

**Board of Directors Meeting
Meeting Minutes November 14, 2006**

Board Members:

<i>Present:</i>	<i>Absent:</i>
Jeffrey Prawdzik	Tammy Sherwin
John Burglund	Jeffrey Luzenski
Jason Minnich	
Brian Oram	
Mark Fedosick	
Brian Pancher	

- *Quorum present? Yes*
- **Others Present:**
Wayne Kober, Jeanmarie Kline, Terri Breon, Eric Buncher
- **Proceedings:**
- Meeting called to order at 4:05 PM
- Introduction of Terri Breon and Jeanmarie Kline the new administrators for PAEP
- *Approval of October 11, 2006 Minutes, Approved, Brian Oram, second John Burglund. Mark Fedosick is working on September 11th minutes*
- Western Section *Provided by John Burglund*
 - Army Corp of Engineering Update program November 14 (22 signed up)
 - Discussing a GIS applications program
- Central Section *Provided by Jason Minnich*
 - Section 4F Training November 17
 - Holiday Social December 21
- Eastern Section
 - No report
- P2E2 *Provided by Mark Fedosick*
 - Tour coming up this week
- Membership
 - Discussion of the need to update our membership brochure to include the new address.
 - The new brochure will be a project to be completed by the end of December 2006 Jeff P. will work with Jeanmarie on this task.

	Board of Directors Meeting Meeting Minutes November 14, 2006
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Page 2

- Membership drive should be starting now
- Corporate Benefits *Presented by Jeffrey Prawdzik*
 - Jeff will work on the policies and procedures for the next month
- Student Chapters *Presented by Brian Oram*
 - Received some info from National Organization and P2E2 is investigating some student chapters.
 - Brian is willing to work on an outline as to how to start a student chapter
 - Eric Buncher discussed some of the problems PAEP has had with student chapters in the past
 - Brian Oram requested copies of the brochures to hand out during events
 - No one believes Penn State has a student chapter at this time
 - John Burgland hasn't had chance to follow-up with Slippery Rock
 - Brian O. is waiting for a response from his last email requesting additional input from the Board.
 - Brian O. noted that at the 2006 conference, the schools that were represented were interested in pursuing student chapters (or some other way to get their students involved in the organization)
- Treasury Report *Provided by Jeffrey Prawdzik*
 - Elaine has reconciled the reports over the past two months, but there is a \$600 discrepancy between the account and QuickBooks. Jeff has emailed Elaine for assistance in correcting the discrepancy.
 - Jeff P. sent Jeanmarie an email requesting she stop proceeding on the transfer of our accounts to Commerce Banks due to a lack of Commerce Bank locations near Jeanmarie or Terri's location. We will stay at PNC for now and Jeanmarie and Terri will look at Fulton Banks to check the interest rate.
 - Jeff is working on the 2007 budget for the January 2007 meeting
- Conservation Heritage *Provided by Wayne Kober*
 - Website updates are being made, Brian P will check later this week to see how the updates are going.
 - Walter Lyon Video will be moving forward for hopefully less than \$3,000
 - Wayne and the PHMC would like to move forward with the Conservation Consultation in 2007
 - The PHMC would like to add panels describing PA conservation leaders to be added to the State Museum Ecology Hall (panels would be portable)
 - The PA Conservation Heritage Program Proposal has been modified slightly to include levels of corporate sponsorship, PAEP Board will allow the Committee to continue with this program
 - Discussed the concern that corporations may not be willing to give money for conference sponsorship if we they are already giving money to the Conservation Heritage Program. The Board requested that the solicitations are completed as soon as possible to try and avoid any conflicts between conference sponsorship and Conservation Heritage donations.
 - Discussed that PHMC would be willing to split the cost of an intern between PHMC and PAEP (\$2,000 cost to PAEP). Wayne will look into this to determine if

	Board of Directors Meeting Meeting Minutes November 14, 2006
--	---

Page 3

- an intern could help the process and what an intern would do.
 - Wayne put the proposal before the Board requesting an additional \$6,500 (in addition to the \$2,500 allocated last month) to begin funding the consultation. Wayne would request that the board have an answer to this proposal by next month. Wayne will get more details to us by the beginning of December.
 - See the attached memo from Wayne Kober to the Board concerning the Conservation Heritage Program for additional info on the above mentioned items
- 2007 Conference *Provided by Mark Fedosick*
 - Save the date email will be going out to the email database by the end of the week.
 - Save the date is on the website.
 - Speakers continue to be lined up.
 - Next meeting, Thursday November 16. Jeanmarie will be on that conference call.
- Newsletter
 - No update
- Website Update *Provided by Brian Pancher*
 - Draft update will be created by Kevin Quirk and reviewed by Brian P. If anyone has comments on the changes they can be made after the site has been updated.
- Calendar of Events *Provided by Jason Minnich*
 - Sections will get some ideas together for a general calendar of up coming events. (Dates do not need to be firm, this is just a general overview)
- 2007 Election *Provided by John Burglund*
 - Twelve candidates for five positions
 - The ballots should be mailed before Thanksgiving to the general members only.
 - Ballots are due December 15 announcement will be given on December 19
- PAEP Administrator Status *Provided by John Burglund*
 - Electronic election was held and Jeanmarie Kline and Terri Breon approved October 30, 2006
 - Jeanmarie will forward a copy of their contact info to all board members
 - Jeanmarie will forward a contract to the board for approval and signiture.
 - Ballot mailing and new PAEP brochure were not included in the original cost estimates for the remainder of 2006. The estimate will be revised by Jeanmarie.
- January Retreat Planning *Provided by Mark Fedosick*
 - Potential dates January 19 then 12
 - Jason will contact Ned Smith Center to see if either date would be possible.
- Miscellaneous Business

	Board of Directors Meeting Meeting Minutes November 14, 2006
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Page 4

- Nothing on Website from the 2006 conference, Jeanmarie will check on the photos she received from Elaine and if they are conference photos they will be added to the website.
- Next Meeting December 12, 2006 4:00 PM
- Adjournment

	Board of Directors Meeting Meeting Minutes November 14, 2006
--	---

Page 5

The following is the Memo Sent from Wayne Kober to the Board concerning the Conservation Heritage Program Proposal.

