

*CORRIM*  
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**DATE:** June 24, 2009

**TO:** CORRIM Board, Members and Supporters

**FROM:** Bruce Lippke, Outgoing President and Tom McLain, Secretary

**SUBJECT:** MINUTES OF THE 2009 ANNUAL BOARD MEETING, held in Boise, Idaho,  
JUNE 23, 2008

(DRAFT, please provide additions, corrections to [blippke@u.washington.edu](mailto:blippke@u.washington.edu) )

**Call to order:** The meeting began at 2:30 MDT June 23, 2008 with 13 voting members and 11 other alternates, non-voting members, Panel Chairs, advisors, cooperators, Technical Committee members and guests represented. Thirteen of 16 eligible voting Board members were represented, 4 by speakerphone.

**Attendance:** *Institutional members:* Bruce Lippke, Tom McLain, Adam Taylor, Dan Hindman, Rado Gazo, Steve Kelley, Leonard Johnson, Barry Goodell, Philip Steele, Ian de la Roche *and alternate by phone* Jennifer O'Connor, *other members by phone,* Kevin Cheung, Bill Smith, Paul Smith; *Forest Service advisors:* Ken Skog, Richard Bergman, *and by phone* World Neigh, *Cooperators, technical committee members, and other interested participants:* Jim Bowyer, Maureen Puettmann, Indroneil Ganguly, Elaine Oneil, Jose Aguilar, *and by phone* Ivan Eastin and Jim Wilson.

**Board Member Eligibility:** Washington State, and Louisiana State remain temporarily vacant leaving 16 eligible voting members or their alternates of which 13 were represented.

**Minutes of the June 24, 2007 Annual Board Meeting** were approved as distributed. The Board passed a resolution “that all conduct and actions of the Directors and Officers since the last annual meeting which were referred to or disclosed in communications to members be ratified, confirmed and approved.”

**Annual Report:** The draft annual report distributed prior to the meeting was approved with the addition of several corrections/omissions that will be included in the final report subject to other review comments received within the next three weeks. The financial statements attached to the annual report were reviewed and approved subject to inclusion of a payable of \$2500 for a final Phase II expense adjustment for Jim Wilson's work to audit the USLCI database use of CORRIM data and final adjustments reflecting end of month interest income for consistency with the report that will be provided to the IRS for the fiscal year ending June 30, 2007.

**Fund Raising:** Lippke reported that although no new grant funds were booked in the prior year ending June 30, 2008, several grants had already been awarded to CORRIM which resulted in new grants totally \$729,6999 for the current year ending June 30, 2009. A \$314,000 grant which included a subcontract from USFS/FPL to CORRIM for \$214,699 to demonstrate fire risk reduction alternatives on carbon and a \$500,000 grant from USFS/FPL to begin a biofuel collection and processing LCI (BioLCI) have been received, budgets approved and contracts issued. \$14,000 in new donor funds were raised including

\$10,000 for the Phase 2 bioenergy supplement characterizing the reduction in burdens from the potential to increase the use of biofuel within wood product mills which were reallocated to the BioLCI grant as matching funds for one module to develop the LCI for solid wood mill boilers and the other to provide an LCA for the impact of using increasing amounts of biofuel. A grant for \$15,000 was received from the BC Forest Sector Climate Action Steering Committee (FSCASC) to develop carbon tracking charts like those developed by CORRIM for US regions based on BC mill data applied to two representative forest stands, one on the BC coast and one in the interior. As an offset to new revenue, on the advice of the auditor, we wrote off \$27,000 of receivables for three final pledges for Phase II research invoiced in 2007.

Attempts to receive financial support from the Bi-National Softwood Lumber Council as our best potential to serve the Board's objective of increased activity on LCI/LCA education were not successful. A proposal to EPA to redesign the junior core structural design course in Civil Engineering to include LCI/LCA and sustainability concepts using wood were not successful.

A proposal to DOE/CSREES to extend the BioLCI grant for much greater coverage passed a preliminary screen and a final proposal for \$1.4 million dollars was submitted in June.

