

**Short-Rotation Woody Crops Operations Working Group
Steering Committee Meeting**

Boardman, Oregon

May 19-20, 2003

Minutes compiled by Jim Shepard

Attendees

Mark Coleman USDA Forest Service
Jake Eaton Potlatch
Evan Hughes consultant to EPRI
Pat Moore Potlatch
Steve Pottle Boise
Jim Shepard NCASI
Bryce Stokes USDA Forest Service

Action Items

Who?	What?	When?
Mark Coleman	Make brochure	9/15/03
Mark Coleman	Contact IEA regarding listing them as a co-sponsor	
Jake Eaton	Write letter inviting Sustaining Sponsor members	12/31/03
Jake Eaton	Ask Steering Committee for volunteers to manage the newsletter	
Jake Eaton	Ask Bob Perlack for cost estimate to edit 2 newsletters per year	
Jake Eaton	Check to make sure the Charleston meeting in 2004 does not conflict with the International Poplar Council meeting in Chile	
Jake Eaton	Look into American Biomass Association membership	
Bryce Stokes	Make changes to bylaws	

Minutes

The minutes of 9-16-02 Steering Committee (SC) meeting were approved.

Jim Shepard gave a report on finances: the latest balance of the checking account was \$18,422.98. A question was: "what is the source of income of ~ \$1265 in Oct 2001?" Jim answered (after returning to the office and records) this it was a check from SUNY-CESF for \$1260 (63 members at \$20 each) for memberships from the 3rd biennial conference in October 2000.

The Steering Committee agreed that a brochure was needed to help describe the basics of SRWCs and their current and developing products and services. A brainstorming session was held to get ideas down. Mark Coleman agreed to take the ideas generated and find pursue a means to format and print the brochure by 9/15/2003.

Ideas for the brochure

- Title? Needs a succinct, catchy title.
 - It's an existing industry
 - It's farm-based
 - It uses agricultural techniques and technology to grow wood products
 - Current products are wood for pulp, solid wood products, and energy.
 - Turns farmland into plantation forests; high yield allows less intensive management of natural forests.
 - Emerging products and services are carbon sequestration, phytoremediation, riparian buffers, windbreaks, erosion control, bioenergy, biodiversity, and wastewater treatment.
 - A statement that SRWCs provide a variety of benefits while minimizing use of irrigation water, fertilizers, and pesticides. SRWCs high yields concentration production on fewer acres so natural forests can be managed less intensively for products and more for amenities such as water, wildlife, and recreation.
 - Over 100,000 acres exist in the Pacific Northwest, New York, the Lake States, the mid-West, and the South.
 - Needs several good photos
 - Needs a synopsis of the types of ongoing research.
 - Ends with a "For more information" section with links to www.woodycrops.org, other organizations' links such as OSU, UW, and WSU's SRWC programs.
- See Attachment 1 for Evan Hughes's ideas for the brochure e-mailed the evening of 5/19*

How much to spend on the brochure? Discussion concluded with \$2500.

Web site

The Steering Committee did not know the status of Oak Ridge National Lab's continued participation in the group, especially Bob Perlack, who has been editing the newsletter and overseeing the web site maintenance. The Steering Committee called Bob and asked about this. He met with Lynn Wright and later called back. They currently do not have any funds that would allow them to contribute substantially to the group, but wish to continue participating as much as they can. Bob said they'd already paid the annual domain registration for the website and could continue moderate web site updates, but not major re-designs. The Steering Committee discussed this and concluded that the current design is fine, that periodic updating is all that is currently required. The SRWCOW should continue with Bob Perlack updating the web site; if the amount of updating needed exceeds his ability to perform, the Steering Committee could provide alternatives such as volunteers or a contractor.

Newsletter

The future of the newsletter was discussed. Bob Perlack has always served as the editor and publisher. He said that he could send the newsletter out by e-mail, but does not have the time to be responsible for all newsletter duties. The Steering Committee discussed several alternatives for the newsletter: (1) the chair and steering committee do the newsletter collectively; (2) solicit the steering committee and membership to see if anyone volunteers to do it; (3) hire an "outside" consultant to do it; and (4) fund Perlack to do two newsletters a year (perhaps using Work for Others mechanism). The Steering Committee decided (1) to ask for volunteers, (2) if no volunteers to discuss with Bob Perlack satisfactory arrangements with his employer to edit the

newsletter, and (3) if Bob Perlack cannot continue in the role, to seek an outside consultant to edit the newsletter, under the guidance of the Steering Committee.

