

PENNSYLVANIA ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

Meeting Minutes: Annual Fall Retreat, Friday November 3, 2000, Bedford County, Pennsylvania

The PAEP Annual Retreat was held at Bill and Wendy Zemaitis' cabin atop a beautiful mountain in Bedford County, Pennsylvania. Rumor has it that the ridge their cabin is located on is the drainage divide between the Mississippi and the Susquehanna River basins. Consequently, it could be said that this was a watershed event. The following individuals were in attendance:

Rich Butala - President
Bill Zemaitis - Vice President
Heidi Schneider - Treasurer
Drannon Buskirk - Board Member
Bob Hosking - Board Member
Rich Pugh - Board Member
Anthony Toth - Board Member Elect
Wayne Kober - Former Board Member, Officer and Charter Member
Robbie Matesic - 2001 Annual Meeting/Conference Chair
Casey Waller - 2001 Annual Meeting Committee
Keith Johnson - Active and Interested Member
Wendy Zemaitis - Gracious Annual Retreat Hostess

Current Board Members who were unable to participate include Ted Fridirici, Terry Rightnour and Darlene Stringos. 2001 Board member elect Fred Brenner, Ph.D. was also unable to attend.

PURPOSE

The purpose of the annual retreat is to review the previous years activities and accomplishments, review the organizations operational status, elect new officers and committee chairs, and establish priorities for the upcoming year.

Introductions:

In accordance with the formal agenda the retreat started off with introductions and salutations. Bill and Wendy's cabin is a wonderful place to be on a beautiful fall day in the presence of good company. The meeting started around 10:00 A.M., or maybe just a little bit later, as everyone took a few extra minutes to savor the scenery and balmy fall weather. Formal meeting transactions were conducted on the front porch, which while inspiring, invited occasional distractions for bird identification and other similar naturalistic indulgences. Because Secretary Fridirici was unable to attend, Board Member Bob Hosking was appointed official note-taker. Board Member elect Anthony Toth was formally welcomed and introduced by the incumbent Board Members, and re-elected Board members were formally welcomed back by President Rich Butala.

PAEP Accomplishments 2000:

President Butala distributed a list of PAEP Accomplishments during the year 2000. Each item was described in detail and discussed among the attendees as necessary. In general, membership in all categories has increased, with General Membership up 18%, Student Membership up 38%, and Corporate Membership up 67%. This positive trend is attributable to use of a formal database manager for membership renewals, more activity in the past few years with programs, a more aggressive approach by the Board and Officers toward recruiting new members, and two consecutive successful annual two day conferences. In particular, kudos to Ted Fridirici for recruiting many new Corporate Members, and to the 2000 Annual Meeting Committee for stimulating additional interest from the Penn State main campus.

The Karl Mason Award presentation was another accomplishment described, with considerable discussion surrounding the history of the award and endowment, PAEP's commitment to maintaining the award in its current incarnation, and the future of the award and fund. It was agreed that this subject deserves more consideration by the Board at a later time or date.

Three (3) newsletters were published during the 2000 business year, Winter in February, Spring in May, and Summer in September. The current status of the Newsletter is fragile because of the need to identify a new newsletter committee. Consequently, it looks like the next newsletter will not be published until Winter/February 2001. This important issue was tabled for discussion until later in the retreat meeting.

The 2000 Membership Directory was published and distributed to the membership. All agreed that the Membership Directory is a very important membership benefit since one of PAEP's most important functions is to facilitate interaction between Environmental Professionals.

Elections were held for the 2001 PAEP Board, with 75 Ballots returned. New Board members include Anthony Toth, AICP, and Fred Brenner, Ph.D. Incumbent Board Members that were re-elected include Ted Fridirici, Bob Hosking, and Rich Pugh.

PAEP maintained a website and e-mail service during the 2000 business year, and the status of that program was reviewed. Most members agreed that maintaining this type of communications network will grow increasingly important for conducting an efficient and approachable organization in the coming years. Additional discussion of this topic was tabled for later in the days agenda.

Numerous Eastern Section events were scheduled during the year 2000 business year, but not all were successful. Of particular note were attempts to participate in volunteer invasive species control programs which were canceled due to unsuitable weather conditions. On a better note, the Invasive Species Presentation hosted by Bob O'Neil and Annual Wetland Walk to Biles Island hosted by Dorothy Daly went well. One problem identified is that it seems the same small group of people participate in and help develop these types of events. More outreach is needed.

