

**ARCH ROCHESTER
COMMUNITY ADVISORY PANEL
GUIDELINES**

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Membership: Twelve members from the community will be invited to participate. Membership should include a cross-section of local residents, civic and community leaders and environmentalists.

Purpose: The panel will meet regularly with the management of Arch-Rochester to review and discuss the facility's operations, environmental concerns, safety, emergency preparedness, community involvement, and any other issues the panel may decide are important. In addition, the panel will provide feedback to the plant on its operations(s) and ways to improve communications with the community. The panel will be an advisory group, not a decision-making body.

Tenure of Service: Initially, members will serve for a period of two years. As vacancies arise, they will be filled with individuals selected from recommendations made by the panel and Arch personnel.

Compensation: Members will not be compensated for their participation on the panel, although any out-of-pocket costs for attendance, such as travel or child care will be reimbursed by Arch.

Schedule of Meetings: Meetings will be held at least six times per year. A schedule of meetings will be established at an annual planning meeting.

Meeting Attendance: Members who miss three consecutive meetings without advising of the absence will be considered to have resigned.

Leadership: Meetings will be convened and conducted by an external facilitator. The secretarial function of the panel (administration, minute-taking, meeting reporting, preparation and mailing) will be arranged by the facilitator.

Meeting Format: Meetings will be guided by the facilitator. A light supper will be provided. Agenda topics will be determined at the previous meeting. Details of the program will be planned and coordinated by the facilitator.

Visitors: Panel meetings will be closed meetings, with visitors allowed only by invitation of the group and then only for a specific purpose.

Communication:

- **Meeting Summaries.** The facilitator will prepare a summary of each meeting. Summaries will be distributed to members and reviewed for accuracy at a subsequent meeting. Members are encouraged to share meeting summaries with their respective organizations or other interested parties.
- **Attribution of viewpoints outside of meetings.** Members are encouraged to share meeting summaries and discuss the general work of the panel with others who may be interested. However, to insure open, candid discussion during panel meetings, members agree not to attribute the viewpoints of individual members outside of panel meetings.
- **Confidentiality.** If discussion at panel meetings includes information of a confidential nature, such information shall be so designated and members agree not to share this information outside of Panel meetings.
- **Media contacts.** No statement on behalf of the panel will be released to the media by any panel member or Arch representative without explicit approval of the panel. If such a statement is necessary or appropriate, as determined by the panel, the panel will designate its own spokesperson.

Annual Planning Meeting : In order to ensure that the Community Advisory Panel is determining the focus of its work and that we are maximizing our meeting times, we hold an annual planning meeting, usually in December. For the past several years, we have coupled our Planning Meeting with a dinner that includes CAP members and spouses/guests, and Arch representatives. On occasion, we also have invited prospective new members to attend this meeting and dinner.

The annual planning meeting has a number of specific objectives:

- Review accomplishments from the year and identify highlights.
- Identify planned items that were not completed.
- Rate our overall outcome performance for the year.
- Identify desired outcomes for the CAP for the coming year.
- Identify agenda items and activities that will help us achieve our desired outcomes.

The CAP uses a number of tools to prepare for the Annual Planning Meeting, including a summary of the year's agendas, and an outcomes rating sheet. We also use the CAP Self-Assessment tool that was developed jointly by Olin/Arch Panel members at an annual conference held in 1996. This self-assessment tool contains guidelines for successful panels and includes the following items:

1. Organizational Structure
2. Participation of Members
3. Diversity of Representation
4. Information Sharing with Site and Community
5. Community Outreach

Significant Accomplishments: Since its beginnings in 1990, the Arch CAP has been very busy. Thanks to the participation of committed and active members, the CAP has accomplished a great deal in support of its mission to promote two-way dialogue between the plant and the community. Significant accomplishments include:

- Participation in a plant Open House in June 1999.
- Participation in two joint meetings with Community Advisory groups from other local companies.
- Participation in annual CAP conferences sponsored by Olin/Arch.
- Sponsorship of a community meeting at a local public library.
- Tour of Theodore Roosevelt School #43 to see information technology improvements funded by Arch.
- Teleconferences with two other CAPs affiliated with Arch in Charleston, Tennessee and Doe Run, Kentucky.
- Teleconference with the Schenectady International, Inc. CAP in Schenectady, New York.
- Provided input to Arch on Risk Management Planning communications and community outreach efforts.
- Assistance to Arch with the preparation of a public information meeting on Arch's groundwater remediation program.
- Participation in a research study on CAPs sponsored by the University of North Carolina at Chapel Hill.