The Steering Committee noted that the newsletter is very important to the organization and that each member should provide material. The SRWCOWG should solicit newsletter articles from the membership by e-mail prior to each newsletter's construction and individuals could be solicited to write articles.

Charleston meeting Nov. 7-11, 2004

Mark Coleman is the Meeting Chair. Meeting information about meeting and sleeping room rates, catering rates, etc. are being developed from several hotels in the historic district. NCASI will handle the registration and will pay the hotel and any other meeting costs as part of its administrative sponsor duties. Current thinking is for 1 - 2 days of presentations, then a full-day field trip to the SRWC studies at the Savannah River Site, then an ending day or 1/2 day.

* Need to make sure the date does not conflict with the International Poplar Council meeting in Chile (Jake Eaton will check this).

* The meeting will be co-hosted by International Energy Agency, however IEA cannot be listed as a co-sponsor until their new Task program has been approved (likely ~ 12/03 or later).

*Program committee hasn't been officially formed, but interest has been expressed by Phil Dougherty (MeadWestvaco), Jake Eaton, Larry Abrahamson, Don Riemenschneider, and John Stanturf).

*Program should be a mixture of longer keynote papers and shorter contributed papers. The Program Committee will develop a process to identify key note papers. Invited authors, especially outside the US may request travel expenses.

*A preliminary meeting announcement and call for papers will be distributed this fall and a more formal one in January 2004. Mark Coleman will contact IEA to determine if they can be listed on the preliminary announcement or if they should be listed only after their new Task program has been approved.

*Who else to have as co-sponsors? Poplar Council. USDA ARS non-woody program, COFE?

*Have a poster session and cash bar adjacent to booth space for equipment vendors (and give Sustaining Sponsors discount on booth space cost)

2006 Meeting

Potlatch and Boise agreed to host the 2006 meeting in or around Boardman or the Tri-Cities.

Sustaining Sponsors

The Steering Committee need to "reconnect" with our sustaining sponsors. The Steering Committee decided to wait until the brochure is ready before doing so. Then Jake Eaton can send each of the Sustaining Sponsors a letter with the brochure and ask them to contribute \$500 for sustaining sponsorship for one year (an invoice should be included). What each company will get for Sustaining Sponsorship is:

1. Company name (and www URL) on SRWCOWG letterhead
2. Five individual memberships

3. Membership on the Steering Committee (one voting member)
4. Free or discounted exhibit space at biennial meeting

The existing Sustaining Sponsors are:

BASF
 B.B. Hobbes Co.
 Boise
 DuPont Ag Products
 Morbark
 Netafim Irrigation
 Toro/Ad/Drip-In Irrigation Co.
 MeadWestvaco

The Steering Committee should consider extending Sustaining Sponsorship to others, such as CH2M Hill, Timberjack, and others

Steering Committee Composition

Jake Eaton will serve as Steering Committee Chair until the business meeting at the Charleston biennial meeting. Since there are no term limits, he could agree to serve another two-year term. Otherwise he will serve another two years on the Steering Committee as Past Chair. Jake Eaton's intentions need to be known by the Steering Committee meeting in Charleston 2004 to prepare for electing a new Chair.

In the past there have been one or more members to represent sectors such as equipment manufacturers, utilities, forest products companies, agencies, and universities. This has been very difficult to reconcile sectors with people willing to serve on the committee. Bryce Stokes recommended and the Steering Committee agreed to cease this practice. The Steering Committee discussed how to provide interested members the opportunity to serve on the Steering Committee. The discussion concluded with the idea that up to six "at large" Steering Committee members could serve for two-year, staggered terms. These members could volunteer for service in writing to the chair or in person at the biennial business meeting. The goal would be to have sector representation, but more than one person can serve from a sector if there is a willingness and commitment to service since this is an at-large membership. In the case of more volunteers than at-large slots, then agreements will be sought among candidates, with current steering committee recommendations, or with final reconciliation being a vote by members. The details will be in the by-law changes.