The Central Section continues to hold monthly breakfast meetings. Participation is generally low but still holds the interest of the regular attendees. It was agreed that these meetings would continue in the Central Section.

Ten (10) Monthly Board Meetings were held during the 2000 business year, primarily via teleconference. The cost of teleconferencing was discussed, and it was agreed that the cost is justified because regular correspondence between Board members is necessary to manage the organizations affairs.

PAEP Financial Summary for the 2000 Business Year:

Treasurer Heidi Schneider distributed the PAEP Financial Summary for the 2000 business year. Of particular note is the observation that while the organization is still financially solvent, the difference between the October 1999 balance and the October 2000 balance is -\$1574.75. This was identified as an issue of concern, but Heidi projected that because PAEP raised both student and general membership fees during the past year, the additional revenue per membership should make outflow exceed inflow during the 2001 business year, provided costs remain about the same. Each category of expenditure was reviewed and discussed in detail. Rich Pugh made a strong case for more strategic business planning in the coming year, and most attendees agreed that better financial management is warranted. Of particular note was the observation that the 1999 Annual Meeting and Conference generated revenue, while the 2000 Annual Meeting cost the organization \$983.76. Much of the revenue loss from the 2000 Annual Meeting was probably due to an attempt at subsidizing student participation. While this did increase student memberships, the \$10.00 per year student membership fee did not make up the difference.

The largest single PAEP cost is the database management fee. PAEP's contract with Elaine Farrell, our database manager, is up for review, and her hourly rate has increased substantially. In addition, she has asked for an advanced account of \$600.00 to cover postage costs, and her contract stipulates that all direct costs in excess of \$100.00 be paid directly by PAEP. The PAEP Board needs to decide a maximum fee for database services to include in Elaine's contract. The consensus of opinion among Board members is that although the hourly cost of Elaine's services has increased, the total cost of her services should not be much different than last year because the effort associated with developing the original database should not need to be repeated. Consequently, the maximum data base management fee in Elaine's 2001 Contract will be set at \$3000.00. There was a general consensus that Elaine's services are valuable to the organization, but that ways to reduce her fees should be identified and implemented. One suggestion was to have Elaine e-mail program sponsors the membership database in a format which will allow the sponsors to print their own labels. This would also transfer the cost of mailing the brochures on to the program sponsors. Drannon asked if PAEP actually owned the database in Elaine's system. Rich Butala responded that language specifying PAEP database ownership is included in our contract. Bob Hosking suggested that Elaine could e-mail the Section Chairs with new membership information at the same time that she contacts Rich B. and Heidi about new memberships. If this communication was conducted via e-mail, it would simply be a matter of including the Section Chairs on a list-serve. Another related suggestion was to publish the membership directory on a password protected page of PAEP's website. The directory would then be updated on a monthly basis, providing members with a more up to date listing. The suggestion was that this could possibly reduce costs two ways, by allowing program sponsors to have access to an electronic copy of the directory for printing labels, and by reducing the cost of printing and mailing a copy of the directory to all members.

Heidi suggested that we could include a check box on the annual membership renewal questionnaire regarding preferences about electronic vs. paper newsletters and membership directories. Wayne asked how much it cost PAEP to mail and print the directory last year. Heidi responded \$1200.00. Wayne pointed out that PAEP could save a lot of money by publishing the directory electronically. Tony Toth and Heidi both responded that they believe the membership likes to have something tangible (a physical entity) to show for the cost of annual membership. Rich Butala added that the Newsletter and the Membership Directory are two of the most important membership benefits. Wayne stated that a website directory would be better than printed copy, since it could be updated monthly. Most attendees agreed that the ability to update the directory regularly was an attractive option available only with the electronic format, and that the electronic format is probably the wave of the future. However, we are still living in the present, and the reality is that some members may not yet have computers or access to the internet. PAEP's mandate is to be an inclusive organization, and anything that interferes with membership access and participation should be avoided. Consequently, the Board agreed to try offering both the newsletter and the membership directory in electronic and hard copy formats. Wayne suggested that a good way to introduce new members to the benefits of the electronic format is to e-mail them a welcome message when they join. A general discussion ensued regarding the additional database management cost associated with sending all new members an e-mail message. Tony suggested that we should see what other similar organizations like PSPE or PPA are doing in this regard.

