



**PENNSYLVANIA ASSOCIATION
OF ENVIRONMENTAL PROFESSIONALS
Board of Directors Fall Retreat / Meeting
Final Meeting Minutes: October 18th, 2002**

The PAEP Board of Directors convened at PPL's Montour Preserve for a Fall Retreat on Friday, October 18th, 2002. President Ted Fridirici called the meeting to order at 10:08 a.m. with the following present:

Ted Fridirici	Fred Brenner	Bob Hosking	Deb Scherkoske
Joe Musil	Eric Buncher	Jerrold McCormick	Tony Toth
Rich Pugh	Gary Byron	Mark Fedosick	Craig Stanley
Elaine Farrell			

Purpose

The purpose of the meeting was to discuss the following business items: previous Meeting Minutes, Treasury Report, "New Board Member" Info Packages, Membership, new PAEP logo, Database Management, Section Events, Website Update, Newsletter, the Karl Mason Award, PAEP Career Center, Bylaws Revisions, 2003 Annual Meeting, the PAEP Career Center, NAEP Update, Election of 2003 Officers, and review of existing committees.

Previous Meeting Minutes

The meeting minutes for September 10th, 2002 were reviewed and approved by the Board.

Treasury Report

Tony presented the treasury report to the Board. Highlights are as follows:

<i>Payment Requests</i>		
<i>Requested By</i>	<i>Description</i>	<i>Amount</i>
Farrell Associates	Management Fee for September and misc. expenses	\$ 396.44
Joe Musil	Reimbursement for Speaker Gifts	\$ 49.00
Anthony Toth	PAEP postage paid by MKA	\$ 35.00
Eric Buncher	Payment to Eng. Soc. Of West. PA for food and room rental	\$ 275.00
		\$ 755.44

Four payment requests (listed in table above) were reviewed and approved by the Board.

Checking Account balance as of 09/1/02: \$ 14,340.87
Inflow as of 09/30/02: \$ 1,007.00
Outflow as of 09/30/02: \$ 728.79
Checking Account balance as of 09/30/02: \$ 14,619.08

The Board approved reimbursing McTish, Kunkel & Associates for postage expenses they incurred on behalf of PAEP.

In order to support PAEP's efforts to become a 501(c)(3) organization, Section Leaders were reminded of the need to remit receipts for all participants in PAEP Sectional Events. Section Chairs can pick-up generic receipt (carbon) pads at any stationary store (PAEP will reimburse at Section Leader's request).

A proposal was made, with respect to the PAEP Budget, to create line items for Board officers for miscellaneous expenses. While the issue was discussed, no formal motion for approval was made. This issue will be addressed in future meetings.

"New Board Member" Information Package

Deb Scherkoske identified the need for the Board to provide new Board Members a "New Board Member" information Package. Containing the PAEP By-Laws, the past year's Meeting Minutes and Treasury Reports, and the Board Contact Form, this Information Package will provide the means to quickly bring new Board Members up-to-speed on how the Board operates and the issues covered over the past year. Deb took the liberty of putting together such package (using three-ring binders) for the new members of the 2003 Board.

The Board voted to adopt this administrative mechanism to assist future new Board Members, and delegated the responsibility of maintaining the New Board Member Information Package to the PAEP Secretary. The intent is for the Secretary to have the Information Packages prepared in time to hand them out at the Fall Retreat (following elections).

This will need to be captured within the new By-Laws.

Membership

The issue of known NAEP Members who are Pennsylvania residents, but not members of PAEP was discussed and identified as an issue requiring further investigation (the question being: WHY are these people not members of PAEP?)

Rich Pugh reminded the Board that he has a PAEP promotional slideshow (MS PowerPoint format) available for use.

The subject of Student Chapters was discussed. Specific questions centered on whether Penn State and Drexel had identified official faculty sponsors, and what their respective membership statuses are. The "faculty sponsor" is understood to be the best means of ensuring continuity from year to year (the make-up of participating students changes so often).

Eric Buncher proposed that PAEP discontinue pursuing affiliation with student groups as it has not proven to be a cost-effective use of PAEP resources. It was also pointed out that the value-added to PAEP thus far has been non-existent at worst, and minimal at best. No motion supporting this proposal was initiated, so this issue will need to be revisited at a later meeting. Based on the President's desire to move the Board back to a committee-based approach of conducting business, this issue should be investigated by the Membership Committee, who should then report the situation to the full Board at a later meeting.

Database Management

Elaine Farrell was present to provide the latest membership update and reported the fine condition of the existing PAEP Membership Database. Eric Buncher reported that he relays the contact info of each person that attends one of his sectional events to Elaine, and recommended that other sections follow suit, as it is yet another tool for increasing membership.