Mark: This memo is to update you and the PAEP Board of Directors on the Conservation Heritage Program.

November 13, 2006 PHMC Meeting: Yesterday afternoon, I had the opportunity to meet with Beth Hager, Barbara Franco, Walter Meshaka, David Haury, and Linda Shopes of the PA Historical and Museum Commission to discuss several aspects of the PA Conservation Heritage Program. In particular, we discussed how to best use the \$5000.00 we have available from the PAEP Corporate Solicitations(\$2500) and the Board match(\$2500). The highlights of the meeting discussion are as follows:

- **Walter Lyon Video Interview:** Because of the urgent need to conduct the video interview with Walter Lyon due to his advancing age, the group agreed that it should be scheduled as soon as possible. The estimated cost of the video interview will be between \$2500 and \$3000 dollars. The video interview will be based on the 6 hours of oral interviews that were conducted as part of the Karl Mason Research. Linda Shopes and Beth Hager will proceed with scheduling the interview using the \$2500 in hand at the PA Heritage Society from the PAEP Corporate Sponsors.
- **Conservation Consultation:** The group discussed the need to collaboratively develop an overall framework or strategic approach for the PA Conservation Heritage Program through consultation with environmental history professionals during a facilitated workshop. There is concern about proceeding with specific conservation heritage initiatives without the benefit of a framework or strategic approach to guide the program. The group agreed that Linda Shopes and Beth Hager will develop a detailed scope and cost estimate for a conservation consultation workshop to be conducted in 2007. The group also agreed that Wayne Kober will submit the proposal to the PAEP Board for its consideration in funding the proposal. The current estimate for the conservation consultation included in the PAEP/PA Heritage Society Budget is \$7,000.00.
- **State Archives Conservation Heritage Research:** David Haury, Director of the Bureau of Archives and History, briefly described the ongoing conservation heritage research being conducted by Eric Ledell Smith using the state archives. So far, he has a bibliography of over 300 pages of information relating to conservation heritage. David estimated that the bibliography could be 400 to 500 pages. The group observed that the bibliography will be very useful in informing conservation research and program initiatives.
- **State Museum Ecology Hall Conservation Heritage Display:** Walter Meshaka, described the "Brock" display panel being developed by an intern to highlight the life and career of PA's first black forester. The panel will be placed in Ecology Hall to show visitors what they can do to protect and enhance the ecological resources of the Commonwealth. Walter and the group discussed how additional panels could be developed on other PA conservation leaders such as Rachael Carson. Her panel could be placed in the raptor exhibit area to highlight her role in saving birds from the effects of chemicals. The cost of each panel is dependent on the availability of information and graphic images. The group discussed doing a conservation heritage display plan for Ecology Hall and identifying organizations and/or individuals who would partner with the State Museum in preparing the displays. The group agreed that Walter will develop a conservation heritage display plan for Ecology Hall. The group observed that when a major renovation is done on Ecology Hall that conservation heritage would be prominently featured. Timing of the renovation is not known. A preliminary concept for the renovation has been completed.
- **State Museum Memorial Hall Conservation Heritage Information:** Babara Franco mentioned the potential changes to the State Museum Memorial Hall which could include conservation heritage displays that would encourage visitors to visit Ecology Hall and see the conservation heritage information.
- **PA Conservation Heritage Program Proposal:** Beth Hager distributed a revised copy of the proposal which will be used by Robert Hosking to solicit funds from the PAEP Corporate

	Board of Directors Meeting Meeting Minutes November 14, 2006
--	---

Page 6

Members that were not contacted by Wayne Kober. The main revision to the proposal was the addition of 3 levels of corporate sponsorship at \$5000, \$2500, and \$1000. Bob Hosking and Wayne Kober will review the revised proposal. Once it is in appropriate form, Bob will continue the corporate solicitations.

- **2007 PHMC Conservation Heritage Internship:** Linda Shopes described the possibility of offering a conservation heritage program internship at PHMC in 2007. She also mentioned that it may be possible to share the \$4000 cost of an intern at 50/50. If PAEP would like to pursue this idea, Linda needs to know in January 2007. Wayne Kober will approach the PAEP Board with this offering.

PAEP Board Action: I propose that the Board consider the above-mentioned proposals to: 1) Conduct the Conservation Heritage Consultation in 2007 at a cost of \$7,000; and 2) hire a PHMC intern to work on the Conservation Heritage Program(Work to be Defined) at a cost of \$2000. If we apply the \$2500 dollar PAEP match to the Corporate Solicitations, it would cost PAEP an additional \$6500.

I will be joining in on todays PAEP Board Conference Call to discuss this information. Wayne

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