Bob Hosking initiated discussion about the content of the membership directory. He proposed adding two items to each members entry, their contributions to PAEP, and their academic background. Publishing member contributions to PAEP would be a good way of acknowledging years of service, charter members, former officers and board members, and hopefully stimulate more involvement among the general membership. Most attendees agreed that this was an attractive proposition. Rich Butala responded that information regarding academic background is in Elaine's database, but a conscious decision was made to exclude that information from the last Directory in an attempt to reduce printing and postage costs. Bob Hosking stated that since one of PAEP's primary functions is to stimulate networking interaction between Environmental Professionals, one element of commonality many members seek is academic programs and institutions. A motion was made to at least make sure the database includes information about academic background and PAEP contributions. It was agreed that an entry should be added to the annual membership renewal questionnaire soliciting information about past contributions to PAEP. To make sure future records are maintained regarding member contributions, this information would be maintained in the database. Drannon suggested that we hire an intern so that the cost of updating the database with this information is done more cost effectively than at Elaine's rate. Bill questioned if an intern would be sufficiently responsible for such a task. It was agreed that this issue requires additional consideration during a future Board meeting.

An attempt was made to identify relatively fixed costs for the purpose of developing a yearly budget. These were identified as the Membership Directory (\$1231.33 for production and postage), Board Meeting Conference Calls (\$905.19/yr.), the Internet website (\$528.85/yr), NAEP memberships for elected officers (95.00/each), and the cost of printing and publishing the newsletters (not individually itemized out of Elaine Farrell's yearly expenses yet).

Discussion returned to the future of the Karl Mason Award. Rich B. distributed handouts that outlined the history of the Karl Mason Award and Fund. Wayne Kober provided some background about the history of PAEP's involvement with the Fund. Currently there is \$406.41 remaining of the original Karl Mason Fund endowment. PAEP has no more award plaques remaining. If we purchase new award plaques, the fund will be exhausted. Wayne stated that PAEP's agreement to administer the Award did not include any commitments to maintain it. Many attendees stated that they like having an annual award to recognize the lifetime achievement of prominent Environmental Professionals, and that not continuing the Award may diminish PAEP's recognition of previous recipients. Mr. Kober agreed that an annual recognition award may be good for the organization, but that Karl Mason's accomplishments were not sufficiently prominent for PAEP to feel committed to maintaining the award in his name. A better alternative might be an annual PAEP Outstanding Environmental Professional Award. Rich Pugh suggested that we move on with the agenda, and table the Karl Mason Award issue for a future Board meeting.

Being around high-noon, the lively discussion and fresh air stimulated a healthy appetite in many participants, so the meeting adjourned for lunch. Wendy served cold-cuts, rolls, veggies, chips, pretzels, and smacks of delectable marinated *Odocoileus virginianus* au dehydrateur. Bill served some of Pennsylvania's finest traditional refreshments. Life is indeed very good.

After lunch the Oracle of Ageda was consulted and it was agreed that we should elect officers. A brief discussion was initiated about an understanding from the previous years retreat that the incumbent Vice President should be nominated for President. This procedure was intended to assure that the President elect has already served the organization as an officer in the previous administration, and has both the confidence of the Board and the experience to respectfully fulfill the responsibilities the office requires. Bill began to haggle about how good a job Rich Butala has done, so we moved on to the next office. Because he wasn't present we nominated Ted Fridirici for Vice President. The motion was seconded, and Ted failed to decline. Being uncontested the nomination was elevated to an elected office. Because he is new, young and hopefully enthusiastic, Tony was nominated for Secretary (Ted's former office). The motion was seconded, there were no contesting nominations, so the nomination was elevated to an elected office. Everyone agreed that Heidi had done such a fine job as Treasurer the past year that she should be retained in that office. Heidi consented, and was uncontested, so the position was considered filled. The office of President once again became the subject of discussion. Bill really felt that Rich should stay on as President because of his proven track record, steady hand at the helm, and skill with motivational rhetoric. Bob assured Bill that he would make a fine President, and that it would not be interpreted as a vote against Rich B. if he were to accept the nomination. **Keith Johnson offered that if Bill accepted the nomination and won the election, he would refer to him as Mr. President.** Bill conceded to accept the nomination. Rich B. declined the opportunity to run against him, citing an abundance of ambitious initiatives he plans to undertake for the Western Section in the coming year. Consequently, Bill is the Next President.

