

PBT Reduction Strategy Team Conference Call Summary
January 5, 2005, 1:30 pm – 3:00 pm Central Time

Gary Gulezian opened the call with a brief welcome and a few administrative announcements. Gary mentioned that the PBT Team will rely principally on electronic formats/feedback for the bulk of input and interaction, but that members should always feel free to raise questions and concerns on the calls. Gary asked Jim Zorn to review the “charge” of the PBT Reduction strategy team.

Ted then reviewed the draft work plan and asked for input so that the plan could be finalized by January 19. Ted indicated that this is a bare bones plan and asked that members be thinking about how to “fill it in.” After receiving initial comments, Ted will circulate a second draft for review. Ted asked members to identify current PBT activities, and he will add this element to the work plan.

Al B. suggested that we write a vision statement before attempting to accomplish any other activity.

Ted also reviewed the PBT team subtopic list and organizing concepts. He shared comments sent to him by members and asked that this document be finalized by January 19 as well.

Ted asked for additional comments or questions. Susan Boehm suggested that the definition of pollution prevention be expanded to include the word “management.” Al B. added that it is imperative for all teams to agree upon the definition of terms in order to make meaningful recommendations. Jim Zorn said that it should be the responsibility of the team co-chairs to make that happen.

The question “how can we address all of these issues in one five page report” was asked. Gary replied that the report will essentially be an “executive summary” which will contain appendices and background documents. Jim added that down the road, the Administration will rely on the full Strategy to outline funding requests to carry out our recommendations with Congress.

Jody P. asked if it will be possible for the teams and/or co-chairs to share information and progress. Gary Gulezian said that in future Executive Committee meetings, the first 15 minutes will be devoted to the status of the strategy teams’ progress. The co-chairs will be invited to participate in person or by phone. As well, there may be a number of issues (in addition to the existing cross-cutting issues) that the various teams may need to talk to each other about, and the co-chairs will be expected to communicate with each other on them. The co-chairs will be having periodic conference calls in addition to the opportunity to report at each executive committee meeting.

Gary G. asked that members share with Ted any terms that they need clarified.

Zoe asked if the group was going to look at just a few things on the list that are critical as the concept page includes all issues. Gary indicated that we will have to prioritize when making recommendations. The Executive Committee is going to try to provide some uniform guidance to the teams on this issue, but input is welcomed from the team on how prioritization might be approached. Deb J. asked if there is an existing success measurement tool. Gary responded that we will need to set measurable objectives.

Gary mentioned that it is the intent to have a contract in place soon with a vendor who will, among other things, maintain a web page for the team. But, in the meantime, Ted is the group's liaison and all comments and questions should be directed to Ted who then shared his contact information.

Ted directed the group to the inventory of documents. Should anyone have other documents to add, they should send the information to Ted directly.

Ted again mentioned the need to establish an inventory of current PBT activities, and asked that each member send information to him so that a list can be finalized by February 2. Jim asked that people include monitoring activities in this list as well as reduction, research, modeling etc.

The next in-person meeting of the executive committee and the strategy teams is tentatively scheduled for February 22-23.

Ted announced that the next call is scheduled for January 19 at 1:30 pm Central time, using the same call in number and pass code.

Pranas determined that approximately 55 people were on this call.

A request was made to receive a list of all members of the team, and Ted agreed to send the contact list to all members.

Gary offered that members may call him, Jim or Ted to discuss any issue or offer any input.

The meeting was adjourned.