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**MEMO OUTLINING COMMITTEE PROCEDURES AND MAP WITH  
DIRECTIONS FOR NEXT FRESH MEETING**

03/15/96

**APPLEGATE      TASK FORCE**  
**4**  
**MEMO**

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# FRIDAY MAILING

3/15/96

Included in this mailing are:

- Committee Procedures Memo
- Map to the FRESH meeting

If you are going on the Envirocare trip and you have not yet received your tickets, please call the Task Force office immediately.

The next FRESH meeting (scheduled for Thursday, March 28 at 7:30 p.m. at Venice Presbyterian Church) will have a discussion of the Paddys' Run Road site. Everyone is invited to attend.

If you have any questions or comments, please call either John (556-0114) or Doug (648-6478).



## MEMORANDUM

TO: Task Force Members  
FROM: John Applegate  
DATE: 3/15/96  
RE: Committee Procedures

I am very pleased with the success we are having with the committee structure, and I believe it is going to serve us well over the long term. I would like to take this opportunity to outline a few procedural issues, most of which we discussed at the March 9th meeting, to ensure that we all have the same expectations.

### Committee Meetings

Unless otherwise noted, committees meet at the Dos building at 7:00 p.m. All meetings are announced in the Friday mailings. Please try to make it to your meetings, but if you know that you will not be able to make it, please call the Task Force office to let them know. Most meetings will be scheduled by the committee at the end of the previous meeting.

### Committee Membership

Each Task force member is expected to sit on at least one committee. I would discourage anyone from sitting on more than two as this will spread us a bit thin and the committee chairs need to rely on a consistent membership. If you want to make any changes in your membership, please let the office know. Of course, we are all free to attend any committee.

### Committee Recommendations

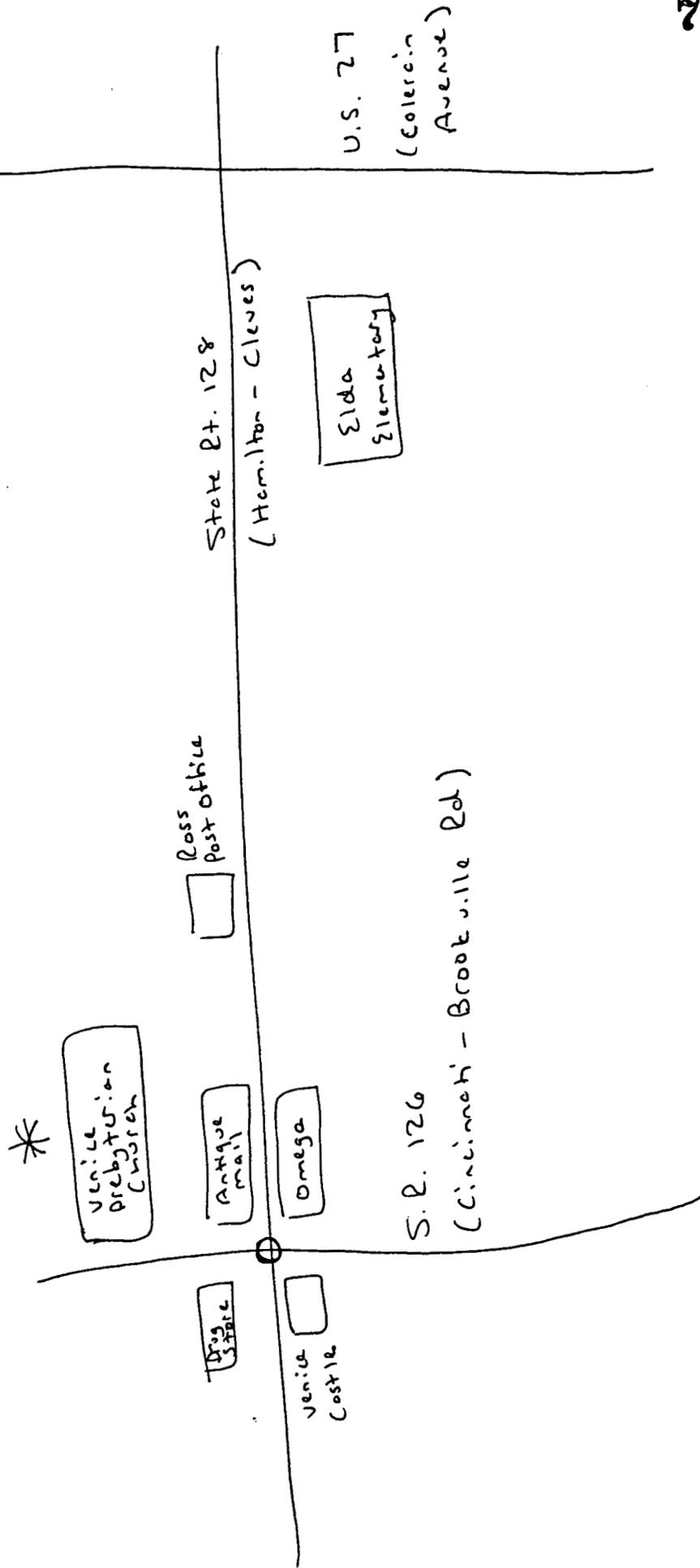
All committee recommendations will go to the full board before being submitted to DOE. Formal recommendations will be discussed and voted on at our quarterly meetings. Informal comments which require a quicker turnaround will be distributed for everyone's review in the Friday mailings, and clearly marked as requiring response. Informal comments that prove to be controversial will be held over to the next quarterly meeting.

### Information and Materials

We will not as a rule distribute all of the information from each committee to the entire board, but rather provide summaries and key materials as appropriate. If you would like more information or would like to know more about what the other committees are doing, just call the Task Force office and they will get the information to you.

# Map to Venice Presbyterian Church

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3 (Not to scale)