For the record, there is absolutely no indication that the election outcome was in anyway biased by the excellent quality accommodations or the thinner air of our mountain-top retreat. Being a

thoughtfully decisive group, there was no mention of the need for a recount in Florida. Logically, the next agenda item discussed was the Committee Chairs. The most critical committee chair position that needs to be filled is the newsletter committee chair. Current projections indicate that the next newsletter should be published by February 2001. If PAEP does not identify a newsletter committee chair soon, we will not be able to meet the February publication date. Rich B. asked if there were any volunteers for newsletter committee chair. Complete Silence. Bob Hosking asked for input about the most difficult part of publishing the newsletter. Various opinions were expressed, ranging from formatting and production to editing and soliciting articles. The suggestion was made that if the task is too big for one individual or firm, then we should divide it up among several individuals at different firms. Rich Pugh volunteered that Gannett Fleming would put out the February 2001 newsletter if no one else volunteered. Bob Hosking expressed that he would be interested in soliciting and editing articles for the newsletter, but that he couldn't commit to formatting and publication. Heidi Schneider volunteered to do the layout and production work. Bill thanked Rich Pugh for his generous offer, but commented that Gannett Fleming already has a substantial commitment to PAEP with maintenance of the web site. Consequently, it was decided that **Bob Hosking will do the article solicitation and content editing, and Heidi Schneider will do the layout and production work.** The status of the newsletter will be discussed by the Board at every monthly meeting.

The next item up for discussion was the web site. Gannett Fleming has been maintaining the web site, but the work load has apparently become too burdensome. Part of the problem is that PAEP has tried to put too much time-sensitive information out on the web site too often. Drew the Web Master is not getting text in the format he needs it in, he can't keep up with the volume of material being submitted, and nobody has been checking the e-mail. Bill Zemaitis commented that Ted Fridirici should check the e-mail, since he is the corporate contact person and Vice President elect. **Bill reconsidered, and then volunteered to check the e-mail himself on a weekly basis. Bill will forward corporate job postings and correspondence to Ted, and updates to the membership directory to our database manager Elaine Farrell.** Several suggestions were offered to streamline the process of updating the web site. These focused on limiting the updates to once a month, and on a set schedule. The Board agreed that to maintain an open and accountable decision making body, it is important to publish the meeting minutes on the web site. Other important time-sensitive items that should be posted on the web site include employment listings and section announcements. Since the Board meetings are held on a predictable schedule, it follows logically that web site updates should occur on a compatible schedule. **It was decided that since Board meetings are held the second Monday of every month, update material must be submitted to the Web Master by the third Monday of every month, with the updates actually being posted around the first of each month.** A motion was made to delete the newsletter from the web site, but the utility of this suggestion was questioned since the newsletter is only published four times a year. The newsletter can be published on a password protected page, similar to the Membership Directory. It was decided that, to continue with the agenda, the content of the web site would have to be discussed at another time. Tony raised the idea of developing a new logo. He would like to hold a logo design contest involving University students to more draw interest in the organization. It was agreed that this is an item that should be discussed at a later date.

Drannon introduced to the Board his agenda for developing a mentoring program. The general idea is to develop group mentoring (a PAEP representative addresses a group), one on one mentoring (a program where students shadow professionals), "right-of-passage type stuff". Drannon gave a three page layout of his mentoring proposal to Rich Butala, and asked for a commitment from the Board to support this initiative. The Board generally agreed to the proposal, but indicated that commitments would have to be on an individual basis. PAEP cannot commit their members to a specific program, the members have to commit to it themselves. Bob commented that he liked the idea, and asked Drannon if this is the type of program that could be exported to other academic institutions. Drannon could serve as an information vector, and introduce his mentoring idea to other Colleges and Universities around the state. With Grove City College Professor Fred Brenner, Ph.D. now on the Board, PAEP could have two professors spreading the word about how PAEP could assist academic institutions with initiation of their students into the environmental profession. **Drannon agreed to put together a newsletter article describing his mentoring proposal.**

