

ITRC February 16, 2023 Board of Advisors Call

11:30am – 1:00pm

Participants: Samuel Iwenofu, Randy Chapman, Sandra Snyder, Rebecca Higgins, Jared Champagne, Stephanie Lewis, Claudio Sorrentino, Heidi Durako, Katrina Winchester, Poppy Harrover, Paul Fredin, Karen Skubal, Lisa Mathews, Natalia Vinas, Kim Parker, Cindy Frickle, Steve Hurff, Paula Panzino, Jeremy Musson, and David Tsao

Staff: Patty Reyes, Derick Winn, Nicole Henderson (*contractor*)

***Voting members in bold.**

Approval of January Board Meeting Minutes

- **Discussion: Randy Chapman**, stated that the meeting minutes included edits submitted by Claudio via email.
- **Vote:** Randy asked for a motion to approve the December Board Meeting Minutes. **Rebecca Higgins** made the motion; **Claudio Sorrentino** seconded. The Board voted and the motion carried unanimously.

AZ Decision Tool – Features, Benefits, Proof

- **Patricia Reyes** introduced **Paula Panzino, AZ DEQ**, to the Board, and explained how Paula is the team leader for Emerging Contaminants and participates on multiple other ITRC projects. Paula presented the potential for ITRC adopting the AZ DEQ's Features Benefits, and Proofs (FBP) tool during training development and team selection.
- **Paula** presented slides on the FBP tool and its intended function is to facilitate better understanding of target audience needs. Paula explained how the tool could be used by ITRC teams to identify the scope and needs of the target audience by helping answer what the audience wants to learn; thereby shaping project objectives and messaging to target audiences. Setting FBP goals early will enhance ITRC guidance and training usefulness. The tool includes:
 - Features: What features are provided to achieve outcome
 - Benefits: What benefits are gained by the primary, secondary, and tertiary audiences
 - Proofs: What evidence shows the outcome was achieved by the features provided.
- **Discussion: Rebecca** asked if the CEC team used this tool? Paula indicated the tool was not applied for CEC, because consideration of the tool's application arose late in the project development process. Rebecca expressed how the tool could have applications for Board efforts to build team participation. Randy and Jared both expressed potential applications to team products and training. Patricia asked if the tool was better suited for new teams or training. Paula expressed the importance of facilitators starting with the right questions and that both new teams and training could benefit from the tool as projects progress and evolve. Paula offered to provide further demonstration of the tool's application after she presents it to the CEC team in Boston.

Annual Meeting Agenda Topics

- **Discussion: Rebecca** discussed that the main topics covered at each annual meeting include the upcoming project proposal process and updates from each board position. She also added that the status of the new director process would also be covered in Boston. Rebecca asked if anyone had additional topics they wanted discussed in Boston. Patricia

commented that Ben Grumbles will be speaking to the Board about the ERIS survey of state research needs that might be useful for our new proposal and selection criteria. Patricia asked Board members to keep in mind that the meeting should be more of a collaborative workshop instead of presentations reporting out and asked Board members to send her ideas for agenda topics. **Sandra Snyder**, asked how much time the Board will have to work on agenda topics and would like to discuss ideas for how to increase state participation and grow team membership. **Rebecca** mentioned that the discussion should be predicated on both quality and quantity of membership (i.e., lower numbers is not necessarily an indicator of failure).

February 15, 2023 ITRC Membership Database Purge

- Patricia announced that Evan Madden completed a purge of the ITRC membership database last night (2/15/2023) removing all members that did not register for 2023 teams. Prior to the purge there were 1,269 members and after the purge, 891 members remained (378 members were removed from the database). Examples of purged members included industry members that didn't pay annual dues, as well as non-industry members that didn't re-register. PFAS and CEC continue to be the largest teams post-purge. Active/interested party status has been assigned to all members on teams for 2023.
- Federal membership changes included a significant increase in EPA members, a decrease in DOD members, and no DOE members. One tribe member did not rejoin but several new tribal members recently joined the new 6PPD team. **Claudio** asked if the PAs checked to make sure active members were not purged. Patricia explained that this check was performed by the PAs prior to the purge. **Rebecca** asked if industry members could be split between owners, consultants, and suppliers? State/Industry membership ratio was discussed, and Patricia indicated that most industry members are consultants.

Summer Board Meeting:

- **Patricia** discussed the Summer Board Meeting survey results. Seattle received the most votes with a total of seven votes. The week of August 7th was selected as the date for the summer meeting. The options for meeting space includes the new State office as well as the downtown EPA Region 10 offices. Board members stated they preferred to be anywhere downtown. Patricia will discuss with **Samuel** and let members know the final location in April.

Vote: **Randy** asked for a motion to adjourn the meeting. **Rebecca** made the motion; **Sandra** seconded. The Board voted and the motion carried unanimously.