



**Board of Directors Meeting – Conference Call
February 13, 2018 Meeting Minutes**

Present:	Absent: Mike Kenawell, Kristen Aiosa, Craig Bushey, Jan Warnick, Fiona Adamski, Eric Rosina Staff: Terri Breon Others: Marie Campbell, Bill Plumpton
Eric Rosina	
Joe Musil	
J.T. Graupensberger	
Sarah Lavin	
Stephen Shaw	
Kyle Brubaker	
Danielle Elwell	
Vlad Odarchenko	

Joe Musil called the Board of Directors meeting to order at **12:30 p.m.**

Roll Call / Introductions –Joseph Musil

- Individuals present introduced themselves.

Meeting Minutes – Vladimir Odarchenko

- Minutes were distributed. No comments or corrections were necessary. Tentatively approved; if anyone has anything to change we can address at the next montly call.

Treasurer’s Report – Stephen Shaw

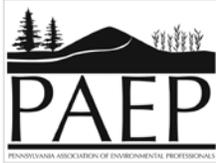
- 2018 final budget sent out Budget shows a negative cash flow for the year due to expenses of the STEM grant but at start of next year will have over \$9,000 in the checking account. More income last year because of the \$10k STEM grant and those expenses will come out this year. Checking account balance will not be in negative, just due to the accounting method..
- Membership numbers went out to everyone, but renwals are roughly ½ of where we were last year. Last year we had 32% of annual dues buedget covered at the end of January; this year 18%. Possibly renewals are just slow coming. One thing we will need to look at is reminders. Terri sent a lost but not forgotten email. Things are lagging. Need to start having more membership programs. NAEP printed out their records, 26 members in PA. Joe emailed all of those. Got 10 responses back; only 4 belong to PAEP (of the 26). Potential 20 or so new members with those 26. That would cover the President’s membership to NAEP if we had 3 of them. Marie (NAEP) Campbell noted that the national members do want to be affiliated with a local chapter and have regional events.
- Treasurer's report sent out. Checking account balance is \$18,680; Scholarship - \$3,215; Total of \$21,895.

NAEP - PAEP Affiliation - Joe Musil, Marie Campbell, William Plumpton



Board of Directors Meeting – Conference Call February 13, 2018 Meeting Minutes

- Information sent out and Steve had some questions. Under Benefits - free processing of joint renewals - is that in any way going to affect what Terri is doing right now. No. Chapter dues - are they separate from PAEP dues? Besides just checking a box is there anything else we need to do? Terri does need to do a little planning as it is by the date the member joins, not by calendar year. Following month a \$65 check would show up to Terri but really would be towards the 2019 dues or towards 2018 dues if they didn't pay yet. Will need to note this somehow as it would show a positive in your books but would be for next year. Would the NAEP chapter dues replace current? Bill Plumpton has been a member of both since 1989. NAEP would redo their membership application so PAEP members could renew through there. These are currently separate. NAEP would be the passthrough. But they would need to pay the additional amount for NAEP. Many employers look at it as easier to see these two together and will pay for both together instead of individually.
- Retreat every two and half years and what are the requirements for officers? Bill said the president and chapter rep to the NAEP would be invited.
- Quarterly Report - what does that entail? Let the national know what events you have and is a public relations opportunity to share what has happened during the last quarter. No financial records need to be shared.
- How can the board support the chapter? If there is a training need or topic - something that the group can do together or find of interest that others are doing.
- Eric asked if there is a way for NAEP to put out a listing of national policy and directives that will drive state policy. Lots of state agreements in PA...but being updated from the national front would be useful. Marie replied that webinar is done within 30 to 60 days of their conference - available to members at a discounted rate. Could host an event for the entire chapter for the price of one to show the updates. There is also a newsletter that comes out bi-weekly by NAEP to NAEP members. Would be available to PAEP members as well. Include any changes that come out within those last few weeks. Very informative.
- Motion by Joe to open up discussions to reaffiliate with NAEP. Sarah Lavin has a lot to discuss about the conference so not sure there is not enough time to talk today. Vote postponed until next month (Joe). Marie provided a quick insight into NAEP - approaching 1,000 members; free and paid webinars throughout the year; March 11 - 14 National Conference. Very heavy representation from transportation agencies. 53 sessions being held. Best practices. Training members on new and changing regulations. 15 chapters and would love PA to be back. Bill stated that NAEP has been a great product for state and regional chapters. Chapter also has opportunity to host a national conference. Takes work but opportunity to share in profits of conference - \$15 - 20,000 is the take. Review the responsibilities - but all of these things are already being done and should be mutually beneficial and looking out for the profession.



