

Hanford Advisory Board 2012 Budget Discussion

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Special Executive Issues Committee Session

- EIC met on October 11 to discuss HAB Fiscal Year (FY) 2012 budget and potential efficiencies
- FY 2012 HAB base budget is similar to recent years
- However, significantly less carryover money—difference of about \$70,000 less to spend in 2012 than what was spent in 2011
- No additional funding expected to be available
- HAB expenses fall into two categories; travel and facilitation
- Discussed ways to find efficiencies in both those areas

Considering Efficiencies

- Criteria to consider in selecting efficiencies:
 - Will it affect HAB's ability to respond to Tri-Party Agreement (TPA) priorities for policy-level advice?
 - Will it affect HAB's ability to develop policy-level advice on HAB priorities?
 - Other?

FY 2012 Cost-Saving Measures Identified

- Eliminate the HAB's Annual Report
 - *Estimated cost savings \$6,000*
- Hold a one-day leadership retreat in the Tri-Cities, with one facilitator. Potentially hold retreat during a committee week
 - *Estimated cost savings \$5,000*
- Reduce the level of detail for meeting summaries (trial basis)
 - *Testing this with the October River & Plateau Committee*
 - *Cost savings to be determined*
- Improve committee meeting coordination to improve efficiencies
 - *Wait to hold meetings until there is a full day of topics*
 - *Use of Webinars where appropriate*
 - *Joint committee meetings, etc.*
 - *Cost savings to be determined*
- Hold all Board meetings within the Tri-Cities area in Fiscal Year 2012
 - *Estimated cost savings \$20,000*
- Exempt individual HAB air travelers, at their request, from using government travel system

Back-Up

2011 Monthly HAB Costs

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Facilitation Costs	\$42,229.87	\$41,136.93	\$19,531.47	\$54,878.66	\$45,805.48	\$57,598.90	\$41,873.96	\$41,925.67	\$46,522.58	\$17,932.08	\$34,834.39	\$52,485.66	\$496,755.65
HAB Meeting Travel	N/A	\$5,116.92 (8 Members)	N/A	N/A	\$6,452.64 (11 Members)	N/A	\$15,539.75 (27 Members) Portland, OR	N/A	\$6,727.27 (11 Members)	N/A	N/A	\$21,609.76 (29 Members) Seattle, WA	\$55,446.34
Audio Visual	N/A	\$3,000.00	N/A	N/A	\$2,350.00	N/A	\$2,850.00	N/A	\$2,350.00	N/A	N/A	\$3,000.00	\$13,550.00
Committee Meeting Travel	\$1,129.68 (3 members)	\$3,221.12 (5 members)	\$2,597.46 (5 Members)	\$1,991.41 (4 Members)	\$2,236.90 (5 Members)	\$1,221.62 (3 Members)	N/A	\$2,452.64 (6 Members)	\$1,956.38 (4 Members)	N/A	\$2,085.10 (6 Members)	\$1,193.80 (3 Members)	\$20,086.11
Committee of the Whole	\$3,108.40 (7 members)	N/A	N/A	\$2,661.72 (6 Members)	N/A	\$2,173.72 (4 Members) (Budget Mtg)	N/A	N/A	N/A	N/A	N/A	N/A	\$7,943.84
EIC Retreat Travel	N/A	N/A	N/A	N/A	N/A	N/A	\$3,246.71 (10 Members) Yakima, WA	N/A	N/A	N/A	N/A	N/A	\$3,246.71
Annual Report	N/A	N/A				N/A	N/A	N/A	N/A	N/A	N/A	N/A	Breakout Unknown
EM Site Specific Advisory Board	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$2,157.44 (2 Members) Las Vegas, NV	N/A	N/A	N/A	\$2,157.44
National Liaison	\$245.00	\$1,525.10 (San Diego)	N/A	\$459.72	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$2,229.82
Misc.	\$1,457.20 (Amelia Island)	\$2,008.78 (Grand Junction)	\$340.40	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$3,806.38
TOTAL	\$48,170.15	\$56,008.85	\$22,469.33	\$59,991.51	\$56,845.02	\$60,994.24	\$63,510.42	\$44,378.31	\$59,713.67	\$17,932.08	\$36,919.49	\$78,289.22	\$605,222.29

HAB Facilitation Comparative Costs

- In-person full day committee meeting ~\$5,000.00
 - 2 people staffing
 - Currently 2:1 for meeting summary
 - Preparation, set up, facilitate, and break down
 - Travel and incidental costs
- 2-hour toll-free webinar ~\$2,700.00
 - 3 people staffing
 - Toll-free for 30 people
 - Currently 2:1 for meeting summary
 - Preparation, set up, facilitate, and break down
 - Specific application – not suitable for all topics
- Go-To-Meeting: \$50.00/month subscription
 - No extra charge to use during meeting
 - Not a suitable mechanism for full virtual meeting for more than 10 people

Leadership Retreat

LEADERSHIP RETREAT (Yakima) April 27-28, 2011	EXPENSES
Meeting Facility	\$1,589.94
HAB Travel	\$3,377.09 (10)
Audio/Visual	None
Facilitation (April 26-28)	
- Labor (2)	\$7,874.63
- Travel	\$1,372.08
- Printing	\$ 140.04
TOTAL	\$14,353.78

LEADERSHIP RETREAT IN TRI-CITIES	EXPENSES (estimated)
Meeting Facility	\$794.97
HAB Travel Expenses	\$1,422 (2 Seattle travelers) <u>\$1,124</u> (2 Portland travelers) \$2,546.00
Audio/Visual Expenses	None
Facilitation	
- Labor (1)	\$5,000.00
- Travel	\$ 640.00
- Printing	\$ 140.04
TOTAL	\$9,121.01

Cost-Saving Ideas – in “holding bin”

- Combine some committee meetings with HAB week (like Public Involvement Committee is already doing)
- Opportunities for committee restructuring
- Have EIC dinner meetings without facilitator support
- Reduce the HAB National Liaison’s travel to one national meeting, instead of two

Cost-Saving Ideas – in “holding bin”, continued

- Reduce the number of HAB meetings by one
 - *Reduced travel, facilitation, logistical costs*
 - *Estimated cost savings of more than \$25,000*

	Tri-Cities Meeting (2011)	Seattle Meeting (2011)	Portland Meeting (2011)
Meeting Facility Costs	\$1,589.94	\$2,649.92	\$2,440.00
HAB Travel Costs	\$6,689.04 (11)*	\$21,609.76 (29)*	\$15,539.75 (27)*
Audio/Visual Costs	\$2,350.00	\$3,000.00	\$2,850.00
Facilitation Costs*	\$15,000.00	\$15,000.00	\$15,000.00
TOTAL	\$25,628.98	\$42,259.68	\$35,829.75

*Facilitation costs are estimated for HAB Meetings.