

**Mickey Leland Environmental Internship Program
Advisory Committee Meeting Minutes
Tuesday, October 19, 2004**

Members Present: Ervin Thomas, Jon Fisher, John Kuhl, David Rogers, Leonard Spearman, Melvin Wrenn, L'oreal Stepney, Don Legg(phone in), and Debbie Herst

Guests: None

Members Absent: Commissioner Williams, Debra Boyle

Convening of Meeting: Ervin Thomas called the meeting to order at 12:05p.m. The minutes from May, 19, 2004 were reviewed. The minutes were approved as reviewed.

Old Business-Status Reports

2004 Intern Report Debbie Herst presented the program and conference report and presented the intern reports. Committee members discussed the reports. Technical presentations will still be a large portion of the conference and program, but the program will be sensitive to non-technical issues as well. L'oreal Stepney suggested that the coordinator do more campus recruiting. The committee members are responsible for campus recruiting at this time.

Intern Eligibility Requirements: Committee members felt that eligibility should be open to all college juniors, seniors, and graduate students, but the schools will be asked to have the students paperwork documented and provide all necessary paperwork for the students to begin work in a timely manner. The Advisory Committee was under the impression that TCEQ did all necessary background checks on interns and employees.

Committee Member Recruiting: The members will make contacts in the coming months to recruit new members.

Sponsor Recruiting: Each committee member will contact five people. John Kuhl will schedule meetings with consultants and Jon Fisher or Ervin Thomas will meet with John Kuhl and the consultants.

Transfer of Checking Account: Ervin reported that Mary Miksa's name had been removed from the checking account. Ervin Thomas and Jon Fisher's names are on the signature card. The account can not be removed from Jon Fisher's name at this time. Melvin Wrenn will gather information from other non-profits concerning checking accounts.

New Business

2005 Conference Preparation: Debbie reported that she has begun preparations for the 2005 conference. The time line that was originally provided to the committee members is being restored.

Two Day Conference: Debbie reported that some had asked for a two day conference. Ervin asked Debbie to question mentors and hiring managers to get an opinion on this. Ervin asked that we keep this as an evolving process.

Discussion

No further discussion.

Adjourn

The meeting was adjourned at 1:30p.m.