

## MINUTES

St. Louis Site Remediation Task Force  
Communications Working Group

November 2, 1995 Meeting

DOE Information Center  
Berkeley, Missouri

APPROVED

Participants Attending

Jack Fraunhoffer, Mallinckrodt  
Chemical Co.  
Nancy Lubiewski  
Jean Montgomery  
Sally Price

Support

Jim Dwyer, Facilitator  
Sarah Snyder, FUSRAP

Agenda ItemMinutesDetermination*Call to Order*

Jim Dwyer called the meeting to order at  
12:57 p.m.

*Discussion of  
Dawn Mining Tour*

Jack Fraunhoffer advised that he had received a package of information from Dawn Mining Co. officials, as well as a letter from the coordinator for the Local Citizens Monitoring Committee (LCMC) at the Dawn Mining facility in Ford, Washington. Sally Price said she had been contacted by Dawn Mining representatives about their request for a tour of the St. Louis Site. In addition to the short notice of this request, she had decided that it was premature for the Task Force to meet with that citizens group at present.

Dawn Mining officials, however, sent information to some Task Force members and arranged a meeting in St. Louis with Kay Drey and the LCMC. The meeting is scheduled for 9 a.m. on Saturday, November 11, at Ms. Drey's home.

The working group discussed whether Ms.

Price should send a letter to Dawn Mining officials explaining the Task Force's process for distributing information. Ms. Price decided that additional action was not necessary at present because the process for distributing information to the Task Force had already been communicated twice to Dawn Mining Company officials.

*Discussion of Task Force Membership*

The working group continued its ongoing discussion of Task Force membership. Ms. Price asked that a meeting of the membership subcommittee be held next week.

**Sarah Snyder was asked to schedule a meeting of the Task Force Membership Subcommittee.**

*Discussion of Coldwater Creek Panel Findings*

Mr. Fraenhoffer asked if working group members thought it appropriate to develop a strategy for managing media relations once the Coldwater Creek Panel presents its findings to the Task Force. He said that it might be useful for a plan to address issues such as having a place for the chair to be interviewed by the media and determining the messages to be delivered in a news release.

The working group decided not to develop a formal plan, but to consider how to proceed when the Coldwater Creek Panel completes its work. The working group did agree that the Task Force chair will speak only to the issues as they relate to the Task Force's deliberations on final recommendations. The group agreed that the chair of the Coldwater Creek Panel should speak for that body.

*Discussion of Publicity Activities*

The working group discussed Nancy Lubiewski's proposal to present the Task Force with a recommendation for several steps designed to publicize the Task Force's activities.

Ms. Lubiewski proposed that the Communications Working Group ask the Task Force at the November meeting to approve two publicity activities:

**Sarah Snyder will prepare the package of publicity activities for the working group to review.**

- Issuing a monthly summary of the previous Task Force meeting, highlighting adopted recommendations. The summary highlights and an agenda of the next Task Force meeting would be mailed to key stakeholders and the media.

The working group agreed to request that the Task Force authorize it to supervise preparation of these materials, which would be approved by the chair prior to distribution.

- Developing general fact sheets from the list of proposed topics distributed at the September Task Force meeting. As the fact sheets are prepared, they would be distributed to Task Force members for review and comment. Once comments are incorporated by the Communications Working Group, the final version of the fact sheet would be submitted to the Task Force chair for approval and release. These fact sheets also would be distributed to interested parties and key stakeholders.

Working group members agreed to develop a package, including the recommendation and sample materials, to be presented to Task Force members at their November meeting.

The meeting adjourned at 2 p.m.

Approved January 4, 1996

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Formerly Utilized Sites Remedial Action Program (FUSRAP)

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# ADMINISTRATIVE RECORD

for the St. Louis Site, Missouri

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U.S. Department of Energy