



## LSRPA Steering Committee Meeting Minutes

Meeting Date: May 13, 2009

Location: ENVIRON's Princeton office

For 5/13 meeting: adopted date is June 12, 2009

### **Actions Taken**

1. Logo approved.
2. Press release approved with minor edits
3. Mission Statement (reapproved with minor edits)
4. Bylaws discussed, modified and approved. (see final version distributed by Joe H. on 5/14)
5. Full membership meeting scheduled for June 2009 (Note change in date/location: per 5/15 e-mail communication from Ken G, the meeting is now scheduled for June 18 from 6 to 8 pm at Mercer County College)

### **Action Items**

1. Ken G to place press release on website.
2. Nick D. identified as spokesperson (for inquiries re press release)
3. *May 28, 2009* conf call at 8:00am – (Interim Board and Committee Chairs)
4. Next LSRPA Planning meeting: *June 12, 2009* at 1:00pm at ENVIRON's Princeton office (rescheduled from May 28<sup>th</sup>)
5. June 18, 2009 Full Membership meeting
  - a. Communications committee to prepare flyer
  - b. Ken G. to post flyer on website/coordinate payment acceptance procedures
  - c. \$20 registration fee

- d. Separate conf call for meeting preparation (Nick to convene with Ken G., Julian D., Mike V., Ken S. and Steve P...others?)
- 6. Additional action items are included in section below.

#### **Additional Issues/Actions Discussed**

1. Executive Order was discussed.
  - a. DEP to audit all GW impact sites. DEP interpretation is that GW impact will be component of determining priority of auditing.
  - b. Additional auditing will be a DEP resource issue.
2. NRD may be included as component of Direct Oversight guidance. Steve P. to track this issue via his Direct Oversight coordination with DEP.
3. Raise with DEP the concept that every site with an LSRP should also have a DEP assignment (even if role is limited to public inquiries/LSRP questions)
4. Consider soliciting support from professional public affairs firm/individual(s) re promotion of LSRPA
5. Recruitment strategy for associate and student members (also essentially a stakeholder list) memo was distributed by Frank P. E-mail additions/modifications to be sent directly to Frank. Determine if DEP maintains a "stakeholders list" that could be cross-referenced against memo.
6. Recruitment of LSRPA members. Tom F. to modify a prior flyer for this purpose.
7. Finance Committee – discuss at next meeting
8. Communications Committee
  - a. add "disclaimer" language to website
  - b. Likely need a paid webmaster in near future
  - c. Tom F. and Julian D. to establish "linked-in" profile with logo and mission statement (take to LSRPA website)
9. Risk Management & Loss Prevention Committee – distributed memo re actions for that committee
10. Established nominating committee re LSRP Board issues. Tracy S. to set up call with Sue B., Andy R., Nick D., Ben A., Ken S....others?
11. Regulatory Outreach Committee

- a. Julian D summarized May 7 meeting with DEP
- b. Attempting to align LSRPA committee structure with DEP committee structure
- c. DEP wants proactive input.