

# PENNSYLVANIA ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

## Meeting Minutes: January 16, 2001 Board of Directors Meeting

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The PAEP Board of Directors Meeting was held via conference call on Tuesday January 16, 2001. President Bill Zemaitis called the meeting to order at 4:05 p.m. with the following Directors:

Bill Zemaitis	Rich Butala	Robbie Matesic
Ted Fridirici	Rich Pugh(absent)	Eric Buncher
Tony Toth	Fred Brenner (absent)	Bill Plumpton (sub. for Rich Pugh)
Heidi Schneider	Drannon Buskirk (absent)	
Bob Hosking	Merilynn Bircak	

### **Purpose**

The purpose of the meeting was to discuss the following business items: organization materials, membership renewals, annual conference update, section events, web site update, treasury report/payment requests and other issues as needed. **Note to Board Members: individual follow-up items are bold.** There was no discussion regarding the previous months meeting minutes.

### **1. Organization Materials**

Bill Zemaitis noted that the 2001 PAEP Contact List was re-sent to the Board with several changes included. Any additional changes should be directed to Tony.

### **2. Membership Renewals**

Bill Zemaitis discussed the recent mailing of membership renewal forms and it was noted that there was a large number of members who did not renew their membership. It was suggested that Bill draft a letter to those individuals who at this point have not returned their membership renewal form. **The board agreed that the expenditure for the additional mailing was justified and directed Bill to write the letter.**

### **3. Annual Meeting**

Merilynn Bircak provided the board with an update of the progress made thus far on the annual conference. The annual conference date and location is set for May 9<sup>th</sup> through the 11<sup>th</sup> at Hidden Valley Resort in Hidden Valley Pennsylvania. PAEP reserved the facility by placing a \$500.00 deposit. PAEP will be charged conference rentals for a full day Thursday and a half day Friday. **Rich Butala has a copy of the deposit receipt and will submit to Heidi for accounting.**

Rich described the physical layout of the two conference centers at the resort and discussed the pros and cons of each including vendor areas, break-out rooms and dining areas. The resort has two conference centers, The Executive Conference Center and The Lodge Conference Center. The Executive Conference Center is the older and smaller of the two but was described as being more rustic and quaint. The facility overlooks the lake and includes a restaurant, lounge and business center. It has 11 rooms with outdoor terraces and courtyards. The Lodge Conference Center is newer and functions primarily as the ski lodge during the winter months. It has 7

rooms with over 16,000 square feet of meeting space. It also has a 125-seat amphitheater.

The Board discussed past conference attendance in order to project this years probable attendance. The location of the meeting rooms etc. will be dependent upon the number of people who attend the conference. **Rich and Merilynn are to make a decision, based on their site visit, as to which facility would be more accommodating for our needs. The annual conference committee is to develop a draft press release to be reviewed by the board. Also, they shall begin to develop a preliminary budget to determine conference registration costs and advertisement rates.**

Rich stated that there will be a reception in the bar area on Wednesday night. PAEP will not be charged for any conference facilities that evening. Vendors will be allowed to set up their displays on Wednesday night at the chosen location.

The golf course is tentatively being reserved on Friday for the possibility of a golf tournament. Anthony Toth suggested the board consider having the golf event on Wednesday because of the chance that most participants are likely to leave Friday morning. **Rich Butala will check with the resort to determine availability of the course on Wednesday.**

The theme of the conference was briefly discussed by Bob Hosking. At this point, the title of the conference had not been determined but it would focus on technological advancements for the environmental professional. **The exact title of the conference needs to be determined by the annual conference committee by the next board meeting. Also, a preliminary draft of the conference proceedings needs to be developed including probable speakers and topics.**

Merilynn gave an overview of overnight accommodations and discussed the prices. There is a wide variety of lodging available at the resort. Rich Butala projected the registration fee for the conference to be between \$130 and \$150, not including lodging. It was noted that the price for the conference registration should be limited to no more than \$150 if feasible.

**Merilynn agreed to draft a preliminary press release for the conference which she will submit to the board for review before the final is sent out. All board members were encouraged to disseminate the press release to other organizations they are involved with.**

#### **4. Section Events**

Eastern – Bob Hosking had nothing new to report.

Central – Lisa Brozey was not in attendance.

Western – Erric Buncher reported that he and Rich Butala were working jointly together on developing a workshop to be held in March sometime. The theme, location, etc. are undetermined at this time. An update will follow at the next monthly board meeting.

Penn State – Possible good news on the Penn State front. Bill Zemaitis indicated that he recently talked to a current Penn State Student, Jennifer Miller, who is willing to start a chapter. **Bill will follow up and provide information as needed to assist Jennifer in starting up the Chapter.**

## **5. Web Site Update**

Bill Plumpton was sitting in for the absent Rich Pugh. Bill reported no new information but stated that Drew Ames will be relieved of all work on the first of the month so that this time can be specifically devoted to updating the PAEP web site. The board extended our gracious appreciation to Drew for his excellent work and to Gannett Fleming for their continued support. Any information that is to be included on the web site must be forwarded to Drew by the first of every month.

## **6. Treasury Report/Payment Requests**

Heidi indicated that several individuals were informed from NAEP that general membership dues are \$25, instead of \$35. Several checks were received in the amount of \$25 and Heidi questioned how we should handle this situation. On one count it was suggested that we simply exonerate the individuals from paying the additional dues because it was a mistake on PAEP's part, not the individual. Another suggestion stated that we simply write those individuals a letter and request the additional \$10 payment. It was decided that the fair thing to do would be for PAEP to apologize for the error and then ask for the correct payment. This item will be further discussed at the next board meeting.

There were two payments requests for January, one for Farrell Associates in the amount of \$651.44 and one for Vialog in the amount of \$120.21.

Checking balance as of 12/13/00 was \$5340.75

Inflow as of 1/16/01 was \$2530.00

Outflow as of 1/16/01 was \$674.80

Checking balance as of 1/16/01 is \$7195.95

The meeting was adjourned at 5:10 p.m. The next board meeting is Tuesday, February 13, 2001.

Respectfully Submitted,

Anthony Toth, Secretary and Heidi Schneider, Treasurer