**Phase 2 activity reports and publication status:** The Board was referred to the annual plan for details on the Phase 2 activity reports. Most all of the Phase II Research Plan Modules are complete with 11 articles submitted and undergoing peer review for a special issue of Wood and Fiber Science extending the initial CORRIM research published in a special issue in Dec 2005. Publication is expected by fall. The articles and module reports are listed in Appendix C of the Annual Report detailing CORRIM's publication and presentation record. \$14,000 of Phase II research funds have been reserved to pay for these publications.

On the request of a Washington State Senator, Fact Sheet 5 was developed to summarize the CORRIM efforts to track carbon across all carbon pools, from forests to products, direct energy displacement and substitution for fossil intensive products. The Fact Sheet does not advocate policy but does identify many unintended consequences that can be expected from a range of proposed policy actions. Since CORRIM' mission is not to advocate but includes a greater focus on education which includes policy impacts, any feedback on the appropriateness of the fact sheet was requested.

Activity on the [www.corrim.org](http://www.corrim.org) website was included with the publication chronology in Appendix C of the Annual Report. It was noted that activity continued to increase slightly although no major releases from new research were posted over the last year.

#### **Progress reports on new grants in brief:**

##### **Fire Risk Reduction Treatment Impacts on Carbon for Western Forest Types - activity report:**

Two workshops were held to detail the technical work-plan and to coordinate data sharing and refine objectives with the Lakeview Stewardship unit for the demonstration forest. FIA data over 11 western states, was sorted identifying 6 forest types within NFS and private with the greatest risk of fire and potential impact on carbon offsets from alternate management treatments. Preliminary evaluations show that carbon offsets can be maximized by thinnings/harvest treatments that will reduce fire risk and the corresponding loss of forest carbon (plus soil carbon) due to fire, while storing more carbon in products, and displacing carbon emissions from fossil intensive substitutes and biofuels. Treated stands will be under less stress and should be more resistant and resilient to climate change as well as at a lower fire and MPB risk avoiding future costs from fires (fire fighting, damage, and restoration). Next steps include developing estimates of carbon offsets for treatments regimes provided by NFS experts for comparative evaluation. Potential impacts of increased use of forest residuals will be included (assuming available processing capacity). This will be followed by a spatial analysis for the demonstration Lakeview Forest Stewardship Unit.

**Biofuel LCI grant workshop, work plan development and budget approval:** The 2008 Board meeting pre-approved \$48,000 to hold a workshop to bring in experts on feedstock collection and processing and to develop a work plan and budget that could produce the most useful information possible from the \$500,000 made available to develop an LCI/LCA for the collection and processing of forest residuals, thinnings, and short rotation woody crops as alternative biofuel feedstocks, acknowledging that not all collection or processing issues could be covered within the limited budget. A workshop was held on October 20-21 as the earliest possible date for a high turnout with the first day devoted to a review of what is known with 19 experts making presentations that are now available on interactive video at [www.corrim.org](http://www.corrim.org). On the second day the workshop developed a draft work plan and a Phase I budget plan covering less than half of the total research plan considered important by the workshop's working groups with expectations that additional funding would need to be obtained in the future. The modules included in Phase I were aligned with other related work being completed by several institutions with the expectation that we could accomplish more relative to the objectives at less cost.

Suggested refinements to the initial budget proposed to the Board were reviewed, a second mini-workshop was scheduled at NCSU in late January and agreements between UW, NCSU and Mississippi State U on how best to proceed using processing models with frequent webinar progress reports was reached. The budget in effect prioritized developing life cycle assessments for the fuels from three specific processing alternatives (pyrolysis for production of a stable bio-oil, gasification for production of ethanol and biochemical/fermentation for production of ethanol and other chemicals) to be aligned with one feedstock each. An activity report webinar was held in early May and LCI training on SimaPro software is being planned for mid-July.

**BC Carbon Tracking activity report:** Carbon tracking simulations were completed, presentations delivered, and a draft report was reviewed and is undergoing a final edit. While results are similar to the US simulations for 2<sup>nd</sup> growth stands, they also demonstrated the impact of harvesting old-growth forests in the transition to shorter rotations. The simulation models were updated to include the impact on carbon of height as well as species and diameter data. Ignoring height differences by species, a frequent simplification used in broad region carbon calculations resulted in a substantial undercount of forest carbon relative to cruise data measurements of volume.

