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RESTORATION ADVISORY BOARD (RAB) MEETING MINUTES AND AGENDA 18 APRIL
1995 NAS JACKSONVILLE FL
4/18/1995
RESTORATION ADVISORY BOARD

Agenda
Restoration Advisory Board Meeting
Religious Education Center, NAS Jacksonville
7 p.m. - 9 p.m.
Tuesday, April 18, 1995

Welcome	Diane Lancaster Navy CoChair
Review/Approval of March 22 Minutes	Diane Lancaster
Introduction of the Facilitator	Diane Lancaster
Brief Team Building Activity	Jane Jordan Facilitator
RAB Review <ul style="list-style-type: none">- Role of the RAB- Responsibilities of the RAB- Nominations for Community Co-Chair and Alternate	Jordan, Group
Establishing the RAB Charter <ul style="list-style-type: none">- Establish a RAB Mission Statement- Establish Membership Policies- Develop Operating Procedures and Ground Rules- Administrative Tasks of the RAB/Installation Support- Create agendas for RAB Meetings	Jordan, Group
Confirmation of Next RAB Meeting	Jordan, Lancaster and Group
Windshield Tour Date	Jordan, Lancaster and Group
Questions and Discussion	Lancaster, Jordan and Group
Conclusion	Lancaster

**Restoration Advisory Board
NAS Jacksonville
Meeting Minutes
Tuesday, April 18, 1995**

The second regularly scheduled meeting of NAS Jacksonville's Restoration Advisory Board (RAB) was held at 7 p.m. on Tuesday, April 18, 1995. The following RAB members were present:

Diane Lancaster, Navy Co-Chair
Henry Anner
John Barnard
Perry Byron
David Freas
Phyllis D. Hunter
Jerry Hyde
Margo Latham
Curtis McLemore
Mark Turnbull

Support personnel present:

Jane Jordan, Facilitator, Funding Resources Inc.
Fred Milton, Environmental Public Affairs Officer, NAS Jacksonville
Laura Morey, St. John & Partners Advertising & Public Relations

Diane Lancaster opened the meeting by reviewing the minutes from the March 22, 1995 meeting. The group voted to approve the minutes.

Scheduling RAB Meetings to Coincide with Partnering Meetings

Diane discussed a request made to her by Jorge Caspary of the Florida Department of Environmental Protection and Martha Berry of the EPA via phone earlier in the week. They asked if the RAB could occasionally schedule their meetings to coincide with the partnering meetings held every five weeks.

Diane briefly described the role of the partnering meetings: to get all sides involved in the clean-up process to work together, and to get consensus on the process from all sides (state, EPA, etc.). The group did agree to try to schedule meetings to coincide with the partnering meetings.

Diane Lancaster introduced Jane Jordan, the facilitator for the meeting.

Brief Team Building Activity

Jane discussed the meaning of collaboration, then broke the group into three teams to work on a series of brainteasers designed to develop collaboration skills.

Review of RAB Member Expectations

Jane reviewed the expectations RAB members expressed at the last meeting. Henry Anner added that another expectation that the Navy needs is to establish credibility with the community, and that he hopes the RAB will help accomplish that.

Responsibility of the Community Co-Chair -- Personality Attributes

Jane explained that the RAB is to nominate and select a Community Co-Chair at the next meeting in May. Since the June meeting will be the first meeting open to the public, it would be beneficial to the group to have both the Community Co-Chair and Navy Co-Chair play prominent roles at the meeting.

The group discussed the qualities the Community Co-Chair needs to have, as well as the process for electing that person:

Margo Latham - She was impressed by the Cecil Field Community Co-Chair, mainly because she was articulate, well-spoken, and felt comfortable being in the public eye.

Dave Freas - Dave suggested that the group determine the qualities, and then ask people to examine their ability to meet those qualities.

Phyllis Hunter - The person needs to communicate issues well.

Margo - Needs to have a public presence and be able to back-up or "testify" as to what the Navy is doing.

Perry Byron - Needs to keep people from talking "Navy Tech Talk" -- needs to be able to ask for clarification if it gets too technical.

Curtis McLemore- Person needs to have discretion - know what to say and what not to say. (Diane Lancaster clarifies that none of the information discussed in the RAB meetings will be confidential.)

Jerry Hyde- Must be able to work with the Navy Co-Chair and have a willingness to get along. He noted that others in the community felt that the RAB members will be "brainwashed." He feels the Community Co-Chair needs to be strong in character and a "thinker."

Mark Turnbull - This person will provide the "checks and balances" for the group and Navy. They need to be direct with their questions.

Margo - Must have a willingness to teach and learn.

Other attributes:

- Provide balance to the Navy Co-Chair.
- Willingness to give 2 years to the position.
- Understand that they will have to gather information -- they need to know where to get information, and to speak up when they don't know where to get it.

All noted that after review of these qualities, most of them apply to the RAB members themselves and that the Community Co-Chair needs to bring those out in all the RAB members.

Next steps:

- Each RAB member review the qualities.
- The first priority of the May meeting -- those who are interested give a brief speech as to why they feel they are a good candidate.
- The membership votes for the Community Co-Chair.

Mission Statement

The group developed and approved the following mission statement:

"The RAB mission is to establish and maintain communication with the community, to exchange information openly regarding the NAS Jacksonville environmental clean-up program."

The RAB Charter

Due to time constraints, the group elected to have a sub-committee work out the details for the charter. The sub-committee agreed to get together prior to the May meeting to develop the charter. They will present the charter to the RAB at the May meeting, and the group will vote to accept or decline the charter.

