



**Board of Directors Meeting – Conference Call
January 5, 2018 Meeting Minutes**

Present:	Absent: Kristen Aiosa Staff: Terri Breon Others: <i>Wayne Kober</i>
Eric Rosina	
Joe Musil	
J.T. Graupensberger (calling in)	
Stephen Shaw	
Sarah Lavin	
Fiona Adamski	
Jan Warnick	
Craig Bushey	
Kyle Brubaker	
Mike Kenawell (calling in)	
Danielle Elwell	
Vlad Odarchenko	

Eric Rosina called the Board of Directors meeting to order at **10:00 a.m.**

Roll Call / Introductions – Eric Rosina

- Individuals present introduced themselves.

Meeting Minutes – Eric Rosina

- Minutes were distributed. Nothing to change.

Review Board member Handbook – Eric and Terri

- Member handbook – you have your updates from Terri for this year. Everything is included in the packet – non-profit status, etc. Make sure the information on you is correct. Terri will put officers in accordingly.

Election of 2018 PAEP Board Officers – Joe Musil

- Joe has sent out many emails. Craig and Joe have expressed interest in President. Craig also interested in VP. Steve willing to stay as Treasurer. Assuming Craig will move up then someone will need to be Secretary. These were self-nominations. No one else offered to run for President. Voting via paper ballot given to Terri. While ballot being tallied discussed idea of creating shirts that could have PAEP logo. Build more image among our members. Unanimous – Joe is the new president. Next, recommended for Vice President is Craig. Steve made a motion to elect Craig as Vice-President, Dee seconded. All in favor. Treasurer, Steve on ballot.



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Motioned by Craig – seconded by Dee. All in favor. Secretary – nominate someone or self-nominations open. Vlad nominated himself for Secretary. All in favor, yes. Terri will need everyone to sign some papers and get copies of their driver's license.

- Vlad introduced himself.

Board Meeting Schedule – Monthly Conference Calls – All

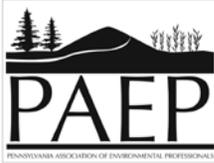
- Keep to first Tuesday of the month? Suggestion given for Second Tuesday of the month to help with the treasurer's report. Yes, this works. Next meeting would be February 13, 2018 at 12:30 p.m.

Treasurer's Report & 2017/18 Budget Review – Stephen Shaw

- Treasurer's report sent out. Checking account balance is \$17,834; Scholarship - \$3,175; Total of \$21,009.00. Puts us at \$11,565 over last year at this time which is due to the STEM grant. Basically tracking what we did last year. Membership income, still 82% of budgeted for last year. About \$11,055 last year; \$13,000 in 2016. Other bills came in – Brownfields Workshop and a few other expenses, about \$500 more in expenses than he estimated. Essentially with \$15,000 in checking account.
- Budget – need to fine tune the numbers. May tweak some 2018 values based on final 2017 numbers. 2018 has a projected balance of \$39,700 income; expenses of \$4,870; makes them \$9 – \$10,000 more in income but mostly because of STEM grant. Still projecting that 2019 will have a starting balance of \$9,800 in checking and scholarship funds. Comments on itemized numbers can be directed to Steve. Picked numbers based closely to what was done. Steve corrected that we have \$500 still budgeted for sections with \$300 projected income (charging for attendance/sponsors). Motion to accept the budget as it stands Craig made the motion, seconded by Dee. All in favor. When final numbers come in he can make amendments and send out.
- Need to reauthorize - Terri requested a bank issued credit card for association expenses. Steve made a motion to authorize, Dee seconded and all in favor. Steve will contact the bank to get a card issued.
- Similar circumstance, didn't have enough clickers for PPT slides. Authorize Terri to purchase three new ones. Motion made by Steve, seconded by Fiona, all in favor.