**Other old and new business:**

**Education/communication objectives:** The Board expressed continued support for increased educational activities as an important future thrust if funding can be found. An open discussion of what is needed for greater educational impact was included in the FPS technical session on LCI/LCA research sponsored by CORRIM. A number of different ideas were presented and have been summarized in an attachment.

**ATHENA membership:** With the ending of Phase II research, the newly funded projects do not provide a budget to support continued membership in ATHENA which has provided our access to using the ATHENA EIE model for LCA evaluations of structures. No solutions were noted until additional funding can be found.

**Indirect Cost Recovery Cap:** By prior resolution, indirect costs in subcontracts with CORRIM have been capped at 15%, however indirect cost recovery has been used to meet match funding requirements. The DOE grant proposal recently submitted limits indirect cost recovery but provides a higher cap that can be allocated to either the match or the federal request. Finding a better solution is desirable as an action item for the new Board.

**Duns Report:** While CORRIM has had a Duns Number for many years, a requirement for federal contracts, Duns appears not to have ever interviewed CORRIM so there is no Duns Report on CORRIM as a business. The fee for such a report is \$350. The Duns contact did take down the information on the website and may post the web address. No action was taken on whether we should submit to an interview as it has never been raised as an issue in the past.

**CORRIM support for an ERC:** U. of Washington is submitting a proposal to create an Engineering Research Center (ERC) focusing on developing a systems framework for sustainable interdependent infrastructure subject to multiple hazards. The center, if funded, would emphasize education supportive of the objectives that would benefit CORRIM and they have requested a letter of support expecting to develop mutually beneficial projects in partnership. In discussion it was noted that CORRIM would be equally likely to support the same kind of request to partner with other institutions. A sample letter of support was read and discussed.

The Board passed a motion for Bruce Lippke to send a CORRIM letter of support for the ERC proposal to U.W. Civil Engineering on behalf of the CORRIM Board (attached).

**Nominating Committee Report:** The report from the nominating committee was presented by Leonard Johnson as attached. The nominating committee provided recommendations for additional Vice Presidents to represent CORRIM in its several areas of interest and to help lead new efforts that would be developed under a renewed effort to develop a strategic plan. A part time funded executive director was also recommended to reduce the time requirements for a newly elected President.

The Board approved two recommended motions after discussion:

(1) Officers will consist of a president, vice presidents representing various discipline areas, a secretary-treasurer, and a part time executive director. The Executive Committee of CORRIM will consist of the President and vice presidents. Officers will be responsible to the board of directors as currently structured in CORRIM by-laws.

(2) Consistent with current CORRIM operating procedures, the secretary-treasurer will be from an institution other than the one hosting the administrative structure and will sign any checks making payments to personnel at the host institution. There will continue to be audits of program expenditures at the beginning and end of major projects. Officers will serve for specific terms (4 years), initially staggered at 2 and 4 years.

The areas for which Vice Presidents were to represent and the committees recommended nominations for President, Vice Presidents and a non-voting executive director were:

**President & Executive Committee Member:** Steven Kelly, North Carolina State University

**Interim Executive Director:** Elaine Oneil, U. of Washington

**Secretary Treasurer:** Tom McLain, Oregon State University

**Vice President Forestry & Forest Management:** Leonard Johnson

**Vice President Marketing & Green Building:** Ivan Eastin, U. of Washington

**Vice President Outreach Education:** Adam Taylor, U. of Tennessee

**Vice President Solid and Engineered Wood Products:** left open, with the recommendation that the area be covered by a non-voting team leader allowing coverage by federal employees such as the Forest Products Laboratory.

Discussion lead to the proposal and nomination that Richard Bergman, Forest Products Laboratory provide the team leader role for wood products.

The Board unanimously approved a motion to elect the proposed slate of officers, Executive Director and Team Leader with the expectation that Johnson and McLain would continue for a minimum of 1 year for continuity.