The sub-committee members are: Phyllis Hunter, Perry Byron, Margo Latham, Curtis McLemore.

Next Meeting Dates/May Agenda

The group approved the following dates:

Tuesday, May 16, 1995 - At the Religious Education Center, NAS Jacksonville

Tuesday, June 20, 1995 - First Public Meeting (Date was selected to accommodate the Partnering Meeting that week.)

May Meeting Agenda (tentative)
Community Co-Chair nominee speeches.
Community Co-Chair Election
Sub-Committee Presentation of the Charter.
RAB vote to accept or deny the Charter.

Base Windshield Tour

The windshield tour date was tentatively set for Tuesday, May 9 at 2 p.m. All RAB members are asked to RSVP to Diane Lancaster by May 1. Diane's phone number is 772-2717, ext. 119.

The meeting adjourned at 9:07 p.m.

RAB Member Expectations

Wants the community as a whole to be satisfied with the cleanup effort by the Navy. Feels that Jacksonville is a responsible community, making major effort to take care of the environment. Is appalled by the "laziness" of other communities across the country. -- Margo Latham, RAB Community Member

Feels that the RAB is responsible for making sure that the Navy is making an effort. Wants to "build a better mousetrap." Feels the RAB will help to get the cleanup rolling at a quicker pace. -- Henry Anner, RAB Community Member

Keep the Timuquana Club up-to-date on the restorations. -- John Barnard, RAB Member

Act as a teacher within the community and make contact with those who deal with environmental issues. Wants to expand his own network of contacts. -- Bob Brody, RAB Member/St. Johns River Water Management District

Wants to see past engineering practices (mistakes) corrected for future. -- Jerry Young, RAB Member/City of Jacksonville

RAB Member Expectations Continued

Quicker, cheaper and better cleanups. -- Diane Lancaster, Navy Co-Chair

Keep things open to the community; public accountability with open agendas. -- Peter Redfern, RAB Member/ABB Environmental Services

Wants honest, open feedback from the community on the cleanup. Wants to cut down on the "lingo," as well as wants community to ask for explanations if they don't understand the "lingo." Wants to help people come to a consensus. -- Kevin Gartland, RAB Member/NAS Jacksonville

Facilitate communication to secure public support. -- Lyn Sidcum Brody, RAB Member/St. Johns River Water Management Division

Educate the public about the limitations of the engineers and the base. Keep the public informed and entertain innovative ideas for the cleanup process. -- Jesse Tremaine, RAB Member/ABB Environmental Services

Facilitate openness and ideas from the community. -- Phyllis Hunter, RAB Community Member

Establishing a Charter

What is a Charter?

A charter is a document setting forth the aims and principles of a united group.

The RAB charter should consist of:

1. A Mission Statement
2. Operating Procedures and Membership Policies
3. Administrative Tasks
4. Meeting Agendas

What is a Mission Statement?

1. The mission statement, similar in concept to a partnering agreement, is an ideal forum in which to define and document the shared goals of the RAB members.

The steps to establish a mission statement include:

- Agreement on RAB scope
- Identification of shared goals and objectives

The objective is to agree on and document the breadth and scope of RAB activities. A mission statement can be brief. For example:

"The RAB mission is to establish and maintain a forum with all stakeholders for the exchange of information in an open and interactive dialogue concerning the installation's restoration program."

What are Operating Procedures and Membership Policies?

RAB operating procedures and membership policies are intended to be flexible to suit the needs of the RAB community.

An example of RAB operating principles include:

- frequency and protocol of meetings (meet once a month)
- process for public review and comment (quarterly public meetings)
- announcement of meetings (one week advance notices)
- procedures for public participation and response to their questions and comments at RAB meetings (facilitator assisted)

An example of membership policies include:

- length of service (one or two years)
- procedures for the addition of new members (applications could be reviewed by a nominating committee of the RAB)
- how to handle replacements and terminations (written request for replacement or termination to one of the co-chairs, may also include a recommendation for a replacement submitted to the nominating committee for review and member vote)

What are the Administrative Tasks of the RAB?

Examples of administrative support include:

- meeting facilities
- announce meetings in advance
- develop meeting agenda
- preparation of meeting minutes and other routine word processing tasks
- copying/printing for RAB documents, notices, fact sheets
- use and maintain a mailing list of stakeholders who wish to receive cleanup information
- distribution of public notices in local newspapers
- management of RAB mailing lists
- translation and distribution of outreach and other RAB materials
- meeting facilitation (Navy Co-chair/Community Co-chair or an outside meeting facilitator when necessary)

● **Agenda**

1. Agenda is the responsibility of:

- RAB Co-Chairs
- RAB Members

2. Agenda fills several functions:

- Represent RAB needs in responding to community issues
 - Provide opportunity to receive citizen's concerns
 - Establish/present action items
 - Provide for action-item progress reports
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The Importance of Agendas

Introduction and Welcome by RAB Meeting Chair

Review of Agenda

Approval of minutes of previous meeting

Status of the IR Program/BRAC

- Current Program
- Projected Program for Next Fiscal year
- Projected program to cleanup entire installation

Special Issues (as required)

- Specific project concerns
- Land reuse
- Closure
- Socioeconomic issues
- Natural and cultural resources considerations

Status of Action Items

Call for Future Agenda Items

Roundtable Discussion

Conclusion