

ITRC January 19, 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

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

**Voting members in bold.*

New Board and New Staff Introductions

- **Discussion:** Rebecca Higgins opened the meeting and asked for new members to make introductions. **Derick Winn** introduced himself as the new ITRC Project Manager. **Jared Champagne** from Louisiana Department of Environmental Quality is the new Training Coordinator. **Katrina Winchester** is serving in the grant's office for USACE.

Approval of December Board Meeting Minutes

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

Status of New Team Membership

- **Discussion:** **Randy** reviewed data on the new teams per slides on each team membership. Team membership numbers are low, as well as IAP dues and ITRC membership. **Claudio** inquired if there is a critical mass threshold for membership for a team outside of state membership numbers. **Stephanie Lewis** asked if there are ramifications for low membership for a team. **Randy** responded that in his opinion, if membership is too low, ITRC needs to evaluate the value of continuing the team. **Rebecca** shared that this is a discussion every year and the discussion needs to be about the quality of contributors and use of the document. **Claudio** stated that historically ITRC teams had small membership. **Patty Reyes** stated that years ago the average membership was 60 people per team. **Claudio** said his concern is more that some of the current teams may not be perceived as representative of nation-wide consensus because of their small size and number of regulatory agencies involved. **Sandra Snyder** stated that ITRC is not the only organization short on people. **Stephanie** shared that DTSC struggles because the knowledge coming in (new staff) is not as great as the knowledge leaving the organization (retiring staff).

Update on FY 23 Budget

- **Discussion:** **Patty** shared an update on the budget which is doing well even with some reductions in anticipated revenue. The Board reviewed revenue and expenses and discussed areas where the budget changed since the last vote. The Board discussed the website budget increase and reviewed what activities that addresses. **Rebecca** asked ITRC to consider a standard practice for organizing the team libraries and cleaning up files and folders annually to help with usability. **Claudio** asked if new teams could start with a skeleton outline of folders.
- **Action:** **Claudio** asked for a call with **Evan**, **Nicole Henderson**, and some of the experienced Program Advisor's to discuss a process improvement for the team Connect pages.

Director's Retirement and Job Announcement

- **Discussion:** **Rebecca** shared that the ITRC Director job announcement will be advertised starting January 20. The job will be posted and shared through various communication channels. Rebecca walked through the interview and selection process. The due date for applications is March 1. **Rebecca** asked for an edit to the draft job description to remove the statement about ITRC and cost-savings for projects. **Samuel Iwenofu** asked if there was a screening interview and then a second interview with ECOS. **Rebecca** stated that it is only one interview, which will include Ben Grumbles (ECOS Director) and the ITRC Co Chairs. **Claudio** recommended adding “previous experience with ITRC” as one of the desired qualifications.

Lifetime Achievement Award

- **Discussion:** **Patty** shared that one nomination was received and will be awarded at the Annual Meeting.

Annual Meeting Update

- **Discussion:** **Randy** provided an update on the Annual Meeting, including an overview of the logistics planning and steps for preparing to attend the meeting. **Patty** asked for ideas for the Board agenda for the March meeting. **Rebecca** offered that an agenda item could be to revisit the Board members serving as a liaison for each team. **Patty** shared that there is a First-Time ITRC event that the Board is asked to attend on Wednesday, March 22 at 7am for coffee with first time attendees.
- **Vote:** **Randy** asked for a motion to adjourn the meeting. **Sandra** made the motion; **Samuel** seconded. The Board voted and the motion carried unanimously.

Other

External Review Reminders

- PFAS External Review: 1/12/23 – 3/2/23
- Sediment External Review: 2/3/23 – 3/17/23
- EtO External Review: 4/10/23 – 6/1/23
- Training Dry Run invitations were sent out to all voting Board members by Nicole Henderson.