



**Board of Directors Meeting – Conference Call
October 4, 2016 Meeting Minutes**

Present:	Absent: Jan Warnick, Wayne Kober, Mike Parrent Staff: Terri Breon Others: J.T. Graupensberger, Jim Viana, Mike Kennewell
Linda Zug	
Eric Rosina	
Danielle Elwell	
Joe Musil	
Craig Bushey	
Sarah Lavin	
Stephen Shaw	

Linda Zug called the Board of Directors meeting to order at **12:00 p.m.**

Roll Call / Introductions – Linda Zug

- Individuals present introduced themselves.

Meeting Minutes – Linda Zug

- Tabled to next month since not everyone had a chance to review. Steve had no corrections. Dee and Craig had some insight/comments. Eric’s last name is Rosina with one ‘s’ not two.

Membership Updates –Terri Breon/Joe Musil

- Couple of new people coming on. Sarah takes credit for that. Three people from Rhea Engineers signed up. The western section have been trying to pass out membership forms out at events. She adds sticky notes on them saying you can also sign up online and we are doing the membership special right now. Get rest of 2016 free and then all of 2017.
- Linda asked what we are doing for the 15 month membership. Have we emailed a blast about that? Terri has not, she has no text for it. Does anyone want to give her something - Eric said he would draft something up.
- What is our plan for membership renewals - mostly email blasts? (Linda asked) When that time hits in the end of December, unless we can move it up. Joe said we might as well send out a 2017 renewal - and let them know if they sign up now they get the rest of this year free. Sarah said maybe section chairs can email individual members or call



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them and would they be able to hand out the flyer to their co-workers who aren't members and maybe reach a broader range. Suggested to do that as soon as possible. Joe will work with Eric to draft up a notice.

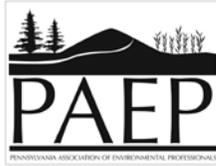
- Steve doesn't think we should do it on paper, if they can do it online. Terri said they need to keep them in the same calendar year so you don't inflate the books. Watch when you do the renewals...shouldn't be too early. What do you recommend, Terri? (Joe asked.) She lets it sit in PayPal for 60 days to help carry over into January. Then come Jan. 1 she knows how much money she can move from PayPal to PAEP. Is 60 days the max in PayPal? Yes, with our type of account (per Terri). Steve said he is okay with that...no budget crunch right now.
- Sarah asked if they should separate the email blasts. 3 months free now and then later send out the renewal one. This was agreed. Linda said to say something about the various events that will be happening until the end of the year.

Treasurer's Report – Stephen Shaw

- \$11,325.73 in checking account, \$2,323.18 in scholarship fund for a total of \$13,649.00. This puts us ahead of last year by \$2,700. He made some notes in budget evaluation section - but he thinks we gained 5 new members. That would increase the bottom line. As with last month a projected surplus of \$4,600. That's conservative as some budgeted items most likely won't be spent. Looking good right now.
- Dee asked if the numbers Steve puts out do include the membership that is going towards next year. Terri replied it does not. There may be a few (3 members last month but they were students) and they were included in the numbers. Students don't pay.
- Linda said to keep ideas and events coming in as they help. Anything we can get our name out there for PAEP and keep people interested. Some items put up on LinkedIn as well.
- Steve said he was contemplating starting to draft next year's budget. Is he jumping the gun? He wants to get it out before the retreat. Linda doesn't think they have ever had it done this early. Terri asked if he wants them to pull PL vs. Actual. Steve said send it like you are doing every month after he sends you the bank statements. He can use the one for September. Kelly will be doing that this week.

Board of Directors Election 2017

- Joe said we still need two more applications. Particularly from the west. Linda gave one to a co-worker, hoping it will come in.
- Do they have to be a member for a certain period of time before? Sarah asked. No, they do not. She can ask the three new people she signed up. Eric Buncher always



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said it is good to ask face to face or on the phone instead of email. Think about asking as sometimes it really helps for this.

- Joe hoping to have them by next week and will have Terri send out another email blast.

