

Board of Directors Meeting – Conference Call September 6, 2016 Meeting Minutes

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Present:	Absent: none. Staff: Terri Breon Others: Wayne Kober, J.T. Graupensberger
Linda Zug	
Eric Rosina	
Jan Warnick	
Mike Parrent	
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

- August meeting minutes reviewed. No changes or comments. Good to go.

Membership Updates –Terri Breon (Joe came on the call late)

- Membership numbers – Up six to 244. This includes 156 general, 3 grad students, 20 non-profits, 46 students, and 19 corporate with the grand total of 244. 238 last month.
- Since now in the 16 month membership period Linda asked if an email blast would be going out to promote membership to new members. Joe said he would draft something up.

Treasurer's Report – Stephen Shaw

- Steve referred everyone to the report he sent out last week. Highlights – balance in both accounts is \$13,819; \$11,521 in checking; \$2,998 in scholarship fund. Given the total we have moved ahead of where we were last year in the total balance which is a good thing.
- Those numbers do not include checks to be cut shortly or maybe they are on the way to me - \$1,500 estimate. \$1,750 in income was not yet deposited into the account as of the end of August. We have turned a corner and should have a surplus in income for the year - a plus. Terri and Kelly have been very helpful in providing numbers and answering the questions as Steve does not claim to be an accounting wiz. Just keep moving in the right direction and go from there.
- Linda reported that the Western PA section has a few things coming up. This Friday and one in October where payment is due; food is donated and getting sponsorships.
- Steve said that maybe he has been stingy on some items that we may not be using now. Another \$1,000 for website stuff which Eric can chime in on; we won't need that and a



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couple of other items in there. Good to be conservative – let's not go on any spending sprees. Do not release that \$1,000 in the event we need it for something else.

- Linda stated that we should hold onto that to help improve P2E2 portion of the website.

Section Updates

- Central – J.T. and Wayne; J.T. has been slammed and not had time to work on anything, so nothing to report. Wayne spoke with J.T. and Scott and Scott has agreed to meet for lunch soon and talk about what they can organize before the end of the year. Should the email be sent to Deb to include (Linda asked) – Wayne thinks that yes, she should be kept posted.
- Eastern Section – Joe Musil reported. The flood control project site visit is coming up. They won't make any money on it but will still run it. Scheduling something else for November. Linda asked about the training and where it will be and if anything has been sent out yet. Nothing has gone out yet but it will be in Fort Washington. They can only take 25 people, charging \$5 for non-members – bring your own lunch. This one is on the dams that have been approved by Army Corps in the last 10 years. Terri will have the eblast taken care of.
- P2E2 Jan/Mike - Had meeting at ETAC – couple dozen people and some didn't make it. Nice tour of the work they do there. This was located near Bethlehem by the Greenway that the speakers talked about last year. Mike was interested to look around in that area. Gearing up for their next event in November. Not solidified yet, still working on it. Jan said they had some good credits in several publications. DEP newsletter, Northampton County Circular, PA Environmental Digest. Only problem is the contact name listed wasn't current. Jan will make sure they put her contact information in there next time. Linda commented that she put the event coming up on Dave Hess' website and asked if everyone got his email (Environmental Digest). Jan asked for his email so she can send him a message. To note: there were three items in the digest this month – save the date for the annual conference included – very good advertising.
- Western Section (Sarah Lavin and Craig Bushey) – Sarah reported. Event this Friday with Kent Taylor from DCNR speaking about the new PA Conservation Explorer Tool. Sponsorship from Rhea Engineers, Inc. and CEC and we will still be charging. \$10 for members, \$15 for non-members. Any income will be put towards future events. Also doing a raffle. Sarah has painted some wall art to be raffled off for the scholarship fund. Also, thanks to Linda, someone from the US Army Corps of Engineers will be coming in October. CEC seminar room will be used - they will be talking about PSPGP5 changes enforced in July and will explain how they have been doing for the corps side of things. Hopefully, if extra money from these events it will be put toward a social event in November – a tour of Wiggle Whisky or have them come to the Environmental Learning Center in Frick Park. They would cater it (supply the booze). Want to do the Phipps



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Conservator event again as well. Each month something is planned. Army Corps talk in October – can that be broadcast to other sections to watch as a webinar? Sarah might be able to recruit her brother to do it. Linda said CEC usually does that so she can check there as well. Will talk to Jarrod at the Corps to make sure he is comfortable with that. Steve thinks this is the way we should be headed with all our trainings to provide more value to our members. Since not advertised to any extension, we can still figure out what we need to do there. They didn't plan to advertise until the one this week was finished. Sarah did make a save the date to hand out to everyone on Friday. 11 people are signed up plus 2 from online. Can send out something one more time since all they need is to order food at this point. Online version is open until the 8th, eblast says 7th. Linda suggested leaving it as is.

