ITRC Board of Advisors Meeting Minutes
March 21, 2024
Virtual, 11:30 am – 1:00 pm EST

ATTENDANCE

Voting Members Present – Quorum Established
- Randy Chapman (VA), Co-Chair
- Rebecca Higgins (MN), Co-Chair
- Claudio Sorrentino, (CA), Team Leader Liaison
- Stephanie Lewis (CA), Cross-Media Outreach Liaison
- Sandra Snyder (SC), State Engagement Coordinator
- Samuel Iwenofu (WA), Special Projects Coordinator
- Jared Champagne (LA), Training Program Coordinator

ITRC Staff Present:
- Charles Reyes
- Nicole Henderson (Contractor)

Non-Voting Liaisons Present
- David Tsao, BP, IAP
- Heidi Durako, DoD-USACE
- Brian Jordan, DoD-OSD
- Kim Brown, DoD-Navy
- David Asiello, DoD-OSD
- Julie Halstead, DoD-Army
- Lia Gaizick, DoD-OSD
- Sarah Thompson, DOE-EM
- Cindy Frickle, U.S. EPA
- Lisa Matthews, U.S. EPA

Non-Voting Liaisons Absent:
- Andrea Leeson, DoD-SERDP/ESTCP
- Kathryn Lynnes, DoD-Air Force
- Jeremy Musson, Pinyon Environmental, IAP
- Natalia Vinas, DoD-OSD
- Stephen Hurff, DoD-Navy
- Poppy Harrover, DoD-Army

WELCOME
Reyes welcomed attendees to the ITRC March Board of Advisors (BOA) meeting.

BOARD BUSINESS

Approval of February Board Meeting Minutes
The BOA reviewed the draft minutes from the February 15, 2024, BOA Meeting.

- **Motion:** Higgins put forth a motion to approve the minutes; seconded and passed unanimously.

William R. Chapman
Virginia Department of
Environmental Quality
ITRC Co-Chair

Rebecca Higgins
Minnesota Pollution
Control Agency
ITRC Co-Chair

Charles Reyes
ITRC Director

ITRC is a project of the Environmental Research Institute of the States

Review Outstanding Action Items
- All BOA Members who can participate have registered for Annual Meeting
- Reyes reminded all BOA Members to complete the RSVP and survey for the July Board Meeting to be held in Washington, DC.

REPORTS & DISCUSSION

Annual Meeting
Reyes provided an overview of the ITRC Annual Meeting schedule of events. Reyes shared the draft BOA Agenda for the Annual Meeting and walked through the topics currently on the agenda. The Board discussed the full Annual Meeting agenda and presentation of the team agenda and times. Reyes informed the Board that a Lifetime Achievement award winner was not selected for this year. The Secretary of California declined the invitation to speak at the Plenary session. The Plenary keynotes will focus on machine learning and artificial intelligence.

2025 Project Proposals – Schedule, Guidance, and Processes
Reyes shared the schedule for 2025 Project solicitations and an update about new materials and processes. The Board discussed the need for two team leaders and what language is needed to present that requirement in the proposal materials. Reyes discussed the purpose and value of the "Environmental Priorities" document for the proposal development process. The Board also discussed ways to engage the ITRC membership in building enthusiasm for submitting proposals starting at the Annual Meeting. ITRC will release an environmental topics list with the announcement for project proposals.

The Board discussed ranking criteria and processes for 2025 proposals. Reyes shared that ITRC will be transparent and provide a summary of the process for reviewing and ranking proposals on the ITRC website like previous years.

MOTION TO ADJOURN
- **Motion:** Sorrentino put forth a motion to adjourn the meeting; seconded and passed unanimously.

REMINDERS

External Reviews Due:
- 3/29/2024: 6PPD (https://connect.itrcweb.org/viewdocument/itrc-tire-anti-degradant-6ppd-doc)
- 4/2/2024: Passive Sampling Update (https://connect.itrcweb.org/viewdocument/itrc-passive-sampling-technology-up)

2025 Project Proposal Schedule:
- 3/27/2024: Request for Proposals Released
- 5/15/2024: Proposal Submissions Due
- 5/15 – 5/28/2024: Executive Summaries & Abstracts Created
- 5/23/2024: Initial Review with BOA (monthly meeting)
- 5/28 – 6/28/2024: Proposal Ranking Process

Next Board Meeting: 4/10 – 4/11/2024: In-person at the Annual Meeting