Wayne Kober gave the Board an update on his Pennsylvania Conservation History initiative. He described PaDEP's Conservation History Baseball Card concept, and stated that he would like to initiate a Conservation Heritage program. The idea of sponsors paying money to post contributions on the web site was introduced. Another idea involved PHMC applying for a grant to develop a Conservation Heritage Museum or Program. **Bob Hosking offered that one way to begin assembling information about Pennsylvania's Conservation Heritage is for PAEP to publish one article about Pennsylvania Conservation History in each quarterly newsletter. Bob agreed to initiate such a program as the newly appointed newsletter editor.**

Bob also asked what ever happened to the Pennsylvania Environmental History Symposia that had been initiated a few years ago. Wayne offered that Brenda Barrett would be the person to contact regarding that program. Other interested individuals include Jim Mittendorf and Jim Scheiner. Another idea discussed was that PAEP should publish a Pennsylvania Heritage page on our website.

Drannon asked the Board for two commitments before we adjourned for the day: PAEP participation in his mentoring program at HACC, and PAEP participation in the South Central Assembly for Regional Governance program. The board agreed to support both initiatives through their programs and publicity committee.

The next item for discussion was the Annual Meeting and Conference. Robbie Matesic and Casey Waller from Benatec Associates were in attendance to meet the Board and request some assistance with initiating the planning process. The Board overwhelmingly agreed that finding a suitable location and developing an attractive conference theme were of paramount importance to

initiating a successful conference program. The general consensus among the Board was that the Laurel Highlands would make a nice location, but that **Robbie and Casey will need to start evaluating accommodations as soon as possible**, because good places get booked-up way in advance. In addition Bob Hosking commented that it is important to actually visit the sites, and personally examine the rooms, conference facilities and corporate exhibit space before making any commitments. Even reputable resorts sometimes stick conference attendees in unsuitable spaces during the busy spring season.

Ideas were tossed around for the annual conference theme. One idea that seemed promising is the Governors Growing Smarter initiative. Government programs are attractive prospects because they are usually easy to get speakers for, and if they are well funded, attract members from the consulting community. Bob Hosking suggested that it may be especially attractive to integrate the Conservation History theme with Growing Smarter and Emerging Technologies in Environmental Analysis and Documentation. Heavy emphasis could be placed on geospatial information data management systems like GIS, WebGIS, Landscape Ecology and other similar emerging technologies.

Time was wearing thin and many attendees expressed that they had to leave because of other commitments. Many agenda items remained to be discussed, so it was decided that the Board would continue to communicate regularly via e-mail to resolve important issues. Robbie and Casey were directed to get in touch with last years Annual Meeting committee for planning assistance, and to keep the Board informed about their progress via e-mail. **Bob Hosking also offered his experience with running the 1999 Annual Meeting, and offered to help publicize the 2001 Annual Meeting.**

The meeting was adjourned around 3:30 P.M..

Items Tabled for Future Meetings/Further Discussion

The Karl Mason Award - What is PAEP's commitment to continuing with an annual recognition program for prominent environmental leaders, organizations or projects? What is PAEP's commitment to continuing an annual recognition program in the name of Karl Mason? Should we buy new plaques with the funds remaining? Should we consider generating additional funds to maintain the initial endowment? Should we gather more information about Karl Mason's vision and accomplishments as Pennsylvania's first environmental administrator? Should we find a new title for a similar type of award. Will discontinuing the Karl Mason Award in name or in principle reduce the honor and recognition already bestowed upon past recipients? What is a better award title? Do we like "PAEP's Outstanding Environmental Professional Award"? Is the award an essential membership service? Is it important to the general membership that we have such an award?

Items Tabled for Future Meetings/Further Discussion (continued)

PAEP's website and e-mail service need to be reviewed. Specific concerns include the content PAEP will maintain/update on the website and installation of a password protected page for an on-line Membership Directory and/or Newsletter. In general the PAEP Board would like to

evaluate if the website can be used to reduce printing and postage costs by offering the password protected page as a substitute for paper copies. One option discussed, that needs to be re-evaluated is the possibility of including a check-off box on the membership renewal form to see how many members would prefer having the newsletter and/or membership directory distributed to them in an electronic format. Another unrelated web site item that needs to be discussed is development of a virtual museum for PAEP's Environmental Heritage program.

