From:	HNIDEY Emil
To:	WESTERSUND Joe
Cc:	artglass2016
Subject:	RE: 2nd DEQ fiscal adv comm meeting: Friday June 10th, 2-4pm
Date:	Friday, June 03, 2016 10:39:39 AM

Agency standard is to have written minutes or action items for all public meetings. I know that we have the audio recording but I think we're supposed to have something written to share.

ORS 192.650 just says that "All minutes or recordings shall be available to the public within a reasonable time after the meeting," so there isn't a rush to get this done.

We're also supposed to provide a written agenda before each meeting, again, no rush.

Example of simple minutes

There is a Minutes Template on the SharePoint page.

Emil

From: WESTERSUND Joe
Sent: Friday, June 03, 2016 10:12 AM
To: HNIDEY Emil <HNIDEY.Emil@deq.state.or.us>
Subject: RE: 2nd DEQ fiscal adv comm meeting: Friday June 10th, 2-4pm

I don't have either. Am I going to need typed minutes?

-Joe

From: HNIDEY Emil
Sent: Friday, June 03, 2016 10:11 AM
To: WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>
Cc: artglass2016 <artglass2016@deq.state.or.us>
Subject: RE: 2nd DEQ fiscal adv comm meeting: Friday June 10th, 2-4pm

Also, do you have a draft agenda for the upcoming meeting or typed minutes from the last? Not a big deal if you don't, just wanted to make sure before I sent the web request.

Emil

From: WESTERSUND Joe
Sent: Friday, June 03, 2016 9:53 AM
To: HNIDEY Emil <HNIDEY.Emil@deq.state.or.us>
Subject: FW: 2nd DEQ fiscal adv comm meeting: Friday June 10th, 2-4pm

Hi Emil,

We've got a date and time for a 2nd meeting of the art glass fiscal advisory committee (see below). Could you post it to the website and send out a GovDelivery notice?

If possible, could you give me a chance to add my two cents to the GovDelivery email before it goes out?

A few sentences talking about the public comment period might be good. It'd also be good to say something like, "An updated draft of the DEQ fiscal impact statement will be available for download from the website next week" since I haven't got an updated one to upload yet.

-Joe

From: WESTERSUND Joe
Sent: Wednesday, June 01, 2016 4:27 PM
To: 'Abe Fleishman (abef@northstarglass.com)' <abef@northstarglass.com>; 'Al Hooton (al@glassalchemy.com)' <al@glassalchemy.com>; 'Amanda Jarman - Eastside Portland Air Coalition (amanda@fundraisingnerd.com)' <amanda@fundraisingnerd.com>; 'Chris Winter (chris@crag.org)' <chris@crag.org>; 'Eric Durrin (ericdurrin@bullseyeglass.com)' <ericdurrin@bullseyeglass.com>; 'Jacob Sherman (jdbsherman@gmail.com)' <jdbsherman@gmail.com>; 'Mark Riskedahl (riskedahl@gmail.com)' <riskedahl@gmail.com>; 'Paul Trautman (ptrautman@gmail.com)' <ptrautman@gmail.com>
Cc: artglass2016 <artglass2016@deq.state.or.us>
Subject: 2nd DEQ fiscal adv comm meeting: Friday June 10th, 2-4pm

Hi Committee Members,

Thank you for your quick responses to my scheduling email. It looks like the date that works for the most people is:

Friday, June 10th
2pm to 4pm
Same location as before
(DEQ HQ, 811 SW 6th Ave, 10th floor conference room EQC-A)

Please mark your calendars.

It looks like a representative from Bullseye will be able to attend, which is great. Eric, if it won't be you, please let me know that person's name & title at least a few days ahead so I can process that on the DEQ side. Uroboros has also supplied some info by phone & email.

I hope to email you all a revised draft fiscal at the end of the day this Friday 6/3. For those who can't make it to the meeting (Abe, Paul and possibly Mark) you're still welcome to send me individual

comments or questions.

Thank you for your patience and continued involvement,

-Joe

From: WESTERSUND Joe
Sent: Wednesday, June 01, 2016 12:12 PM
To: Abe Fleishman (abef@northstarglass.com) <abef@northstarglass.com>; Al Hooton (al@glassalchemy.com) <al@glassalchemy.com>; Amanda Jarman - Eastside Portland Air Coalition (amanda@fundraisingnerd.com) <amanda@fundraisingnerd.com>; Chris Winter (chris@crag.org) <chris@crag.org>; Eric Durrin (ericdurrin@bullseyeglass.com) <ericdurrin@bullseyeglass.com>; Jacob Sherman (jdbsherman@gmail.com) <jdbsherman@gmail.com>; Mark Riskedahl (riskedahl@gmail.com) <riskedahl@gmail.com>; Paul Trautman (ptrautman@gmail.com) <ptrautman@gmail.com>
Cc: artglass2016 <artglass2016@deq.state.or.us>
Subject: scheduling 2nd DEQ fiscal adv comm meeting: another try

Hi Committee Members,

Thank you for your patience with emails from me.

I'm trying to set up the 2nd fiscal advisory committee meeting you requested, while also keeping the rulemaking on schedule. My first try was this Friday or coming Monday, but many people couldn't make it, and I'd like to give the public more notice that the meeting is happening.

I found some times next Wednesday, Thursday and Friday (6/8 to 6/10), and hope that one of these could work for the group. Please respond to this (hopefully last) poll, to let me know which days could work for you:

http://doodle.com/poll/ee43xw5bpkvgp29g

Please respond today if you're able. Thank you!

-Joe

Joe Westersund
Dry Cleaner Program Coordinator
Oregon Department of Environmental Quality
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westersund.joe@deq.state.or.us
Usual Schedule: 8am - 5pm, M-F