Section Events

Representatives from the three sections summarized their respective section's activities over 2002. Highlights include:

- PAEP's growing relationship / partnership with the Society of Women Environmental Professionals and the advantages of teaming-up with other organizations when planning an event.
- The success of interactive events, such as the Canoe Trip that was organized this past September in the Central Section.
- The sheer quantity AND quality of the events and programs offered in the Western Section this past year. Eric Buncher discussed the merits of having established a Western Section Event Sub-committee and the positive impact it has on event planning.

East: Second Annual Open House: *Your Connection to the Environmental Profession*; Wednesday, November 6th 2002, starting at 5:00 pm at the *King of Prussia Inn*.

Central: *Government and Environmental Matters*; Thursday, November 14th 2002, starting at 5:30 pm at the Appalachian Brewing Company, 50 N. Cameron Street, Harrisburg, Pa. 2nd floor.

West: *Proposed Pennsylvania Safe Fill Regulations: Its Affect on Act 2 Land Recycling for Brownfield and Transportation Projects*; Thursday, November 21st 2002, 6:00pm – 8:30 pm at the Engineers Society of Western PA, 337 Fourth Avenue, Pittsburgh

Penn State: Nothing new to report. Ted Fridirici will call Joe Hlivia to find out the status of PSU ERM becoming a PAEP student chapter.

Publicity

Web site Update

Though Rich's current term on the Board is coming to an end, he stated that Gannet Fleming will continue to host / manage the PAEP website. The need to designate a Board Member as the formal contact person to manage update requests for the information posted on the website was discussed, and the Board decided to delegate this responsibility to the Publicity Committee Chair.

Also discussed was the need to put a note on the PAEP web page stating (1) how frequently the website is updated, and (2) who to contact to change any of the information displayed on the website.

Karl Mason Award

Ted Fridirici reported that the relatives of Karl Mason had recently offered to make a donation to support the annual Karl Mason Award.

One way the Board discussed utilizing the donation was to recreate the original Karl Mason Award medallion for future awards in lieu of the plaque currently donated by Gannet Fleming, Inc every year. No decision on this matter was made. Fred will investigate the cost associated with recasting the die (via a local forge in Pittsburgh). He'll need a drawing (or some representation) of the original medallion.

Another proposed use of the donation was to establish a scholarship for students. For this proposal to be feasible it was speculated that the donation would have to be a minimum of \$20,000 and would require discussion with the Mason Family.

Rich is interested in passing on the management of the Karl Mason award to someone new, but will continue if no one steps up to take over.

New PAEP Logo

The Board selected (by vote) a new PAEP Logo from the selection of options presented by Tony Toth. The logo selected by the Board will be sent back to the Graphics Design class (where it originated) for refinement and they will put together a professional presentation package for PAEP to evaluate.

Newsletter

Mark Fedosick (new Board Member) has taken over the responsibility for the production of the PAEP Newsletter. Mark presented the Board a draft of the upcoming post-Retreat newsletter and made a commitment to produce the future newsletters at a frequency that will keep the general membership better engaged with PAEP.

The Board approved using the Newsletter to advertise the request for Karl Mason Award nominees, as well as the upcoming Annual Conference.

A proposal was made by Eric Buncher to post job listings within the Newsletter – even from businesses that are NOT corporate sponsors (i.e. non-corporate sponsors would pay a small fee, while corporate sponsors would pay nothing). The Board did not vote on this proposal, so it will be revisited at a future meeting.

PAEP Career Center

There was insufficient time to have a discussion specifically regarding the "PAEP Career Center". There was indirect discussion about the Career Center in that it was indirectly addressed within the context of the Board's "committee needs analysis", where the Board

did not decide to dissolve it. There has still been no report of a Board Member having contacted Katie Eberhart to better understand the situation from her point of view. Until that communication occurs, this issue awaits further discussion.

NAEP Update

Joe Musil reported that NAEP is pursuing the establishment of a speaker's bureau, is developing a "Chapter Tool Kit", and has recently linked the NAEP webpage into the FHA webpage to help members get better answers to their NEPA questions. It was also reported that NAEP already is a 501 (c)(3) qualified organization, so they could be a source of information as PAEP pursues attainment of that same status. NAEP is currently looking for a chapter to sponsor a future national meeting, and while the Board reacted favorably to the idea, no motion to make such a commitment was made.

Revisions to the Bylaws AND 501(c)(3) Status

It is understood that the PAEP Bylaws, as they currently exist, no longer accurately reflect the way this organization is run, and do not enable attainment of the 501(c)(3) status that the Board has deemed essential to support continued growth.

Craig Stanley, Gary Byron, and Anthony Toth will all work together on the **Bylaws Revision Committee** (a "special" committee) and will be responsible for revising the PAEP Bylaws. Their first task is to present the Board with a strategy / plan for revising the By Laws. While no motion mandating a time frame within which the revision should be completed was initiated, the consensus expectation (based on the discussion) was that the Board wanted to have attained 501(c)(3) status at some time in 2004.