Now the proposed Steering Committee would have the following categories of membership and lengths of office: [The full SRWCOWG votes on by-law changes]:

Steering Committee Chair	2 years
Past Steering Committee Chair	2 years
Biennial Meeting Chair	2 years
Administrative Sponsor Reps	indefinite

Sustaining Sponsor Reps	indefinite
At Large	2 years, staggered

Changes to Bylaws

The Steering Committee agreed to add the Chair for the upcoming biennial meeting and the past Steering Committee Chair to the Steering Committee. Both will have two-year terms of office.

Steering Committee Members (except for representatives of the Administrative and Sustaining Sponsors) shall serve two-year terms.

Up to six At Large Steering Committee members will be added.

Dues shall be \$20 for a two-year membership. Dues will be included in the registration fee at the biennial meetings. Members who do not register for the meeting will be sent a notice soliciting renewal of membership.

Bryce Stokes agreed to modify the bylaws.

Other business?

Jim Shepard asked about the status of the Proceedings from the Alexandria biennial meeting. BS was unsure but thought Don Riemenschneider is probably on schedule.

A question was posed about how the SRWCOWG could function to keep members updated with regulatory developments affecting SRWCs. Discussion included the idea of hiring a consultant to do this. Evan Hughes suggested using the American Biomass Association (www.biomass.org). Membership is \$5000 annually for companies, but \$500 for non-profit organizations. Jake Eaton will look into the SRWCOWG becoming a member. There was a question about whether it would be appropriate to distribute information provided by ABA to our members.

There was a discussion about small biopower plants. Mark Coleman later sent an e-mail with some links (*See Attachment 2*).

Bryce Stokes provided some basic information about the International Energy Association (IEA) and how it is relevant to the SRWCOWG. It was created in the 1970s in response to OPEC oil embargoes. Activities are organized into "Tasks" with two especially relevant: Task 30 Short Rotation Crops for Bioenergy and Task 31 Sustainable Production Systems for Bioenergy. BS and Dan Neary (Forest Service) are current co-chairs. Lynn Wright has been the US rep to Task 30.

Attachment 1 - Evan Hughes idea for brochure

DRAFT IDEAS FOR THE BROCHURE - Evan Hughes, 650-855-2179 and ehughes@epri.com

Title: Farms for Wood, Fiber and Carbon

Name on Cover: Short Rotation Woody Crops – Operations Working Group

1. Describe industry and land already involved.
2. History of SWRC (and longer rotation predecessors) and the high yield breakthroughs of ~1985 that launched SRWC.
3. Products/Benefits
 - materials
 - windbreaks (goes in environment below, probably)
 - energy
 - environmental improvements, ecological assets, etc.
 - carbon sequestration and fossil carbon avoidance
4. Best practices for environmental protection observed by the industry
 - fertilizers/chemicals
 - wildlife habitat
 - water use
 - water quality
 - land protection / soil conservation
 - air emissions
5. Research and future prospects
6. How to get involved in SRWC deployment and/or research

Contacts and links for learning more

Attachment 2 - Mark Coleman e-mail regarding small biopower plants

Date: Tue, 20 May 2003 18:52:16 -0700
To: "Hughes, Evan" <EHUGHES@epri.com>, <Jake.Eaton@potlatchcorp.com>, <stevepottle@bc.com>, <bstokes@fs.fed.us>, <PatW.Moore@potlatchcorp.com>, <jshepard@ncasi.org>
From: Mark Coleman <mcoleman@ifx.net>
Subject: Re: SRWC OWG brochure
X-OriginalArrivalTime: 20 May 2003 22:43:54.0234 (UTC)
FILETIME=[4A97A5A0:01C31F21]

Steve,

Here are some biopower web sites you were interested in.

The small modular power plants (BioMax 15 kw) used by the by the Forest Service:

<http://www.gocpc.com/>

The Forest Products Lab site describing the overall small modular power plant program called National Wood Energy Demo Project:

<http://www.fpl.fs.fed.us/tmu/>

The large modular power plant (20 MW) under development:

<http://www.globalgreenpower.com/technology.htm>

Discussion of Net Metering policy:

<http://www.eere.energy.gov/greenpower/netmetering/index.shtml>

Hope this helps

mark