Section Updates

- Central – J.T. - having couple of meetings with Scott Sternburger, Deb, and Wayne at one point. Will have a presentation hopefully beginning of November with Karen Vanderbilt from Stick. Will have flyer soon. Also, looking at the evening presentation to piggyback with south central DEP conference. (To help boost attendance.) Also looking at next year to do a PEMA headquarters tour and then something with some of the local universities to help with the resume reviews.
- Eastern Section – Joe Musil reported. Thursday running a site tour of a recent dam up project in King of Prussia and starting to work on early December program. Jan asked how many signed up; Joe replied 20.
- P2E2 Jan/Mike - Neither present and no report submitted.
- Western Section (Sarah Lavin and Craig Bushey) – Sarah reported. Have our next event on October 13, 2016. At CEC again who is providing the food and Rhea provided sponsorship money. Jared Pritts from Army Corps of Engineers talking about the PASPGP program update. Sarah has at least 12 signed up through her for the lunch and learn event. Unique because also will be a live webinar. Anyone can attend and can register online where they will receive the login information. Lots signed up via online registration. Does have to admit there were problems with the online registration so that may need to be addressed. How was the workshop two weeks ago? Stream monitoring workshop - 7 showed up (none from PAEP) but it went very well. She did this with Nine Mile Run. Adults participated with a few from conservation districts.
- Student/Scholarship – Mike Kenawell. Not a whole lot to report. A little over \$2,300 right now. Brainstorming ideas for a beer tour or tasting event which could be popular but what type of venue could we look at? No rush. Could this raise enough money (profit) with amount of effort it would take? Get something out before Thanksgiving to students before they leave for the fall semester so they can get everything in sooner and start reviewing them.



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- PA Conservation Heritage Updates – Wayne Korber not present. No report.

2017 Conference Updates – Jim Viana

- Jim Viana - not sure what you know? Regional director of DEP has agreed to speak and Jan reached out to Secretary (Acting) and doesn't know if it is definitive yet. Trying to get a backup. The Wednesday get together for off-site location - talked about going to a distillery nearby that is LEED certified - at an old match factory and they are doing different things. Touring it and how they became LEED certified - they agreed to do tour and asked to get back to them with a count when it gets close. Viable option and can stay out after and have a drink. Bad with names - someone has agreed to take care of sponsorship. Not familiar with who or where that is. But that is something they are working on. That's all he has right now. Linda said it was Eric Rosina. Linda thought the tour was a great idea and glad to hear it's coming together. They (distillery) also have a science talk in the evening that we can stay and be part of it. Linda saw the email blast for call for paper and presentations and asked if they are coming in. Are those going right to Keith, Terri? Terri said they are coming in there so she will look: 7 submitted so far. Did Craig Zimmerman send one in? Terri did not see it. Those are due by the end of this week - Friday. Expect Keith to arrange for another call after all the presentation proposals are received.

PennDOT/PAEP Information (Mike Kennewell)

- Think that was sent after the last board call. Linda and he talked to Mike Lombard at the Central Office of the Env'tl Unit in Harrisburg. We will house and spread info on Penn DOT policy and regulatory documents as they come out and share with all members of PAEP. Could be sporadic. Some each year. Also, access to all those documents on PennDOT's website but they are often buried and difficult to find. Can we put those on our website? Link to all of the publications? Section 4s documentation, wetlands, noise, etc. Some has been sent to Terri already and she has added those to the website. Just has to figure out how to make it viewable. She is learning as she goes. Friend is going to show her some tidbits on it. If you look at the link she sent, that's where it's sitting right now. Now there are over 20 documents on there. Once on there send out through an eblast so they know it's there. Nice resource for members. It's all pdf's so easy to copy on your own desktop. Linda just pulled one up and it's a huge link and it popped up with no problem. Partnership here. Thanks to Terri to putting things up there.



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Spread the word out to the consultant community. Way to help get more information out to those that need it. Will be put under resource tab.

Website Update

- Eric had to leave the meeting and could not rejoin. No report at this time.

Membership Retention Plan

- Steve is trying to get that revised so he can send it back out and then take board action on approving it. Based on our meeting it will be the final version = same as draft with minor revisions based on our discussions. Get approved and then membership and marketing committees will determine how much will be bit off and implemented. Hoping to get it out end of this week or early next. Just Linda and Mike will not be on the board next year so do we want to wait to approve it until January? Steve Doesn't think it will be an issue so have it for the November meeting. They need to be operational (two new committees) by the end of the year. Will definitely get it back on the agenda for November. Steve said yes. Dee is in charge of one of them. Not sure who it is responsible for the next one. Dee did not formally agree. Talk about it.

Miscellaneous

- Government/Leadership – Joe said having Karen present in November. Does anyone have any events they want Dave Hess to add to his environmental digest? Just send to him and will gladly help promote PAEP programming.
- MSC November event – Sarah and Joe are you still attending? Sarah asked if they have to pay for registration. No. Yes, she (Sarah) is attending. Joe thinks he will be as well. Eric was going to go too. Sarah can get the board from Mark and try to make something up herself and print it out. Linda has a pdf of it and can send it to her.

Adjournment

- With nothing additional to be discussed, the meeting officially adjourned at 12:47 pm

The next board meeting will be held on November 8, 2016 at noon by conference call