

ITRC September 16, 2021 Board Call

11:30am-12:30pm

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Meeting ID: 998 0639 9385 / Passcode: 483264

Call-in# - See below for Non-Zoom Users

Attendees: Randy Chapman, Keisha Long, Poppy Harrover, **Naji Akladiss**, Lisa, Matthews, Nate Bartlet, **Rebecca Higgins**, **Doug Bacon**, **Melinda McClanahan**, Kaitlyn Nelson, David Tsao, Paul Beam, **Sara Pearson**, Kim Brown, Daniel Dutra.
(Voting board members in bold)

ITRC Staff: Patty Reyes, Evan Madden, Devin Seckar, Nicole Henderson

1. Approval of August Minutes – 3 Day Meeting

Randy Chapman presented the minutes from the summer Board Meeting on August 16-18. **Evan Madden** made the edits in real time for **David Tsao**, so that they could approved during the call.

There was a discussion about whether *all* ranking submissions should be included in August minutes. **Lisa Matthews** noted that she did not submit EPA's rankings with the understanding that they would be released on the public website. **Doug Bacon** noted that the POC rankings are representative of 45 states, and that some individual states would not appreciate that information being released on the public website. **Doug** and David both remarked that they would be okay with or without the rankings in the minutes. **Randy** proposed to not include the rankings, as the decision of proposals is more so dependent on the dialogue of the voting board, which takes into consideration of *all* the rankings. **Melinda McClanahan** agreed with **Randy** and noted that the rankings should be kept at an administrative level. **Randy** called for a vote on the minutes with the proposal to delete any specific mention of the rankings in the minutes, **Doug** seconded.

Patty asked if the Board had any more edits for the minutes. **Doug** mentioned he has edits, but did not have time beforehand to insert them,

so abstained his vote. **Naji** stated that he had no comments. Keisha moved to approve the minutes as amended, **Melinda** seconded. **The vote was 1 abstained, 0 nays, 6 approved. Doug's** edits will be included in the public file as edits made after the vote.

2. Board Meeting Changes for 2022

Keisha presented the Board Meeting Changes for 2022, proposing ITRC Board move away from monthly meetings to five meetings a year (Jan, Mar, May, Aug, Nov). **David** voiced concern about proposal and inquired about the motive for changing the meeting schedule. **Patty** noted that the main motive was to be respectful of people's time as board positions are volunteer.

Keisha suggested an alternative to the proposed idea: continuing with monthly meetings, but making monthly attendance optional and only having five meetings mandatory. **Rebecca** proposed to do bi-monthly meetings for consistency and planning purposes. **Randy** noted that a bi-monthly schedule does not match up with due dates, and proposed to go with Keisha's plan for five meetings annually. **David** suggested we keep monthly and simply cancel as needed. **Randy** opposed, stating the schedule needs to be dependable. **Melinda** agreed with **Randy** and noted meetings should be strategic and efficient. **Sara Pearson** expressed concern at missing opportunities to hear from teams if the board moves away from monthly meetings and agreed with optional check-ins. **Naji** said that he does not have a preference on either schedule. **Doug** seconded **Sara**, noting it would be beneficial to keep schedule as is, so we have a space to talk about topics that come up, but remain flexible on the length of meetings. **Rebecca** agreed and added we should be more transparent about content and purpose of any given meeting and materials.

Keisha clarified that the meetings in red are not deletions, but shortened meetings. **Doug, Randy, and Rebecca** agreed. Sara stated we could use optional meetings to seek expertise from the Feds. **Lisa** commented that voting and non-voting board should meet, but fewer or shorter meetings would be helpful. **Nate Bartlet** agreed with **Lisa**. **Paul** agreed with **Lisa** that it is best to keep everyone together and suggested shorter meetings if appropriate but noted that meetings are important to talk about this. **Rebecca** made a motion to maintain the current schedule, reduce time

allotment for each meeting as able to do so, delete meetings that do not have substantial content and try to be mindful of people's time. **Randy** seconded the motion. Motion passed, 1 opposed (**Melinda**), and all others approved (Doug, Rebecca, Keisha, Randy, Naji, Sara)

[DECISION POINT] Continue with monthly meetings with both voting and non-voting board members. Dates other than 5 listed in Keisha's proposal are optional meetings, and we will make sure to communicate the intent of each meeting and the read-ahead materials for efficiency.

3. Governance Update

Patty clarified that she had not sent the redlined version of the governance document before the board meeting. **Randy** suggested that the board read this and then discuss it on the next board call. **Patty** stated the document is ready to be sent today or could be sent with the rest of the October materials. **Doug** asked if it could be sent as soon possible.

[ACTION ITEM] Patty sent redlined guidance document to BOA for review. BOA will then discuss during October board meeting.

4. Board Meeting Minutes Public (Section 5.4)

Patty clarified that the Governance document states all Board minutes should be posted to ITRC's public website. A new folder will be setup with the 2021 Board minutes immediately. **Patty** noted that the BOA can discuss if private meeting minutes should be included in the public minutes at the October board meeting.

5. Strategic Plan Metrics

Patty presented the strategic plan that reflects the edits made during the August board meeting. **Rebecca** suggested rewording the *Identify & Sustain Diverse Funding* metric to something that can be dynamic with the needs of ITRC. **Randy** noted he preferred "status-quo" as it alludes to what is going on in the world. **David** proposed to take out "(minimally)" from that metric since we are not defining it. **Patty** suggested that this metric should focus on diversifying funding. **Patty** agreed with **Rebecca's** proposal to change the language to be dynamic. **David** proposed the Promote Culture of Excellence metric should include "balance" of membership representation.

[ACTION ITEM] Reword the Identify & Sustain Diverse Funding metric (“maintain a stable funding level from IAP” to “right-sizing the funding to sustain the organization’s goals and objectives”).

[ACTION ITEM] Edit Promote Culture of Excellence to include “balance of membership representation.”

6. Board Vacancies

Patty stated the selected title was “Non-Remediation Outreach Coordinator.” **Keisha** asked if ITRC was trying to get away from prescriptive names. **Rebecca** proposed taking out “non-remediation” and going with “Outreach Coordinator.” **Randy** agreed. **Patty** asked if we should specifically look for a non-remediation person to fill that position? **Randy** noted that the role should be filled by a non-remediation candidate, as everyone else is remediation. **Patty** agreed, and stated that the position will be called outreach in ITRC’s advertisement. **Patty** noted the other vacancies that are coming up will be discussed at the October board meeting.

[DECISION POINT] State Representative Position renamed to Outreach Coordinator. Candidate for position should be from or knowledgeable about non-remediation activities.

7. Other Topics – All

Randy reminded the board to fill out the ITRC membership survey and keep in mind the new teams need Team Leader nominees. **Rebecca** asked if the deadline for TLs was firm, to which **Patty** responded that it was not in past years as they are not vital for PA selection. **Randy** acknowledged that the team experience is better when TL and PA get along.

Randy motioned to adjourn meeting. **Rebecca** seconded, and the Board voted unanimously to adjourn.