted that all teams need state Team Leaders, and no new teams are ready to start in January 2023. Sandra noted that she has received two emails from state employees interested in being Team Leaders for Carbon Emissions and Tire Chemicals, but all volunteers are non-committal at this time.

## Carbon Emissions Revised Proposal

- **Discussion:** David Tsao provided a brief update that the proposal is being rescoped and has an active group of people participating in this effort that will continue. David noted that more work needs to be done regarding state interest in the carbon project.

## IAP Dues Update

- **Discussion:** David presented the results of the IAP survey about the proposed changes to the IAP dues structure. The overall response was lukewarm to an increase in dues in 2023 and David recommended we consider changing the structure in 2024. David provided several specific comments received from IAP members from the survey. One comment suggested structuring the IAP dues off company participation rather than company size. It was noted that industry currently feels a loss of respect and validation in participation on ITRC teams due to the way the teams are structured and operate. Rebecca suggested an opportunity to highlight exemplary case studies and recognize those authors through an award system to support IAP contributions to teams.
- **Action:** Additional discussion is needed before a decision and vote can be made with the Board on any changes to the IAP dues.

## Hydrocarbons & QUEST Team Status

- **Discussion:** The Board meeting ended prior to this topic and this will be added to the October Agenda.

## Wrap-up & Adjourn

- **Randy** called for a motion to adjourn the September Board meeting. Stephanie motioned; Rebecca seconded. The motion passed unanimously.