

## Regional Stakeholders Group - Administrative Committee

Draft summary of January 12, 2010 meeting

Conference call 10:00am

Participating: Laura Stanek, Bob Walker, Bob Wheaton, Melinda Holland (E2)

1. Discussion of section A5.3 RSG operating procedures and the administrative committee's (AC) responsibilities:
  - Advise the RSG on issues that may arise pertaining to these operating procedures.
  - Conduct membership replacement functions
2. Discussion of the process for the consideration of and possible adding members to the RSG; current procedures are not clear; AC made several recommendations to be proposed at January 27 RSG meeting. A draft set of amendments to the Operating Procedures will be prepared by Melinda and emailed to RSG membership before the 1/27/10 meeting.
3. Discussion of Operating Procedures section A5.4; made recommendation that first meeting of new year be the annual / organizational meeting; at that time review attendance as set forth in A5.2; take action as needed. Will not review attendance at the Jan. 27, 2010 meeting as only 3 RSG meetings have occurred. Make time in January 27 agenda for annual meeting discussion by full RSG of goals, roles, outcomes, improving the RSG.
4. Discussion of several clarifications in RSG Operating Procedures. Melinda will send these proposals prior to Jan. 27 mtg. for possible approval by RSG on Jan. 27th.
5. Discussion of chairperson for Administrative Committee. Bob Wheaton unanimously selected. Full RSG to approve at Jan. 27 mtg.

Adjourned 11:16AM

Summary submitted by R. Wheaton