

Steering Committee Meeting of the
Short Rotation Woody Crops Operations Working Group

November 7, 2012

DRAFT MINUTES (NOV 14,2012)

Present at the meeting (going from memory) were the following 2010-2012 Steering Committee Members - Marilyn Buford, Mark Downing, Mike Berk, Randy Rousseau, Tim Volk, Jeff Wright, Lynn Wright, Ron Zalesny. Also present were William Headlee of Iowa State University, Gary Kling of University of Illinois, and Glen Stanoz of University of Wisconsin-Madison.

Since the current co-chairs, Mark Downing and Tim Rials were not able to be present when the meeting began, Lynn Wright assumed responsibility for chairing the meeting. The meeting was very informal manner with Lynn also recording the minutes. Topics discussed at the meeting were the following.

- 1) **Steering Committee Membership.** Lynn started the meeting by asking if William Headlee, Gary Kling and Glen Stanoz were interested in becoming become members of the SRWCOWG Steering Committee. All were interested, but Glen Stanoz declined the opportunity due to lack of support from his university for research directly related to woody crops. The existing Steering Committee members were also asked to indicate their interest in continuing to serve. All present agreed. Lynn will follow-up with Steering Committee Members not present to determine if they are willing to continue serving. A list of current and interested Steering committee members are included as an appendix to serve as a basis for discussion about additional members that should be invited.
- 2) **Location of the 2014 Meeting and Program Chair.** It was noted that some preliminary discussions had been held with the representatives from GreenWood Resources regarding their willingness to host the 2014 meeting. Mike Berk confirmed that he had consulted with Brian Stanton at the home office and had received a tentative yes. However, this required further consultation with GreenWood managers and possible co-hosts such as staff from the University of Washington or other near-by universities. Tim Volk volunteered to contact the AFFRI group at the University of Washington with the intent to try to interest them in serving as co-hosts for the 2014 meeting. A follow-up meeting of the current Steering Committee will be organized for sometime during the first week of December to attempt to obtain a firm commitment from groups on the West Coast for chairing and hosting the next SRWCOWG meeting.
- 3) **Election of SRWCOWG Steering Committee Chair.** Marilyn Buford suggested that with the uncertainty regarding who will be the program chair for the next meeting, that it would be wise to elect a SRWCOWG Steering Committee Chair at this time. Nominations and/or volunteers to take on this position were requested. None were initially offered. Lynn Wright volunteered to assume those responsibilities – primarily to insure that we do find groups that will agree to take over the responsibilities of pulling together the next meeting. Those present accepted Lynn's

volunteerism and agreed to provide some financial support in the form of a limited travel budget to enable Lynn to travel to the 2014 meeting and to potentially make a pre-meeting trip to the West Coast or other potential meeting site to assist with meeting planning. Although Lynn did not communicate this at the meeting, she will offer the Steering Committee a proposed budget for travel costs over the next two years and request their approval in advance of any commitment of funds. Lynn does not intend to request any financial support from the SRWCOWG to cover time spent maintaining the www.woodycrops.org website or for time dedicated to other SRWCOWG activities during the next two year period.

- 4) **Publication of Meeting Highlights in Newsletters.** Lynn requested whether it was reasonable to ask session chairs to prepare summaries or highlights of their sessions for the SRWCOWG newsletter. All agreed. Erik Schilling of NCASI indicated that NCASI would be interested in posting such summaries in an upcoming NCASI newsletter – especially since member companies had specifically requested that Erik represent them at the meeting and share information with them.
- 5) **Treasurer's report and meeting financial report.** Erik Schilling, the SRWCOWG treasurer reported that approximately \$15,000 is currently in the SRWCOWG account. Erik also indicated that NCASI is willing to continue serving as the banker for SRWCOWG funds and specifically that Erik is pleased to continue serving as treasurer. Lynn reported that she anticipates that the 2012 meeting will break even and possibly add some to the treasury. The final accounting for meeting income and costs will be shared with the Steering Committee as soon as it is finalized.
- 6) **NCASI support to SRWCOWG.** It was noted that financial planning for the meeting was a little difficult this time since it was not possible for either Oak Ridge National Laboratory or the University of Tennessee to set up a temporary account for handling meeting costs, and NCASI had to make changes in the way they handled SRWCOWG monies before any funds could be used for meeting expenses. Much credit should be given to NCASI and especially to Tammerah Garen, the Vice President for Business Affairs for NCASI, who worked diligently to provide a solution to these problems so that hotel, food service, and tour bus commitments could be made and paid for. Also we were very pleased with the effort put forth by NCASI, especially by Demecka Richardson-Lassitter who set up a registration website for the meeting and by Tracy Stubbs, the secretary for Erik Schilling, who frequently communicated registration results to Jessica McCord and Lynn Wright and for the continued support of Erik Schilling as the group treasurer.
- 7) **Discussion of possible uses for SRWCOWG monies held by NCASI.** Steering committee members agreed that a certain amount of money should be kept in the account to provide back-up for meeting planning. Lynn suggested that it should be at least \$5,000 although this topic deserves further discussion and possibly should be as high as \$10,000. The ORNL/UT group was comforted by the knowledge that the account held \$15,000 during the initial negotiations with the hotel regarding rooms and food amounts that would have to be guaranteed (well before