Sections and Promotions of Sections/Events (*Let Joe know if you'd like him to attend any events*)

- Western Section (Sarah/Craig): Having their winter party that evening at Phipps - change timing due to Phipps busy December. Have about 10 signed up and will get



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another 15 to show up. Instead of donating they will pay their catering and cafe people to have food and beverages at the event. Ideas - want to do a DEP regulatory meeting in Feb. Now have a SWEP (Society of Women Environmental Professionals) group in Pittsburgh and Sarah is going to talk to them about setting something up. Got a lot of contacts at the Brownfield's Conference including places to hold events.

- Central – (J.T./Scott) - Had an event last week, with about 15 people attending at Evergreen Brewery. Federal, state, and private consultants showed up. Program with multiple groups has moved from January to March. Places couldn't accommodate based on holidays and pricing. Will also get together in late January with a few others who have expressed interest in helping out and brainstorming. Cami Otto and technical presentation that we want to offer will be discussed and planned. Chesapeake Bay reached out about York Haven tour and opportunity may present itself to help out with that. Couple of different projects that JT's company is working on. Lightweight fill material that they used at the Navy Yard (in Philly). Waste turned to energy - another project that they are working and might be able to share info. Maybe pair up with Eastern Section for the Navy Yard information.
- Eastern Section – (Joe) Can't report very much for now. Interesting request from Army Corps to develop a group to review Sturgeon Issue in Delaware River. National Marine and Fisheries Service wants to shut down construction from March - September and then October - March for Fish & Boat Commission. Small meeting in February with a dozen people to follow up with another meeting. Will need to resurrect the eastern committee to schedule more events. Further discussion on Sturgeon Issue.
- P2E2 – (Jan) Next meeting scheduled at Kings College for February 15th. Harsco Company going to speak on their sustainability efforts. Renewed focus on sustainability flag, the way corporations are going. Draft on the flyer out to Mike but she needs to get it finalized. Will need help to continue the program after Jan and Mike retire. If anyone has ideas for that to please let them know. They have about 50 companies in their region but only get about 10 - 25 at their meetings. It has died down over the years.



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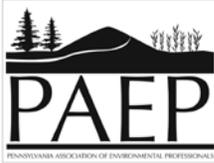
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Conference

- Sarah has her brother coming to video record it (voluntarily) and then have this for future marketing purposes. Would like the overnight room for him, especially if he can't use vacation time to attend. Can we live stream any presentations? Potentially, Eric reported that this was one of our thoughts with the keynote speaker's panel of the Policy Director for DEP, Sec of DCNR, Sec of DOT, DPA regional admin from Reg 3. We don't want it out there for anyone, really want people to attend. Perhaps have it as a paid option after the fact for those that couldn't attend (like a webinar). When will registration brochure be ready? Almost done. Logo design was shared. Theme is Branches of Knowledge. Tree of Life with environmental words. Any additional ideas? Idea with keynote panel, book called "Silos, Politics, and Turf Wars." Open the discussion with DEP, DOT, DCNR and how we can improve the environment with our projects. Leverage investment across the commonwealth. That's the big picture. Market this well as it will be a draw. Keynote at lunch time which helped get the speakers here. (Eric) Thinking about buying the books and sending them to the speakers in advance. Wayne thinks this is a great opportunity for PAEP to influence a lot of officials. Lots of professionalism. Joe thinks we should get a better headcount to know how many can be at lunch. Offer a lunch-only option for this session. Let Sarah know if you are interested in helping with the conference.

Student and Scholarship

- Mike Kenawell - For 2018 it has been sent out to all the universities and professors. Have started to receive those applications back. Should get more. All are due by February 5th, by the 26th the first round will be completed. By the beginning of March 2nd round will be completed and then have notification of the board on the two winners by mid-March. Requiring a work study or presentation as part of the scholarship process that they have to make to the board or at the conference - should we? We have enjoyed it in the past when they can attend. Possible struggle would be the mandate that they are there. Most often they are still in school and sometimes difficult to attend in person. Maybe something that could be provided in their absence. Difficult to get many to attend due to timing of the event. Any feedback from the schools on it? We haven't heard anything at this point but could look into it. We need some help with social media and if someone could



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assist/volunteer we could give them a scholarship to attend. Could look into it. Will look into fundraising at the conference. Will give out two \$1,000 scholarships. Do we know what they do with it? Some have said books - but we have no restrictions on what they use the money for and so they could use it for what they need.

