

Task Force Name: _____



DATE: _____

Task Force Leader: _____

TASK FORCE – Meeting Worksheet

The CALM Initiative was created to serve the needs of its members by developing practical technology that makes the challenging work of closing ash basins, beneficial use of CCRs, and energy liquids management **safer, more cost effective, and where possible easier**. This Meeting Worksheet provides structure and a “fill in the blank” format to implement the Guidelines for CALM Initiative Task Force Meeting dated May 9, 2018. The guiding force of all technology development and problem solving in the CALM Initiative comes from our Purpose and Objective statements:

Purpose: To develop practical, technology-based solutions for the electric power and energy production industries to address problems and challenges with coal ash and liquids management.

Objective: To work with a wide variety of Industry Partners, the electric power utilities and energy production companies to provide the most recent technology addressing waste management, (i.e. coal ash and other byproducts) and liquids management and treatment. This will be accomplished by initiating a combination of applied research projects, and large demonstration projects that increase safety, achieve regulatory compliance, improve long term performance and reduce cost.

Date of Meeting or Conference Call: _____

Task Force Name: _____

Name and Contact Information for Task Force Leader or Leadership Team: _____

Reason for Task Force and What it Will Achieve: _____

Next Meeting or Conference Call: _____

Main Goals and Deliverables: 1. _____

2. _____

3. _____

4. Additional goals or deliverables can be included in Attachments

Approval of Task Force Formation by CALM Managing Director: _____

Comments and Additional Guidelines by CALM Managing Director and/or Senior Technical Coordinator:

Task Force Name: _____



DATE: _____

Task Force Leader: _____

Members of the Task Force:

Name	Company Name	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional members or company information can be added to the Attachments.

How the Task Force will Operate: Frequency of Meetings and Call Number: _____

Responsible Party for Notes and Reporting: _____

Approval and Review Process of Documentation by the CALM Managing Director:

Basic Description of Process for Handling Sensitive or Confidential Information: _____

General Information about Meetings: _____

Note: Information about meetings, Non-Disclosure Agreement and other topics can be discussed by phone. Additional information about Task Force operations can be added to the Attachments.

