



**Technical Assistance Services for Communities**  
**Contract No.: EP-W-07-059**  
**TASC WA No.: TASC-4-HQ-OSRTI**  
**Technical Directive No.: 2.02 TD #2 Newtown Creek**

**Newtown Creek Community Advisory Group (CAG)**  
**Steering Committee Conference Call Summary**  
January 30, 2012

**Attendees**

Sarah Durand, LaGuardia-CUNY  
Lillit Genovesi, CUNY  
Ed Kelly, Maritime Association of the Port of NY/NJ  
Ryan Kuonen, BK, CB#1 Enviro Chair, NAG  
Rich Mazur, NBDC, GWAPP, Greenpoint Business Alliance  
Deb Mesloh, LIC Partnership  
Phillip Musegaas, Riverkeeper  
Paul Pullo, Metro Terminals  
Lori Raphael, Brooklyn Chamber of Commerce  
Jean Tanler, Queens Business Outreach Center, Maspeth, B2  
Kate Zidar, Newtown Creek Alliance  
Mike Hancox, Skeo Solutions  
Walker Holmes, Skeo Solutions

**Meeting Notes**

The Newtown Creek CAG Steering Committee met via conference call on January 30, 2012, at 1:30pm. Following is a brief summary of the discussion during the call.

- Discussion of Operating Procedures
  - Draft document: Skeo staff circulated a revised draft of the Operating Procedures, with changes based on feedback during the CAG formation meeting. Major changes pertain to membership procedures. The group did not have objections to the document; some steering committee members will look more closely at the document and raise any serious concerns. The group agreed that the document could be adopted as is and revised later if need be.
  - Steering committee membership: The steering committee acknowledged that additional people may want to join the steering committee, but expressed a desire to keep the committee at a manageable number of people. The group agreed that the CAG should be open, that the steering committee should reflect the greater body, and that the steering committee would be capped at 15 members. If the number reaches 15, the group will revisit operating procedures in order to consider term limits and a process for adding additional members to the steering committee.

- A few days before the next CAG meeting, the revised operating procedures will be shared with the group, to be ratified at the meeting.
- Discussion of Co-Chairs:
  - The group decided upon self-selected co-chairs, with one-year terms. Resignation is possible; multiple terms are possible. The one year term will begin when the CAG ratifies the co-chairs.
  - Kate Zidar and Ryan Kuonen volunteered to serve as co-chairs.
  - Sarah Durand offered to fill in if either co-chair needs to step down.
- Discussion of Website
  - Skeo created a Wordpress site for the CAG.
  - Kate Zidar volunteered to be the CAG liaison to help compile steering committee comments on the website and work with Skeo's IT staff to make any changes.
- Discussion of Meeting Location
  - Jean Tanler will seek out a location in Sunnyside (Anoroc Building)
  - Deb Mesloh will look into the senior community center on 39<sup>th</sup>.
  - Both locations are off the 7 train.
  - \*\*After meeting, Jean Tanler confirmed availability of The Anoroc Democratic Club Building, 45-23 47th Street, Sunnyside, NY 11377
- Discussion of Meeting Agenda
  - The following agenda was proposed:
    - Introductions
    - Explain purpose of the CAG
    - Discuss proposed operating procedures. Ask if people have had enough time to think about them and ratify; if not, can ratify at the next meeting. Achieve group consensus on steering committee and co-chairs.
    - Discuss what issues the CAG wants to tackle. Use key findings as a starting point
    - Determine information needs for March CAG meeting. In an advance email, ask CAG members to come to the February meeting with ideas for questions to add to a list for EPA.
- Questions/Details:
  - Skeo will work with Kate and Ryan (co-chairs) to distribute information soon (link to website, operating procedures, and request for EPA questions).
  - The group discussed potentially responsible parties and proposed that they cannot/should not be CAG members but that they can attend meetings; non-members cannot participate in discussion, but time can be set aside for non-CAG members to speak – this can be put forth for discussion at the February meeting.