The resolution establishing this special committee was revised during the meeting to revise language calling out Anthony Toth as the sole person responsible for drafting the Bylaws revisions. The revised resolution was approved by the Board and signed by the officers.

The estimated cost for PAEP to attain 501(c)(3) status is ~\$2,000.

2003 Annual Conference

Planning for the Conference continues to go well, with the following items having the most immediate priority: (1) designating a time during the conference to hold the General Membership Meeting, (2) soliciting speakers for the planned technical sessions, and (3) finalizing the 2003 Conference budget by 1/1/03.

Election Results for 2003 PAEP Officers

For this election, all Board Members (newly elected and outgoing) voted, and Elaine Farrell tabulated the results.

- President; Eric Buncher and Jerrold McCormick were nominated; first round of voting yielded a tie (6 to 6); the second round of voting yielded a 7-5 result in McCormick's favor. Jerrold McCormick is the 2003 President of PAEP.

- Vice President; Eric Buncher was nominated and ran unopposed; Eric Buncher is the 2003 PAEP Vice President.
- Treasurer; Joseph Musil, Jr. was nominated and ran unopposed; Joseph Musil, Jr. is the 2003 PAEP Treasurer.
- Secretary; Mark Fedosick was nominated and ran unopposed; Mark Fedosick is the 2003 PAEP Secretary.

All terms begin Jan 1st, 2003.

Review of Existing Committees

In light of the President's desire to return PAEP to a committee-based management approach, the question regarding the relevance of the committees we currently have come up. A related factor is the PAEP Bylaws – they should identify the *Standing Committees*. Because Standing Committees exist within the context of the Bylaws, they technically cannot be created or dissolved without amending the Bylaws. Committees established outside the framework of the Bylaws are by definition *Special Committees*, and are not usually permanent committees.

That said, a motion was made to dissolve the "Programs & Publicity" Committee and the Board voted in support of this proposed dissolution. The Legislative Committee was, in turn, downgraded (by vote) from a Standing Committee to a Special Committee. The establishment of an Audit Committee was proposed since having one is a 501 (c)(3) requirement. The Budget Committee will be Tony Toth and Joe Musil.

This issue of determining which committees PAEP needs as Standing Committees will need to be revisited by the Bylaws Revision Committee as they go about revising the Bylaws.

Other Business

PAEP Priorities for 2003

- Bylaws Revisions
- Reestablish committee-based management of PAEP Affairs
- Continue membership outreach, focusing on diversifying the make-up of the General Membership (i.e. focus recruiting efforts on regulatory personnel, academia, and corporate environmental professionals).
- Sectional Events
- 2003 Annual Conference
- 2004 Annual Conference Planning
- Timely publication of Newsletters
- Environmental Heritage Program

Agenda Items for Future Meetings:

- A recommendation (Tony Toth) has been put forth that the Board require all PAEP / NAEP members to pay their PAEP dues directly through PAEP -- NOT through NAEP (NOTE: Need to see what NAEP's position is to resolve).

- A recommendation that \$500.00 petty cash fund for Section Events should be given to Sectional Chairpersons. Fund to be supplemented as necessary pending submission of event report and receipts (NOTE: discussed during July meeting; needs to be an agenda item for a future meeting).
- Establishing an environmental employment service for members.
- Do we want to sell PAEP Golf Shirts at the 2003 Conference?

Action Items

2003 Annual Conference Committee

- Designate a time (during the conference) for a General Membership Meeting
- Solicit speakers for planned technical sessions
- Finalize 2003 Annual Conference Budget by 1/1/03.

Budget Committee

- File for sales tax exemption

Membership Committee

- Development of a clearer corporate membership information form separate from the General Membership form.
- Call Joe Hlivia to find out the status of PSU ERM becoming a PAEP student chapter.

Newsletter Committee

- Preparation and issuing of the post-Fall Retreat Newsletter

Bylaws Revision Committee

- File for sales tax exemption
- Head the Bylaws revisions subcommittee (composed of Gary Bryan and Tony Toth); oversee preparation of revised PAEP Bylaws.
- Current Bylaws do not formally identify the Student Membership category; include in revision scope.

Karl Mason Award Committee

- Find another PAEP Member to take over management of the Karl Mason Award.

Website Committee

- Add a note to the website that states the update frequency and the person to contact to affect an update.

Legislative Committee

- Follow-up with Drexel (Student Chapter Formation Kit now approved).
- Provide Craig Stanley a copy of the NAEP Charter a letter from NAEP that formally recognizes PAEP as an NAEP chapter.
- Send formal invitation to new Pa-resident NAEP members to join PAEP.

Future Meetings

The next meeting will be on **November 12th, 2002** (4:00 pm – 5:00 pm) via tele-conference. Today's meeting was adjourned at 3:05 p.m.

Respectfully Submitted,

Jerrold McCormick
Secretary