**Development of a Strategic Plan for Future Corrim Activities:** President elect Steve Kelley lead a brief discussion outlining a plan for several webinar or conference calls over the summer for the new officers and other interested participants to develop a strategic plan to move CORRIM in new directions capitalizing on our strengths that emanate from the database we have created and the institutional support we can engage.

**Future meetings:** No future Board meetings were planned with the anticipation of a number of conference calls including selected officer and board participation devoted to the development of a strategic plan. The FPS 2010 annual meeting June 20 to 22 in Madison Wisconsin is the anticipated date for the 2010 Annual CORRIM Board Meeting.

**Adjournment:** The meeting was adjourned at 4:30.

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Bruce Lippke, Outgoing President

ATTEST:

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Leonard Johnson, Vice President

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Tom McLain, Secretary-Treasurer

Attachments:

- 1) CORRIM Nominating Committee Report
- 2) Letter of Support for UW NSF grant request for an Engineering Research Center (ERC)
- 3) Summary of comments from CORRIM's FPS technical session devoted to Barriers to Greater Adoption and Use of LCI/LCA.

## **CORRIM Nominating Committee Report**

**June 19, 2009**

**Members:** Leonard Johnson (chair), Kevin Cheung, Susan Anagnost, Steven Brink, Kenneth Skog, Steve Kelley, Bruce Lippke

*The Nominating Committee discussed both structure and nominations for leadership within CORRIM. The following motions will then allow adoption of the proposed slate of officers.*

### **Structure:**

**Motion:** Officers of CORRIM will consist of a president, vice presidents representing various discipline areas, a secretary-treasurer, and a paid, part time executive director. The executive committee of CORRIM will consist of the President and vice presidents. Officers will be responsible to the board of directors as currently structured in CORRIM bylaws.

**Motion:** Consistent with current CORRIM operating procedures, the secretary-treasurer will be from an institution other than the one hosting the administrative structure and will sign any checks making payments to personnel at the host institution. There will continue to be audits of program expenditures at the beginning and end of the project. Officers will serve for specific terms (4 years), initially staggered at 2 and 4 years.

### **Responsibilities of Officers:**

#### **President:**

**Responsibilities:** Be the primary liaison of CORRIM with outside communities, solicit funds to support CORRIM efforts, organize research initiatives, present integrated CORRIM findings and picture

#### **Executive Director:**

**Paid, part-time position:** \$20,000 - \$30,000 per year – possibly from current administrative and contingency funds but with the potential for them to generate part of their own salary

**Responsibilities:** Coordinate CORRIM meetings and general communication, represent CORRIM at planning meetings and other outside meetings where needed, pursue and develop CORRIM proposals, maintain administrative filings, correspondence, and payments

#### **Four Vice Presidents representing discipline areas**

**Responsibilities:** Present findings of CORRIM for respective discipline areas, participate in development of CORRIM proposals, participate in executive decisions of board

Discipline Areas represented by the officers of the organization should represent as many of the following discipline areas as possible. Where a discipline area is not represented by the President or one of the Vice Presidents, CORRIM should consider “Team Leaders” to represent other areas. This would allow federal employees to have identified leadership roles in CORRIM.

Solid and Engineered Wood Products

Forestry and Forest Management

Marketing

Green Building and Green Construction

Carbon effects across all product and management categories

Bioprocessing

Outreach and education

#### **Nominations for Leadership Positions:**

**President:** Steven Kelley, North Carolina State University

**Interim Executive Director:** Elaine Oneil, University of Washington

**Secretary – Treasurer:** Tom McClain, Oregon State University – continuation for one year

**Vice Presidents – with the President, constitute voting members of the Executive Committee**

**Forestry and Forest Management:** Leonard Johnson, University of Idaho – continuation for one year

**Marketing and Green Building:** Ivan Eastin, University of Washington

**Outreach Education:** Adam Taylor, Tennessee

**Solid and Engineered Wood Products:** Unless a nomination emerges from the Annual Board meeting, we recommend that this area be covered by a non-voting team leader. This will allow coverage of the area by federal employees, specifically CORRIM partners from the Forest Products Laboratory.