

#	Action Items – January 2010	Who?	When?	Status 5/5/10
1.	Make changes recommended by the SC to the next draft of the RMP Master Plan	Jay Davis	For April workshop	Done for 4/21 workshop
2.	Send letters to Committee members encouraging participation	Jay Davis, Kevin Buchan, Tom Mumley	After Jan SC meeting	Pending
3.	Prepare a communications plan for the fact sheets that addresses the purpose, audience, and updates necessary for factsheets	Jay Davis	March TRC meeting	Discussed at March TRC meeting – to be discussed by SC at the July meeting
4.	Review the EC report of the State Panel on Recycled Water and incorporate this information in our EC fact sheets.	Susan Klosterhaus	Ongoing	The draft EC Recycled Water policy report is now available. This information will be incorporated into our EC products.
5.	Proceed with the fact sheets pilot in 2010	Jay Davis, staff	2010	In progress, first topic: triclosan and triclocarban
6.	Explore modifying the SEP process so that it might help fund high priority studies identified in RMP planning	Tom Mumley, BACWA, and Trish Mulvey	After Jan SC meeting	Pending Mumley discussion of options with SWRCB staff
7.	Develop a Strategy for Status and Trends	Meg Sedlak	Fall 2010	Pending
8.	Perform an analysis of carryover tasks and budget, including the priority of these tasks, the need to hire to get these tasks finished, and recommendations to minimize carryover in the future	Jay Davis, staff	April 2010	To be discussed at May 5 th SC meeting
9.	Send out budget memorandum electronically	Lawrence Leung	After Jan SC meeting	Done
10.	Have SFEI bookkeepers review the terminology in	Lawrence Leung	After Jan SC	Done

	the RMP budget		meeting	
11.	Update the 10 year plan spreadsheet	Jay Davis	After Jan SC meeting	Discussed at RMP 4/21 workshop
12.	Tell contractors that due to budget constraints we are holding fees flat for the next two years	Jay Davis, Lawrence Leung, Jen Hunt	After Jan SC meeting	Done
13	Invite SFEI administration/fiscal committee members (including the SFEI treasurer) to the next SC meeting	Rainer Hoenicke	After Jan SC meeting	Done
14.	Describe the disparity between SFEI compensation and compensation at partner organizations	Rainer Hoenicke	Spring SC Meeting	To be discussed at May 5 th SC meeting
15.	Provide statement from dredgers on information needs	Ellen Johnck	After Jan SC meeting	Done at 4/21 workshop
16.	Schedule a workshop for making general decisions about the Master Plan and future directions for the RMP in April 2010.	Jay Davis	April 2010	Done
17.	Progress on the Pulse	Jay Davis	After Jan SC meeting	Done
18.	Annual Meeting date, venue, and possible keynote speakers.	Jay Davis	After Jan SC meeting	For review at May 5 th SC meeting
19.	Joint TRC/CTAG Meeting.	Jay Davis	After Jan SC meeting	Done. To be held May 11 th