The ability or utility of having the membership database available to the respective Section Chairs or General Members when sponsoring a program or presentation needs to be evaluated. One option is to have Elaine Farrell e-mail several individuals (especially Section Chairs) at PAEP simultaneously when new members join the organization. This option is intended to reduce the database management cost associated with having Elaine print and mail labels out to program coordinators each time a program is planned. This scenario also includes considering whether the Board should encourage the program/presentation sponsor to pay for the postage and printing costs to reduce PAEP's annual expenditures.

Wayne Kober suggested that PAEP consider sending an e-mail message to all new members to introduce them to our web site. The purpose of this practice is to hopefully encourage more regular use of the web site as a means of communicating with the organization. Tony Toth suggested looking at how other organizations use their web sites as a way for making more effective use of PAEP's web site.

The content of the Membership Directory needs to be reviewed. Specific items that could be added to facilitate membership networking include academic background (College(s) attended, program or major, degree(s) earned and year(s) degrees were conferred), and contributions to PAEP (years as a member, Charter membership, former Board members, Officers, Committee Chairs, etc.). Drannon suggested that we hire an intern so that the cost of updating the database with this information is done more cost effectively than at Elaine's rate. Bill questioned if an intern would be sufficiently responsible for such a task.

Should PAEP consider developing a new logo? If so, should we run a logo design contest?

The development of a formal academic mentoring program needs to be initiated. Previous suggestions included preparation of a PowerPoint presentation that PAEP can use to stimulate academic interest in the profession and the organization, and member participation in person to person programs similar to Drannon's HACC program.

We need to help Robbie and Casey with finding a location and theme for the 2001 Annual Meeting/Conference.

The future direction of the environmental profession must be monitored and critically evaluated.

ACTION ITEMS

Follow up items: Edited for comprehension, but in the order they appeared in the minutes.

1. **Keith Johnson offered that if Bill Zemaitis accepted the nomination and won the election, he would refer to him as Mr. President.**

2. **Bob Hosking will solicit items and edit the content of newsletter articles (i.e. function as the Newsletter Editor), and Heidi Schneider will do the layout and production work (i.e. function as Publisher).**
3. **Bill Zemaitis will check PAEP's e-mail on a weekly basis. Bill will forward corporate job postings and correspondence to Ted, and send membership applications and directory information to our database manager Elaine Farrell.**
4. **Everyone - It was decided that since Board meetings are held the second Monday of every month, update material must be submitted to the Web Master by the third Monday of every month, with the updates actually being posted around the first of each month.**
5. **Drew our Webmaster will update the PAEP website around the first of each month. Website materials must be submitted to Drew by no later than the third Monday of the month to be included in the next months updates.**
6. **Drannon agreed to put together a newsletter article describing his mentoring proposal.**
7. **Bob Hosking offered to begin assembling information about Pennsylvania's Conservation Heritage for PAEP by publishing one article about Pennsylvania Conservation History in each quarterly newsletter. Bob agreed to initiate such a program as the newly appointed newsletter editor.**
8. **Robbie and Casey will work toward finding a suitable location and developing an attractive conference theme for the PAEP 2001 Annual Meeting and Conference. The general consensus among the Board was that the Laurel Highlands would make a nice location. Robbie and Casey will need to start evaluating accommodations as soon as possible or risk not finding a suitable location. Possible conference themes include "Growing Smarter", which might work nicely within a general framework including Pennsylvania's Conservation Heritage and Emerging Technologies in Environmental Analysis and Documentation.**
9. **Bob Hosking offered his experience with running the 1999 Annual Meeting, and offered to help publicize the 2001 Annual Meeting.**

PAEP Retreat Agenda

***Friday, November 3, 2000
Bedford County, Pennsylvania***

- I. *Introductions (Welcome All!!!)*
- II. *Review 1999-2000 goals/achievements*
- III. *Strategic Plan/Prioritization*
- IV. *Election of Officers*
- V. *Unresolved Issues*
 - A. *Newsletter Plan*
 - B. *Website/Email Management*
 - C. *Database Management (Renewal; Efficient Use; Member Categories)*
 - D. *Section Programs (East, Central, West, PSU)*
 - E. *Academia (Awards, Scholarships, Mentoring, Chapters, PowerPoint)*
 - F. *Professional Organization Role and Ethics (Mission Focus; PPA/APA)*
- VI. *2001 Annual Meeting*
 - A. *Theme or Topic*
 - B. *Meeting Format*
 - C. *Location and Date*
 - D. *Potential Speakers*
 - E. *Mason Awards*
- VII. *Adjourn*