- Student/Scholarship – Mike Kenawell. Since the date of the conference was moved up, the scholarship committee is pushing their dates ahead to send out the information to the students. Kristena and Mike will be working on getting that out sooner here to have enough time to review prior to the April 5th start of the conference. Linda agreed with this approach. We need to think of ways we can raise additional funds for the student scholarship as it might not be enough in the next few years.
- PA Conservation Heritage Updates – Wayne Kober reported that they recently held an annual retreat for their advisory committee to review what they have been doing and where they would like to go. They have four goals they will be pursuing. They were invited to Cindy Dunn's cabin for an informal gathering at Pine Grove Furnace State Park and were able to network with the Deputy Secretary's and one new one – Lauren who used to be a bureau director. Talking to Linda about PAEP Conservation Heritage Webpage and that it hasn't been touched for awhile. They received funding from William Penn and Mellon to update their website and its being completed now, about 90% done. It would be good to take a look at what PAEP has on its own website and cut it back and link to PPFF Conservation Heritage Website. Linda said there are many things to be updated on the website. Eric said we have some work to do on the front page to get more events on the webpage instead of the same things on there. Plus Conservation Heritage. Not sure the order of how it will be done. Anybody can make updates to the website with the exception of the homepage. If you have anything to be updated, just let Eric know where and send him and Terri what you would like it to say and include pictures, etc. Would have to go through standard approval process but this could be a one to two day process overall. Goal is to review within next three months.

Website Update

- Nothing other than what we talked about right now. P2E2 updates are a priority. Steve asked about an email he got for the membership section and he is having issues with not being able to change his password. Keeps getting response that the password reset



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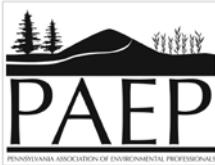
link seems to be invalid. Eric will look into that with Terri.

Membership Retention Plan

- Stephen drafted the plan. Linda said its amazing. Most just got it and need time to review. Graphs, etc., really professionally done. Very impressive! It captures a lot of what we have been talking about for awhile. In order to discuss this, Steve feels there needs to be another discussion after everyone has had a chance to review it thoroughly. A few general comments from Steve: thanks to Terri for helping with all of the reports; he wanted to make it all inclusive; comments from the board, other members, etc. He is not suggesting implementing it all but may need to pick and choose and do somethings. Advantages to being fairly new to the group but also disadvantages. Past history would have been helpful but at the same time he was able to look at it more objectively. One item that surprised him was that P2E2 is not a section. If they were to become an official section, would all their members need to become members of PAEP? Things to consider. Feel free to critique and then we just need to come to an agreement moving forward. Everyone agreed to another call to review on September 20th. Dee is the only one that could not make it. Use track changes if you make any notes or changes on the current document so those can be sent to Steve.

2017 Conference Updates – Jan

- Jan reported they had their first meeting at the end of August. This went well; Keith secured Toftrees from April 5-7. Mike had a steering committee meeting at etech and got some good ideas from members for the P2E2 track. Maybe even have some panels. Jim is co-chair of the conference and working on getting regional DEP reps Marcus Cole from NC region to give the welcoming to the conference and talk about air quality and regulations and help draw some industry folks. Then Acting Secretary Pat MacDonald was in their region about 2 weeks ago and Jan mentioned the conference and he seemed interested. Jan followed up and sent a request to have him speak. She asked him to speak about anything he feels is a priority to DEP – clean power plan, Chesapeake Bay plan, regulations initiative, clean energy. Working with Keith regarding that. He was asked to do a full hour which includes Q & A and requested for dinner in the evening. Linda was also on the call. Jan thanked her. Possible we might need to accommodate him for lunch instead. Also, let Mike know if you want to be on the calls or if you want to help with the planning. They will be sending out a call for papers and will set up the date of the next call after that. Good number of people participating but anyone is welcome. Thank you to Mike and Eric for stepping up to be on the committee to solicit sponsors. Big money maker so good to get sponsorships and information out early so people can plan ahead.



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Miscellaneous

- Board of Director's Nomination. Number of comments that went around, but thought it was in good shape. Will send to Terri this afternoon so she can do a general eblast to our members. That's announcing the election of our three board members for the next year. Thank you Joe for doing that and Linda hopes we get a number of people who come in that want to participate. If you know someone you think would be good, ask them. Many respond more if asked first. Linda is trying to get someone from CEC. This will be necessary if we don't get a lot of response by the direct email blast. Just like sponsorships, people respond better with the direct ask. Applies to section leaders as well.
- Government/Leadership – No report.
- PA STIC Consultant Innovation update - Mike – talked to Mike Lombard this past Thursday. Sent him the dates sent to him, unfortunately he hasn't had a chance to look at them yet. Will try to get a call set up with him to review. If doesn't hear back by the end of the week will contact him again. Was anyone at the STIC meeting on 8/30? Mike did not but someone attended in his place. Positive reviews on that event. DOT approach on projects. Let's all get it done as we are in the same boat. Still getting feedback but that was the initial feedback. Over 100 attendees.
- MSC November event – Mike – no updates on it yet but did see an eblast from MSC which did not contain our logo which was good. They should be reaching out shortly to see who is attending. Being held November 2/3. They will be forwarding us eblasts that we can just flip to our members as a non PAEP event. Can be formatted with our logo at the top or as done in the past – just stating that this is a non PAEP event. The Pittsburgh and Washington County Chambers were identified as partners, but not us. We will be getting a table and should include our membership information. Linda has a large poster board that she can have updated with pictures and information to have at the table. Maybe have a fishbowl for business cards and hold a drawing for a free membership.

Adjournment

- With nothing additional to be discussed, the meeting officially adjourned at 1:01 pm

The next board meeting will be held on October 4, 2016 at noon by conference call.