many had signed up for the conference). Ron Zalesny made an appeal to the group to consider supporting the cost of hosting the poplar database on the web. Use of SRWCOWG monies for this or other purposes will be discussed by the Steering Committee at a future time.

- 8) **2012 Meeting Sponsorship.** Sponsorship activities were not discussed at the Steering Committee meeting but comments are included here to give deserving recognition to our sponsors. A majority of the sponsorship support provided to the meeting this year came from provision of substantial in-kind support rather than cash support. Supporters were mentioned in the program booklet, but it is proposed that we provide more recognition to sponsoring organizations by including the following descriptions of support in the newsletter summarizing the meeting and to include all sponsor names on the updated www.woodycrops.org website homepage. Corrections are welcomed by Lynn Wright.
- a. The Center for Renewable Carbon and The Southeastern Sungrant Initiative covered the printing costs for the professional quality program Agenda and Abstracts, hats and pens.
 - b. The Southeastern Partnership for Integrated Biomass Supply Systems (IBSS) (a University of Tennessee project) provided personnel support.
 - c. Oak Ridge National Laboratory covered Lynn Wright's time spent in updating the www.woodycrops.org website with meeting related information, Mark Downing's time involved with tour coordination and numerous other items, and Jennifer Smith's time spent in making sure ORNL badges were obtained for tour participants.
 - d. NCASI staff developed the registration website, provided frequent reports on registration activities, reviewed and signed food and bus contracts, handled all funds, and worked closely with Jessica, Lynn and Mark on a variety of issues.
 - e. WrightLink Consulting (Lynn Wright) dedicated in-kind support to program planning and development and participant communications, assisted Jeff Wright with the pre-conference tour, and provided transportation between Charleston, SC and Oak Ridge for some tour participants.
 - f. ArborGen (represented by Jeff Wright) rented a large van and provided a great tour of ArborGen trials of Eucalyptus, Sweetgum and poplars at two locations for the nine participants who took advantage of the pre-conference tour.
 - g. ArborGen also provided substantial cash support by paying the Audio-Visual charges incurred at the conference hotel.
 - h. It should be noted that financial support was not requested from Greenwood Resources by the 2012 meeting organizers, but their continued support for the SRWCOWG was evidenced by sending three staff to the Conference and by their willingness to consider hosting the meeting in 2014.

Appendix 1

2010-2012 Members of the Steering Committee include:

Larry Abrahamson	State University of New York, College of Environmental Science and Forestry
Bruce Arnold	Representative of "25 x 25" group
Bill Berguson	Natural Resources Research Institute, University of Minnesota
Marilyn Buford	USDA Forest Service, Headquarters
Mark Coleman	University of Idaho
Mark Downing, Co-chair	Oak Ridge National Laboratory (ORNL) downingme@ornl.gov
Mike Berk	Greenwood Resources
Bruce Hartsough	University of California, Davis
John Kitchen	PRT Inc.
Ray Miller	Michigan State University
Bob Perlack	Oak Ridge National Laboratory (ORNL)
Tim Rials, Co-chair	University of Tennessee trials@utk.edu
Mike Berk	Greenwood Resources
Randy Rousseau	Mississippi State University
Bryce Stokes	Navarro Engineering
Erik Schilling	National Council for Air and Stream Improvement (NCASI)
Tim Volk	State University of New York, College of Environmental Science and Forestry tavolk@esf.edu
Jeff Wright	ArborGen, LLC
Lynn Wright	WrightLink Consulting/ORNL wrightlld@gmail.com (Contact)
Mike Young	Verso Paper
Ron Zalesny, Jr.	USDA Forest Service, Northern Research Station