

COMMUNITY ADVISORY GROUP
BoRit Asbestos Area
Ambler / Upper Dublin / Whitpain, Pennsylvania

To: BoRit Asbestos Area Community Advisory Group
From: Katie O'Connor
Date: October 28, 2009
Subject: **Summary of the Wednesday, October 7th, 2009, BoRit CAG Meeting**

Next Meeting.

The next BoRit Asbestos Area CAG meeting will be held as follows:

Date: Wednesday, November 4th, 2009
Time: 6:30 – 9:30 p.m.
Location: Upper Dublin Township Meeting Room
801 Loch Alsh Avenue
Fort Washington, PA 19034

If you have questions or comments regarding the upcoming meeting or about this summary, please contact CAG Co-Chairs Bob Adams and Sal Boccuti.

CAG Attendees.

All Members were present except for Dr. Emmett, Michelle Naps, Flo Wise, Lynda Rebarchak, Fred Robinson who was represented by Sharon Vargas, Bud Wahl who was represented by Steve Ware and Beth Pilling who was represented by Mike Stokes.

Observers.

There were approximately 13 observers present for at least part of the meeting.

Welcome & Announcements.

- Meeting Summary from September 2nd, 2009 discussed, agenda accepted and changes were made.
- Proposed agenda reviewed.
- After the presentation from Melinda Holland from E2 Inc., the meeting will end and go into an Exec session for voting. Dialogue during elections is not appropriate for an open session.

Presentation: Overview of the BoRit Asbestos Area CAG Process Assessment Report.

- Melinda Holland from E2 Inc. presented on her Process Assessment Report of the CAG. Melinda gathered her information through phone interviews with 24 CAG members, 40 hours of conversation.
- Melinda was the initial person who began this CAG. E2 is the technical assistance source funded by TASC by the EPA, who requested that the CAG be developed.

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- The Assessment Report was emailed to CAG members prior to the meeting as well as distributed at the meeting. Melinda has offered to make her PowerPoint presentation available to the CAG.
- One recommendation discussed was the need for a long term facilitator at the meetings, approximately 12 months. The role of the co-chairs will be the same as it has been, working on the agenda and the future agenda. The role of the facilitator will be to help with the dialogue during the meetings, keeping things on time, following the schedule and coaching effective communication technique. Several members favor the idea of keeping Melinda as the facilitator.
- Another recommendation was a workshop for the CAG to attend to improve skills on communication and collaboration and the time to practice this with the facilitator. The majority of the CAG agrees that this is a priority for the CAG and that a minimum of 4 hours are needed for this workshop. This will be held either on a Wednesday or a Saturday.
- These recommendations will have to be approved by EPA first. Francisco Cruz, EPA, stated that the EPA will have a response to these recommendation prior to November's meeting.

Observer Comments.

- Susan Mudambi would like to point out that the current table setup works well today since it is bringing the observers closer to the discussion.

Annual CAG Reorganization Meeting.

- Joanne Walker from the Rules Committee introduced the three candidates for the Ambler Business Leader Seat: Bob King, Amy Lutz and Sharon Vargas. Each candidate spoke for 2 minutes to the CAG.
- Sharon Vargas was elected as the Ambler Area Business Leader.
- Joanne Walker introduced the four candidates to serve as Co-Chairs, one Co-Chair will be elected to serve a 2-year term and one Co-Chair will be elected to serve a 1-year term; Bob Adams, Salvatore Boccuti, Lynn Hoffman and Sharon McCormick.
- Sal Boccuti was elected Co-Chair and will serve a 2-year term. Bob Adams was elected Co-Chair and will serve a 1-year term.

Old/New Business.

- Diane Morgan attended a grant writing workshop that is being offered by the county. At the first meeting, Diane learned about an education grant that is being offered through DPD. Let Diane know if you are interested in applying for this grant.

The meeting adjourned at 9:30.