



SRS Citizen's Advisory Board

SRS Citizens Advisory Board

Administrative Committee

North Augusta Community Center

January 11, 2006

The SRS Citizens Advisory Board (CAB) Administrative Committee met on Wednesday, January 11, 2006, at 9:00 a.m. at the Savannah Rapids Pavilion, Martinez, Ga. The purposes of the meeting were to review information technology options; clarify the standing rules; revise the candidate interview form; and develop guidelines for candidate selection participants.

Attendance was as follows:

CAB Members

Meryl Alalof
Jean Sulc
Gloria Williams-Way
Manuel Bettencourt

DOE/Contractors

Gerri Flemming, DOE
Dawn Haygood, WSRC
Barry Hudson, WSRC
Pat McQuinn, DOE

Jimmy Mackey

Information Technology Options

Barry Hudson, WSRC, provided a presentation on technology opportunities for the SRS CAB (see attachment). He discussed the goals and objectives of technology infusion and noted the challenges of the SRS CAB. He discussed the typical components of on-line collaborative environment and other possibilities for "being there" through video conferencing and webcasts. Mr. Hudson discussed the disadvantages of email and why discussion groups are better than email. He provided a discussion group demonstration and showed various welcome screens, demonstrating how to open discussions, open a topic and viewing a thread. Mr. Hudson also discussed document and image sharing, realtime chatting and member management. He also discussed the costs of hosting an on-line community. Ms. Alalof thanked Mr. Hudson for his presentation and noted he may be invited to present to the full board in the future.

Clarification of Standing Rules

The Administrative Committee discussed the clarifying statement added before the Standing Rules (see attachment). This statement was needed to demonstrate the transition from the board bylaws to the standing rules portion of the document. The standing rules are guidelines and not considered mandatory as are the bylaws.

Candidate Interview Form

The Administrative Committee reviewed the candidate interview form (see attachment) and made several changes to make it more user friendly and less redundant.

Guidelines for Candidate Selection Participants

An outcome of the SRS CAB Process Retreat, a suggestion was made to develop guidelines for CAB members participating in the candidate selection process for the first time for them to have a better understanding of what to expect. Draft guidelines were developed and presented for review (see attachment). Several minor modifications were provided. The guidelines will be provided all with cab applicant information to participating committee members each fall.

The meeting adjourned at 11:30 a.m.