Government Legislative/STIC (State Transportation Innovation Committee)

- Mike reported. Last full meeting was in November. Headed by Leslie Richards from Dept. of Transportation. Nothing really interesting for our group. Environmental tag did not report out at that meeting. Working on a white paper with points to present for first meeting of 2018 (March). Initiative to create standardization of stream restoration structures. A few things that exist with Fish & Boat but PennDOT doesn't have anything when they need to do mediation for themselves. Gone away from monthly meetings for E-tag group so it's every other month with the larger group. In the opposite month doing the smaller group - he is part of the natural resources/water resources and also on permit sub-group. Some good brainstorming ideas that they hope to share with the larger group at a later time. Can Mike bring up the Keys training to the meeting? Yes, he could. They've talked about it saying there are some things to be learned although they think that it's a little better. ½ day or one day training sessions on behalf of Penn DOT. In conjunction with someone from DEP (and Army Corps). Do's/Don'ts, what agencies are looking for, what is going right/wrong, here's what we need. Will get some input specifically from Penn DOT (Mike Lombard attends). Always trying to generate new ideas from consulting and regulatory committees. Many members work in some form of fashion with the public agencies. Wondering if there is a way during the annual conference that we could set up a brainstorming session...not necessarily as separate breakout - could be the night before - just have them suggest things on sticky notes on a board. Could attract different ideas. Could give a raffle for each idea they post? Fundraising effort and get ideas. Secretary Richards will be there for the Keynote on Thursday, as well as policy folks from DEP, plus Secretary Dunn from DCNR. Let's get these ideas in here to forward that discussion. Will also bring up on the call for the conference. This could be something that each of the sections could do as a lunch and learn or dinner meeting. Is there room to add one of these on the conference agenda? Sarah said no, but maybe do it during an exhibitor break. In the introduction it could be discussed and then have a box where ideas could be



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collected. Can be anonymous. Will look into some template questionnaires. Could they include something about banking?

Other Committees

- Membership Committee - Fiona – Path to retention is truly through section events, education, and opportunities to create values for membership. How to support education side? Membership should focus on that with a separate education committee to help sections with scheduling of speakers for educational events. Offered to sit with JT and others to brainstorm. She needs ideas of what they need training in. If we are trying to attract different disciplines we need to know what they want to hear. Relied quite heavily on sections to set up programs and events. Put tough burden on section leaders. We as a board need to develop some training programs and events that can be held regionally. (With same speakers, etc.) Call it engineering, legal, or planning...to use as incentive for attendance. Hopefully something we can sustain for the future. If each one of us can list 2-3 trainings we can put that list together and start finding speakers. Need to find a new group of section leaders to help push the membership. Poll the audience and look at the areas with the highest responses. Could be Survey Monkey or just casual. Learn a lot from the older members. We don't do a good job of advertising our events. Keep a list of those that attended, plus those in region...so have a personal mailing list plus the list the Terri keeps. We should advertise all of our events to all of our members. Many of our members are transient. This makes us look like we are doing things. Keep website up to date. Have trainings on website and stay there as history. Look more active this way. No pictures from past events. Terri looks at past events - nothing listed; if you go to past events and upcoming events tab, they are there. Maybe get rid of the past events only tab. Have trainings advertised to everyone (member and non-member). Paper brochures would really help - Jan could have them in their office. The postcards that Eric has could be shared. Instagram, Twitter? Can Sarah be in charge of social media - needs to be added as an Admin for FB. Terri not sure why she isn't getting the event information. If it does have an attachment, she can't send through Mail Chimp. She has to send it out through phone blaster if it does. Some of Eric's go to junk mail. Shouldn't need the attachment, just link to the information on the website. How many others aren't getting these emails if board members aren't getting them? PSATS - could also share through them and other orgs that have the outreach we need. Get them



