

Hanford Advisory Board

Public Involvement & Communication Committee Meeting

Date: Wednesday, September 4, 2013

Time: 10:30 a.m. – 4:30 p.m.

Location: Red Lion Hotel, 1101 N. Columbia Center Boulevard, Kennewick, WA

Conference Call Instructions:

- Tri-City participants : 376-3622, enter conference code **6534566#**
- Long distance participants: 1-877-401-5229, enter conference code **6534566#**

GoToMeeting: <https://www3.gotomeeting.com/join/390029886>; Meeting ID: 390-029-886

[TPA Quarterly Public Involvement Update – 9:00 a.m. – 10:15a.m.]

10:30 a.m. Opening – Liz Mattson, Chair

- Welcome and introductions
- Approval of the June committee meeting summary
- Announcements

10:45 a.m. Public Involvement Strategic Planning

Purpose: To provide an opportunity for committee and agency discussion regarding planning and timing for public involvement in 2014, and different tools and techniques to engage different audiences.

- Introduction – Liz Mattson, HAB Issue Manager
- Interactive committee and agency discussion
 - Planning, timing and sequence for probable 2014 public involvement topics
 - Achieving Hanford public involvement goals through public involvement activities in 2014
 - Innovative tools and techniques for broadening and engaging the audience in 2014
- Next steps

12:00 p.m. Lunch

1:00 p.m. 300 Area Public Meetings Debrief

Purpose: Conduct and document a formal debriefing of the public meetings for the benefit of future public meeting planning.

- Introduction – John Howieson, HAB Issue Manager (5 min)
- Debriefing Framing Questions for Discussion (committee and agencies):
 - What worked well – why?
 - What didn't work well – why?
 - What lessons learned can be applied to future public involvement activities?

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1:45 p.m. Monthly update on HAB public involvement activities/contacts
(committee member round robin)

2:15 p.m. Break

2:30 p.m. Frequently Asked Questions: Public Understanding of Waste Definitions

Purpose: To review and discuss progress on the draft FAQ handout, and validate the issue managers' work plan for its completion.

- Presentation – Becky Rubenstrunk, Issue Manager (10 min)
 - Projected process and timeline for completion
 - Progress on the document
 - Barriers the IM team may be encountering
 - Next steps
- Discussion – Committee and agencies

3:15 p.m. Standardized/Thematic Public Involvement Survey Questions

Purpose: To identify 3-4 standardized public involvement survey questions that the TPA and HAB-affiliated organizations (e.g. TPA, HC, HoANW) will incorporate into their 2014 PI surveys.

- Introduction – Becky Rubenstrunk, Issue Manager (5 min)
- Share and discuss data from online brainstorming
 - Data sharing – Becky Rubenstrunk, with support from Susan H. (10 min)
 - Discussion – Committee and agencies
- Identify questions that will be used – Committee and agencies
- Next steps

4:00 p.m. Committee Business

- Review follow-up items
- 3-month Work Plan Update

4:30 p.m. Adjourn