

Board of Directors
Island Remediation and Public Participation Center (IRPPC)
1 November 2001

Meeting minutes

The meeting was convened at 7:15pm at the office of Vashon Chamber of Commerce. Present were: President James English, Treasurer Nan Hammett, Secretary Steven Macdonald, and Director Lyman Houghton. Director Macdonald was chosen to chair this meeting. The agenda is attached as the last page of these minutes.

Announcements

Hilary Karasz-Dominguez, Environmental Health Communications Specialist at Public Health - Seattle & King County, indicated that she would not attend.

Review and adoption of minutes from prior meeting (10/12)

The minutes were adopted without modification.

Board business: Report of ad hoc Committee on Bylaws

The Board discussed its ability to make decisions on Officers in the absence of explicit wording in the Bylaws requiring a specific procedure, and consensus held that lack of a specific procedure does not block the Board from action.

President English moved, and Secretary Macdonald seconded, that Mr. Jacobovitch be removed from the Office of Vice-President. The motion passed unanimously.

President English moved, and Secretary Macdonald seconded, that Mr. Houghton be elected to the Office of Vice-President. The motion passed unanimously.

Review of 10/26 draft proposed PPG grant agreement

Following the discussions at the last Board meeting, Secretary Macdonald sent a document on 10/14 to Ecology staff Kathy Seel which contained the modifications proposed by IRPPC to the 8/26 draft PPG grant agreement. The 10/19 conference call with Ms Seel was reviewed (Directors English, Houghton, and Macdonald had participated) in the context of discussion of the subsequent 10/26 draft from Ecology. Most modifications made by Ecology, in response to the proposed revisions, were acceptable to the Board. The 10/26 draft text on the approval process was not, however, and there was consensus that alternative text proposed by Vice-President Houghton was preferable, as it makes explicit that the scope of the Ecology review/approval process is to be limited to factual items rather than interpretative statements.

The Board also was dissatisfied that our proposed text related to copyright was not included. We inferred, from the 10/19 conference call, that this was due to Ecology staff opinion that neither the "Special terms & conditions" nor the "General terms & conditions" sections of the agreement could be modified. There was Board consensus that the proposed text from our 10/14 draft, clarifying that documents created by IRPPC using funds from sources other than Ecology are not freely available to Ecology for use or reproduction, should be included in the "Scope of work" section of the agreement.

Vice-President Houghton raised the issue of crediting Vashon when Ecology is able to and does use materials developed by us. There was Board consensus that text, requiring Ecology to identify us as the source of any text or graphic used by Ecology, should be included in the "Scope of work" section of the agreement.

Vice-President Houghton also raised the issue of the meaning and interpretation of the "Legal action" sub-section in the "Special terms & conditions" section of the agreement. In the absence of legal advice, the Board was unable to achieve consensus on the implications of this clause. Decision on this matter was deferred until legal advice could be obtained.

Other minor corrections and modifications were discussed. Secretary Macdonald agreed to make the indicated alterations, and send the proposed modified draft to the Board for review.

Development of work plan

This item was deferred.

Request for Proposals for contracted activities and Process for selection criteria for contract awards

This item was deferred.

ALRC topics

This item was deferred.

Next meeting

7:15pm Thursday before first Friday (ALRC): 6 December; 3 January; 31 January.
Location: Vashon Chamber of Commerce new office in Parker Plaza on Vashon Highway.

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Agenda

1. Announcements

2. Review and adoption of minutes from prior meeting (10/12)

3. Board business: Report of ad hoc Committee on Bylaws

4. Review of 10/26 draft proposed PPG grant agreement

5. Development of work plan

**6. Request for Proposals for contracted activities and Process for selection criteria
for contract awards**

7. ALRC topics

Next meeting

7:15pm Thursday before first Friday (ALRC). 6 December; 3 January; 31 January

Location: Vashon Chamber of Commerce new office

Parker Plaza on Vashon Highway

(across the street from Windermere Real Estate)