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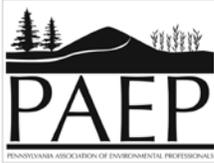
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interested in doing a story on PAEP. Have LinkedIn, FB, and Twitter. Need to cancel out the original FB and start a new one. Perhaps a college intern who could set this up for us and maintain it (continually get one). Could be an issue with Mail Chimp. Fiona is receiving the job postings, hasn't gotten any Central trainings. P2E2 members are not members of PAEP and they aren't getting any of these unless Jan gets it and shares it. Terri does not have a P2E2 email list. Jan's list is outdated too. Needs to review with Mike. Wayne requested having the Central meeting at JT's office. Wayne will put together a one page plan using lunch as the brainstorm opportunity. Biggest problem is finding those that are willing to help. Sounds like we need a standard one page flyer that the sections could just put in their information. Sarah has a flyer template that could be shared.

- Fiona stated - decide on who we are targeting, decide on what we want to do for year - replicate across the state, online permit application for Keys for the state (could be facilitated in all regions). A webcast of that would be great. We could bring this down to DC once in place to share nationwide. Already involves state transportation dept., army corps, etc. We need to educate ourselves on the system first. Municipalities are going to use it, too...will need education to utilize it. We could be at the forefront for this. IT people set it up but not giving them what they need. Here's the Keys system, here's how consultants use it, here's DEP and what they are trying to extract from it, etc.
- Marketing (Dee) - Have Newsletter which will hopefully go out this month. Another draft to go out to everyone next week. With issues with email, should this just be a link via email? Or on the website? If there isn't an attachment there are better opportunities to receive it. Add to the newsletter section on the website. Terri just got a new corporate member and will send to Dee.

Conservation Heritage Program

- Run through the PA Parks & Forests Foundation. Two documentaries being done to be released (Rachel Carson, Maurice Goddard). Press packages available for those doing events around the documentaries. Encourage people to have panel discussions to show the educational impact on the documentaries. Been wanting to tell the PA Conservation story and in 2018/19 with a one hour overview of it. Part of project is to put it into segments. Temple University has agreed to sponsor the development of a Conservation Heritage book. They will pay for it and write it. Allen



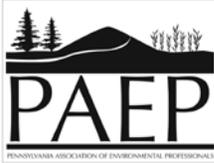
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Dietrich Ward has agreed to be one of the authors. PAEP could have a strong presence in that book. If they want to contribute some money towards the book to make it more visible. Book will be available to public. Not an academic book. Wayne suggested \$1,000 or more, to make the most impact. He is willing to join a conference call to discuss. PAEP helped provide several thousand dollars towards the production of the video documentaries initially. Not sure when the book is actually getting started but sometime this year.

New Ideas/Miscellaneous

- PENNEAST Power Grant - To date Eric has compiled a list of all the schools along the applicable Penn East route (pipeline). Need to send letters to all the schools via email (to teachers) - this is drafted and will be circulated shortly to the rest of the board to review. Have this funneled through ACT and then we will write an email to go through PAEP to find speakers for all the events. From Dallas/Wilkes-Barre area down to Riegelsville area. Pair up PAEP member speakers and work with schools to add them to the curriculum. Part of the budget was to bus the kids to sites in the field. STEM education in general. Don't want to put all of this on Terri. Bussing may not be an expense for some of the school districts. Funding for two purposes - capture some of his people's time doing this (Eric) but most will be for in the field to cover the expenses. Eric (ACT Engineers) will put a proposal in to PAEP for this. Secondary and middle school. When we do the first event Penn East wants to be there but there is no date deadline on when to hold these. Keep Simple. If you are going to do curriculum materials those cost lots of money. Could be an experience-based talk, career-focused, etc. Teacher would be responsible for putting the curriculum in their classroom. Couple of people would be going in and giving a career talk. Field trip comes in if you have a project site. If NE DEP district had one to promote we could bus them there. Tobyhanna would be a good one. Should we just schedule an event? Problem though taking them out of the school is that it gets unmanageable and too many students at each site. Eric has a list of over 100 schools, not sure what kind of response he will get. Could we give them a science kit (PPL and PECO does something like that)? Some classes could be on the docket to visit the sites...others stay. Jan is thinking she'll need to organize something since this is in P2E2 region. Pick a topic or several - Talk about landfills, pipeline, recycling center. Develop a packet that they could have to use in the future. Three or four different site visits, and have five schools go to one, five to another, etc. EPA has some good resources and already have materials that could



