Board Members:

Present:
Jerrold McCormick, President
Eric Buncher, Vice President
Joe Musil, Treasurer
Mark Fedosick, Secretary
Craig Stanley
Gary Byron

Absent:
Deb Scherkoske
Geanine Fair
Brian Pancher

Quorum present? Yes

Others Present*:*

John Burglund, Co-Chair 2004 Annual Meeting

Proceedings:

- *Meeting called to order at 4:00 p.m. by Jerrold McCormick, President*
- *Bog Turtle Programs; No Report*
- *General Liability Insurance Coverage; Provided by Joe Musil, Treasurer*

Joe reported that he has not been able to obtain a quote from insurance companies for General Liability Insurance. Since this does not seem to be a obstacle to proceeding with the Bog Turtle Training Program, investigations on insurance options will be continued for potential future programs.

- *2004 Annual Meeting; provided by John Burglund Co-Chair Annual Meeting*

John reported that the Annual Meeting Committee has been making great progress in planning for the 2004 Annual Meeting. Three technical tracks have been established with track 'leaders', a schedule of events for the three days has been established, and the technical tracks have each compiled a listing of potential topics. The committee will be selecting the top topics to fill the schedule, and begin soliciting speakers in the near future. The committee is also considering several options for a Keynote Speaker, including PA Governor Rendell, PADEP Secretary Kathleen McGinty, or PENNDOT Secretary Biehler.

John also reported that Vendor display and technical presentations would also be coordianted soons, and corporate sponsorship options. Due to current budget and travel restrictions for state and federal employees, the committee is exploring ways to sponsor agency personnel attendance, either through reduced registration fees, corporate sponsored lodging, or 'scholarships'. Gary Byron indicated that he would check on potential sponsorship options that do not present a conflict of interest for agency personnel.

- *Membership; No Report*

- *Eastern Section Report; provided by Jerrold McCormick, President*

  The Eastern Section conducted a PA Biodiversity workshop on October 1st at the office of URS. A summary of the meeting is available for review. The field outing to the Octoraro Nursery has been postponed until spring.

- *Central Section Report; No Report*

- *Western Section Report; provided by Eric Buncher, Western Section Chair*

  Eric reported that the Biodiversity workshop is scheduled for October 20 with 17 registered. There are no immediate plans for future programs.

- *CEQ/NEPA Forum; No Report*

- *September Meeting Minutes; provided by Mark Fedosick, Secretary*

  Comments were received on the draft minutes, and had been re-distributed to the Board. MOTION made to approve the revised September 9, 2003 meeting minutes; seconded and passed with no opposition.

- *Treasury Report; provided by Joe Musil, Treasurer*

  Joe reported that the July starting balance was $6,800, with revenues totaling $10,000 primarily from Bog Turtle Program registrations. Requests for payments, including conference call fees, database management fees, and section events have been received totaling $3,600, not including an additional $250 for postage. MOTION made to accept requests for payment, seconded and passed with no opposition.

  Jerrold reported that the agreement signed in the spring with Farrell Associates, Inc. stated a payment cap for 2003 of $6,000 total. Due to additional services provided by Farrell, primarily in planning efforts for the Bog Turtle Program, that cap has been met and would be exceeded prior to the close of the year. MOTION made to revise the service agreement with Farrell Associates, Inc. for an additional $3,000 to complete the year. MOTION seconded and passed with no opposition.

- *2004 Karl Mason Award; No Report*

- *Budget/Audit; Provided by Jerrold McCormick, President.*

  Jerrold reported that one individual had responded to the newsletter request for Audit Committee participation. Joe Musil will contact this individual to discuss the audit needs and coordinate additional participation.

- *501 (c) (3) Status; No Report*

- *Website Report; No Report*

- *2003 Board Election; provided by Mark Fedosick, Chair Election Committee*

  A flyer had been distributed mid-September via e-mail to the membership soliciting nominations. Currently three candidates have submitted their information. A reminder will be distributed via e-mail during the week of October 20th.

- *Future Meetings*

  The next meeting will be on November 11, 2003 (4:00 PM-5:00 PM) via tele-conference.

- *Meeting adjourned* at 4:30 p.m.

  Minutes submitted by Mark Fedosick, Secretary.