

PENNSYLVANIA ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

Final Meeting Minutes: June 12, 2001 Board of Directors Meeting

The PAEP Board of Directors Meeting was held via conference call on Tuesday June 12, 2001. President Bill Zemaitis called the meeting to order at 4:05 p.m. with the following present:

Bill Zemaitis	Bob Hosking	Eric Buncher	Drannon Buskirk
Ted Fridirici	Tony Toth	Heidi Schneider	

Special Guests: David Butterworth, Esq. Secretary and Treasurer EPAPR
Dwight Smith, CPA, Hamilton and Musser Accountants

Purpose

The purpose of the meeting was to discuss the following business items: Previous Meeting Minutes, 501(c)(3) Status, EPAPR/PAEP Merger, Treasury Report, Section Events, PAEP Newsletter and 2002 Annual Conference.

Previous Meeting Minutes

The May Board Meeting Minutes were not completed at the time of this meeting. The minutes will be approved at the next scheduled meeting in August and posted on the web-site thereafter.

501(c)(3) Status

Ted Fridirici started the meeting by introducing Dwight Smith, a personal friend of his, who is also a tax accountant with experience in filing 501(c)(3) papers for non-profits. One of the first questions posed to Dwight is the question of whether we have to file tax returns. His response was that if we as an organization have annual receipts under \$25,000, there is no need to file an annual tax return. It was verified by Ted that we are in fact incorporated and we do have a Federal Tax ID number. Bob Hosking pointed out that at some point in time, Brenda Barrett apparently completed the paperwork to file for 501(c)(3) status, however, the board never followed through on actually filing the paperwork. Tony stated that we need to locate the individual who is in possession of our incorporation papers. Dwight stated some of the benefits of filing for 501(c)(3) status and one of the most beneficial is that we can solicit tax deductible contributions from donors. Dwight inquired about the general goals of our organization and stated that he thought we may fit better under 501(c)(6) status. However, with this status we would not be able to accept tax deductible contributions. Bill Zemaitis responded by saying that NAEP recommended we file under the 501(c)(3) status. Dwight asked the question whether or not our organization was aimed at promoting the advancement of our members, if so, he recommended filing under 501(c)(6) status. Bill stated that we need to discuss this issue further and that we may need to inquire with NAEP about what to file under. David said that a fair amount of paperwork for filing can be completed by our organization prior to filing. Once the paperwork is turned over to an accountant it would take a couple hours of their time to review the information to finalize the filing. Once it is submitted to the IRS, they usually process the paperwork within 6-8 weeks. A CPA is not required to file the paperwork. Form (1023) is the form we would need to file for 501(c)(3) status. Bill suggested holding a strategic meeting for our next conference call to formally discuss this situation. Ted will follow up with our national representative, Craig Stanley to see if he can get our Federal Tax ID number and or our incorporation papers. David said that as part of the filing process we would need to show an operating budget for 5 years of future projections.

EPAPR/PAEP Merger

Bill Zemaitis introduced to the Board David Butterworth, Board Member of the Environmental Professionals Association of the Philadelphia Region (EPAPR). Bill proposed to have EPAPR merge with PAEP because EPAPR is dissolving as an organization. David reported that EPAPR is of unanimous decision that they would like to become completely associated with PAEP. If the merger is successful, PAEP would gain approximately 50 members. All EPAPR members would be required to pay membership dues for PAEP. EPAPR members would not be granted any board positions as part of the merger. A motion to approve the proposed merger was submitted by Bob and seconded by Ted. There were no dissenting votes and it was unanimously approved by the Board to move forward with the merger. Bill will draft a formal letter to EPAPR welcoming them to PAEP and formally binding the two organizations. PAEP is looking forward to working with these new members.

Treasury Report

The Treasury Report was provided by Heidi. There were four payment requests for the period; Farrell Associates, LLC for database management in the amount of \$90.00, Vialog for the phone conference in the amount of \$154.56, Robbie Matesic for speaker gifts in the amount of \$494.99, and Boston Concessions Group, Inc. for the annual conference in the amount of \$8,808.49. All payment requests were approved by the Board. Heidi also reported that an individual who was scheduled to attend the conference was unable to attend due to an illness. Monies will be refunded to that individual.

Checking Account balance as of 05/9/01 was \$19,851.63

Inflow as of 05/09/01 was \$3,135.00

Outflow as of 05/09/01 was \$1,076.42

Checking Account balance as of 06/12/01 is \$21,910.21

Section Events

East – Bill Zemaitis indicated that in light of the EPAPR merger, PAEP is considering a dinner cruise on the Delaware River out of Philadelphia. Joe Musil is now investigating the specifics of scheduling this event.

Central – Ted Fridirici reported that he is moving forward with the two day NEPA training and that he will be sending out mailings within the next couple of days. Bob suggested using this program as a springboard for other section events, stating that he would like to see it done in the other sections if the program gets a good response.

West – Eric reported that he is working towards development of future programs for the Western Section.

Penn State – No information to report at this time.

PAEP Newsletter

Bob Hosking had nothing to report on the preparation of the newsletter for this month but stated that the majority of the newsletter will focus on highlighting the events that took place at the Annual Conference. Bill Zemaitis is to provide Bob a summary of the annual meeting for inclusion in the newsletter.

2002 Annual Conference

Bob Hosking reported that he is coordinating with Fred Brenner concerning the proposed joint conference with PAS in 2002. He is also coordinating with Kate Farrow to determine if she agrees with our proposal to hold a joint meeting. Bob suggested Kate develop a formal proposal to present to the PAS Board at their September Meeting.

The meeting was adjourned at 5:20 p.m. The next board meeting is scheduled as a conference call on Tuesday, August 7, 2001 at 4:00 p.m.

Respectfully Submitted,

Anthony Toth, Secretary and Heidi Schneider, Treasurer