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be used. Why not just focus on pipelines? Discussion on need to educate teachers and kids and the big picture with it. What about just teaching the teachers about it and then have the teachers teach the students. Proposal is to have ACT do the administrative part. Eric will do the proposal and look at conservation, pipelines, and sustainability. Eric will ask them what they would like to do. Topic is STEM though. Need to show the students it's real. Get them outside. Take them to a wind farm. Eric will work with all of this to create the proposal. Microbiology lab in Scranton (Fiona). Jan was part of something in Bethlehem area - a fair that they bussed the kids to. Held in an ice rink because outdoors wasn't going to work. There were several displays and the kids went to each one. Could do this at the Kingston Armory and set up tables, etc. Will also need to do this in another location. Would be a nice big event. Eric said they need to find out the timeline. Karen Danshaw would probably help (she set up the event in Bethlehem). 20 - 30 booths. One day thing and not running to all these schools.

- Contracts - Terri's is good all year. Keith's will be up in the summer. Susan Lee is willing to do taxes again (has done them for the last four year) - price is the same. Steve will look them over and sign them after she does them. Steve made a motion to have Susan Lee prepare the tax returns for \$200, seconded by Craig. All in favor.
- NAEP (Joe serves as Treasurer) only two people on the board need to be members of the national organization. There is one other PAEP member who is as well. Page on national website that takes you to the local chapters. We could post PAEP information here. Also have an events insurance policy that we can purchase. Great way for us to get additional marketing. Check it out and maybe next month we can make a decision on it. Looking to develop a list of positive environmental reviews.

Other Committees

Karl Mason Award

- Linda Zug agreed to handle the nominations and awards.

Educational Credits

- Want to work with the American Planning Association and the Pennsylvania Bar and on this. We can accept Engineering, Geologists, and Land Surveyors. Have to check them in and check them out. One hour. It's a Professional Development Hour



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(PDH). Don't need to approve it, it's self-certify. A lot of state employees don't have the money to buy CEU's or PDH's and won't let them take the time. Joe ran a one hour program at the SE office and had 50 state employees join them. They paid for the pizza lunch and they hand them a paper saying they attended the class.

Website

- Terri doesn't know it well. Eric has someone that helps when there are major issues or changes. Terri is learning WordPress. Terri asks a family member for some issues. Eric and Terri have rights to it. We need the feedback on what's wrong with the page and then we can fix it. Membership/Application/General and then it should auto populate your information (for renewal and if you logged in already). Fiona was having issues with it. Terri is going to work on instructions and send them out to everyone. Do we have memberships for 2018? Yes, some are coming in. Don't think we need to have one person for FB. Terri is an admin so she can take the current one down and Sarah can create the new one. Can section chairs have access to post events, etc.? Just have to share the login and password. She can't add people in the current one since she wasn't the original admin. Might want to consider Twitter (you can post here and it will auto-post to FB). Snapchat? May want to consider a new contract for when website crashes.

Adjournment

With nothing additional to be discussed, the meeting officially adjourned at 2:24 p.m.

The next board meeting will be held on February 13, 2018 at 12:30 p.m.