



**Board of Directors Meeting
Meeting Minutes February 19, 2008**

<i>Present:</i>	<i>Absent:</i> Amy Altimare, Ed Gabsewics, Jeffrey Luzenski
Virginia Bailey	
Deb Henson	<i>Staff:</i> Terri Breon
Mike Kenawell	
Jason Minnich	
Camille Otto	
Jeffrey Prawdzik	

- *Quorum present?* Yes
- **Others Present:** Kathleen Colbert-Gibson, Wayne Kober, Bill Plumpton
- **Proceedings:**
 - Call to Order – President Jason Minnich called the meeting to order at 4:05 pm.
 - Approval of Minutes from January 18, 2008 meeting – Otto noted that Deb Henson’s last name was spelled incorrectly under the 2008 PAEP Officer Elections section on page 1 of the minutes. The motion for the minutes to be approved with this correction was provided by Otto and second by Henson. All were in favor and none opposed. The motion passed.
 - Sections:
 - West – *Provided by Kathleen Colbert-Gibson*
 - April 22nd – Tour of the Green Forge Building, a green building in Westmoreland County. Colbert-Gibson noted that the conservation district did the work on the building and asked whether PAEP could make a donation to the organization. Minnich asked Colbert-Gibson to send him an email regarding this for consideration.
 - March 18th – a Pittsburgh Airport de-icing program
 - Colbert-Gibson asked how to handle reimbursement for the December section function receipts. The receipts should be sent to Breon, and Minnich will send Colbert-Gibson a form to complete.
 - Central – *Provided by Jason Minnich*
 - A March 11th event is being planning related to DEP energy efficiency and rebates and low interest loans to homeowners with green additions to their homes. The event may be a dinner presentation at the Appalachian Brewing Company.
 - East – *Provided by Jeff Prawdzik*
 - March 7th – Pennsylvania Natural Diversity Inventory (PNDI) Event at URS Corporation’s office.
 - P2E2 – *No report*



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- Membership Report - *Provided by Jeffrey Prawdzik*
 - Prawdzik noted that he has spoken to many people regarding joining PAEP.
 - Prawdzik reported that Brian Oram was not copied on the email for this meeting.
 - Breon reported that the dues being submitted have been renewals, not new memberships.
 - Kenawell reported that he spoke to Oram regarding assisting in the effort to increase student memberships, and Oram recommended that Kenawell obtain copies of draft letters and other files from Prawdzik. Prawdzik stated that he would forward this information to Kenawell.

- Membership Database - *Provided by Terri Breon*
 - Breon will forward the database to the Board.

- Membership Directory
 - Minnich asked whether the directory should be sent out to PAEP members before or after the conference. The group agreed that the directory should be sent out before the conference.
 - Breon noted that 14 companies have expressed interest in advertising in the directory, and more interest may still come in.
 - Otto volunteered to work with Breon to back check the directory.

- Treasury Report - *Provided by Deb Henson*
 - Henson stated that she sent the reconciled books to Breon the previous day.
 - Henson indicated that there currently is a little over \$11,000 in the checking account and about \$20,000 in the money market. (Prawdzik noted that they typically only keep about \$1500-2000 in the checking account and move the rest to the money market. Breon stated that the money just went into the account today and would be then moved to the money market.)
 - Minnich stated that there are anticipated bills coming in for conference speaker gifts and for the Conservation Heritage.
 - Henson remarked that the new budget would be to the board before the next board meeting.

- Communications Committee Report
 - Kober noted that Blaine Steensland, Director of Student Affairs at the Penn State Berks campus, has expressed interest in having someone come talk about PAEP on campus.
 - Minnich stated that Bob Hosking sent the PAEP radio ad text to Wilkes College's radio station, and he stated that the Board should follow-up with Hosking to see how this is proceeding. (Prawdzik noted that Hosking was not copied on the board meeting email.)

- Newsletter Report - Provided by Jason Minnich
 - Minnich noted that the newsletter was emailed to PAEP members a couple of weeks ago.
 - Minnich stated that Kline will be compiling a list and estimates for potential people to take over the newsletter preparation role.
 - Prawdzik, as Vice-President, will take over the role of preparing the newsletter from Minnich. Prawdzik will call Minnich to discuss.

- Conservation Heritage – Wayne Kober
 - Kober noted that the anticipated invoice will be submitted next week.
 - Kober reported that the program is set for the summer internship position.
 - In early March, a symposium will be held. Kober will report back to the Board on the progress.

- Career Center – no report
 - Kenawell to be added to the group.

- 2008 Annual Conference Update
 - Minnich reported that the conference planning is moving along well. The speaker list is about complete. Buses have been reserved for the two tours.
 - Minnich will contact Marc Radell regarding the status of adding a fourth track to the conference.
 - Minnich stated that DEP has a traveling trailer for energy efficiency education/information and asked the Board if DEP should be charged an exhibitor fee. Those on the call agreed that DEP, as a state agency, should not be charged a fee.

- Website
 - No update, to discuss timing of the new site going live at next month's Board meeting.
 - Logo contest – Entries are due by March 31st and the Board will vote at the April meeting.

- NAEP Report - Bill Plumpton
 - Plumpton reported that the quarterly NAEP meeting was held in New Orleans at the end of January. He reported on the following items:
 - Editor of NAEP journal is retiring, so NAEP is looking for a new editor.
 - There is a new NAEP membership committee.
 - Joe Musil is a national board member.
 - Agreements are being developed for state chapter affiliations



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- Annual conference registration is open (San Diego)
- Affiliate member proposal developed for state-national members. Discussions are still occurring; Plumpton will keep the Board posted.
- PAEP's Conservation Heritage program will be getting \$500 from NAEP, although it may be a while before a check is received.
- Breon reminded the officers to complete the NAEP membership form.
- The Board discussed hosting the 2010 NAEP Conference. Issues raised by Board members included the obligation of enough volunteers and the cost to PAEP members if the PAEP conference was to be combined with the NAEP conference. The motion for declining the request to host the 2010 NAEP conference was provided by Minnich and second by Kenawell. All were in favor and none opposed. The motion passed.
- Miscellaneous Business
 - Minnich reviewed the proposal received by Patricia Heuser for a session and report for defining PAEP's goals and action plan. The Board agreed that the session should be held after the conference in May. Otto stated that the proposal stated a one year plan versus the five year plan discussed by the Board. Minnich noted that he would follow up with Heuser to see what the proposed \$2,000 entails. Anyone with the names of others who may provide a similar service to Heuser should contact Minnich.
 - Minnich proposed that the Board send the Ned Smith Center for Nature and Art a thank you letter and a \$200 donation. The motion for making the donation was provided by Kenawell and second by Prawdzik. All were in favor and none opposed. The motion passed. Breon will forward a check to Bailey to sign and send out with a drafted thank you letter.
 - For Karl Mason Award nominees, it was noted that the Board would begin looking at nominees next month.
- Adjournment

NOTE: The next Board Meeting will be held via conference call on Tuesday, March 18, 2008 at 4:00 p.m.