Board of Directors Meeting – Conference Call February 13, 2018 Meeting Minutes

- Requires some contributions from our members going forward. Quick summary by Eric - proposal is outfall from January board meeting. Best estimate of level of effort - three prongs to put together: 1. Classroom Visits (near term) - can do this Spring 2. Trip (may take more time to get on schedule - probably next year) 3. A large scale, centralized event (working with Mike and Jan). Allocated some budgets to that and some expenses. Not sure it will go exactly as predicted but Eric feels it's reasonable to accomplish goals, and will be something that PAEP can expand upon in the future (statewide). Joe stated that its important to emphasize that we'd all (PAEP Board) be expected to make some contributions as it will likely cost more than \$10k we got in staff time and participation by members.
- Steve Shaw commented that on the last page - regarding extra work - will be completed upon additional support. What kind of hit would that be on our budget if unforeseen extra work is significant? Could we include a statement that we will look into this individually and only with no hit to the budget? Eric will not let this go above the \$10k and will be submitting monthly invoices indicating percent of budget expended. Steve indicated we will also need is % of effort expended in order to forecast any extra work. It's one thing to bill 50% of the budget, but if there is another 100% of effort left it's another story. Eric will need to address issues as they come up. If one task goes over than there may need to be a re-budget for next task/prong. Timing component there due to logistics. The first level of effort gets you down the road with the contacts being made. We'll know more with the interest level provided at that point.
- Vote yes or no? Vlad recused himself. Everyone else voted yes to approve the contract. Eric will get started.

2017 Conference Updates - Sarah Levin

- Sarah - met with PA Council of Professional Geologists (PCPG) on a conference call (Dee, Steve, Jan, and Sarah) for providing a short course at the conference. Sarah and Eric talked with them at the Brownfields Conference about collaborating as an exhibitor or providing a short course . This would replace the Wed. off-site tour. The short course would be on soils; one of their board members would be teaching. Registration for course - they would prefer to do through their own website. PAPG were going to provide estimated cost, but haven't yet. I think we would be okay with a cost between \$50 - \$75 for a 4 hour course. This would provide professional development hours (PDHs) for anyone attending. Is this okay to list under our registration and then have link to send interested persons to their website to register for it? Joe liked the idea.



Board of Directors Meeting – Conference Call February 13, 2018 Meeting Minutes

Page 4

- Would we just supply the room, get revenue from the course? How many professional geologists do we have? PDHs would be applicable towards PE's, and potentially for wetlands professionals. Dee stated that anyone would be interested in soils. Did we charge for the wed event in the past? Fee just to get into the tour - conservatory and a little extra for ice cream afterwards. \$20 last year. People would be willing to pay for a course with PDHs. \$100 might be the lowest they would be willing to charge.
- More of an opportunity to increase attendance at the conference.
- They would also issue the certificate's.
- Steve said we should discuss the profit/split. He threw out 50/50 during the call with PCPG. Not much reaction one way or another to it. Dee had a good suggestion.... why don't they donate 10% of the profits to the scholarship fund. Sarah agreed with this. Joe thinks 20%. We need to find out what they are going to charge for this.
- Everyone agrees and Sarah will negotiate this.
- Sarah does not have a committee this year and not able to do it all alone. Not many exhibitors. Pittsburgh Airport was it (that she heard from Keith). She has the list. Terri said we got ACT Engineers - Eric's group, which will do Keynote Luncheon. Dee is working on Michael Baker. Joe asked the list to be sent out and then everyone can split it up. Dee had problem - couldn't attend first committee meeting and then taken off email list. She will help but needs the information. They are having a phone meeting this Thursday at 10 a.m. Dee could help if she gets the details on it. Sarah will forward Keith's email out to the board.

Section Updates

- P2E2 - Jan Warnick/Mike Parrent: neither on the phone. Program meeting scheduled for this Thursday.
- Eastern Section - Eric Rosina/Joe Musil - nothing planned right now. Joe has a meeting with the Army Corps on the 22nd.
- Central Section - JT Graupensberger/Scott Sternberger - JT said on April 3 they will host a brainstorming session at his office. Good response so far. Hopefully hear back from Fiona and this will correspond to the work her committee is doing.
- Western Section - Sarah Lavin/Craig Bushey - Meeting with Eric Buncher, Linda Zug and Darlene Walker to discuss events for the year. One event would be a DEP regulatory update to schedule for end of March.



Board of Directors Meeting – Conference Call February 13, 2018 Meeting Minutes

Page 5

Government Legislative/STIC (State Transportation Innovation Committee)

- Mike not on.

Continuing Education Credit Update (Fiona Adamsky)

- Fiona not on.

Marketing Committee (Danielle Elwell)

- Marketing - Dee did not get any feedback on newsletter that went out. Quarterly newsletter. Send a summary of your event and pictures and she will include in next newsletter. Joe liked it and stated it was long overdue. Linda Zug said she liked it. When is the next one going out - 1st week of April. Dee can get draft together for next meeting.

New Business

- None brought up.

Adjournment

- With nothing additional to be discussed, the meeting officially adjourned at 1:28 p.m.

The next board meeting will be held on March 13, 2018 at 12:30 pm.