

	Board of Directors Meeting Meeting Minutes January 18, 2008
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<i>Present:</i>	<i>Absent: None</i>
Amy Altimare	<i>Staff:</i> Terri Breon and Jeanmarie Kline
Virginia Bailey	
Ed Gabsewics	
Deb Henson	
Mike Kenawell	
Jeffrey Luzenski	
Jason Minnich	
Camille Otto	
Jeffrey Prawdzik	

- *Quorum present?* Yes
- **Others Present:** Bob Hosking and Bill Plumpton
- **Proceedings:**
 - President Jeff Prawdzik called the meeting to order at 11:05 am.
 - Approval of Minutes from December 11, 2007 - The motion for the minutes to be approved as prepared was provided by Luzenski and second by Gabsewics. All were in favor and none opposed. The motion passed.
 - 2008 Board of Directors Election – *Provided by Jason Minnich*
 - Minnich noted that 12 members ran for the four available board openings. He congratulated Bailey, Kenawell, Luzenski, and Otto on their election to the board.
 - 2008 PAEP Officer Elections – *Lead by Jeanmarie Kline and Terri Breon*
 - President: Board members Luzenski, Minnich, and Prawdzik expressed interest in the position. Minnich was elected the new President as a result of a secret ballot.
 - Vice President: Prawdzik (ran unopposed)
 - Treasurer: Hanson (ran unopposed)
 - Secretary: Board voted between Altimare and Bailey. Bailey is the new Secretary.
 - Sections:
 - West-*No report provided*
 - Central-*Provided by Jason Minnich*
 - A DEP energy efficiency event is in the works to discuss a grant program for homeowners. Other events, both social and professional, are under consideration.

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- East-*Provided by Jeanmarie Kline*
 - It was noted that this section is very busy focusing on the annual conference in May.
- P2E2-*Provided by Jeff Luzenski*
 - A February event is planned with PPL regarding energy loss in buildings. Additional, a May event is being considered at Northampton Community College in May, as well as an August event in Lancaster. P2E2 is looking to hold events outside of Northeast PA.
- Membership Report - *Provided by Jeffrey Prawdzik*
 - PAEP membership currently totals 338 general members, 6 student members, and 51 corporate members.
- Membership Database - *Provided by Terri Breon*
 - To date, 2 job opportunities have been posted in 2008.
 - Breon reported that PAEP membership dues renewals have been coming in. The credit card payment option was provided this year on the dues form.
 - Breon asked that people forward success stories of hiring new employees from PAEP job advertising. Bailey reported that she and Otto successfully hired a new employee in December as a direct result of advertising the position through PAEP.
- Treasury Report - *Provided by Terri Breon on behalf of John Burglund*
 - Breon indicated that there currently is \$1,809.02 in the checking account and \$15,750.78 in the PAEP money market. Net income for 2007 was \$2,226.48.
 - Breon will begin working on the new budget with Henson. Their goal is to propose the new budget at the February board meeting.
- Communications Committee Report
 - Minnich stated that he would check with Brian Oram and John Burglund regarding their interest in continuing with the Communications Committee. Hosking asked to be added to the committee.
 - Hosking shared his latest draft of a PAEP radio public service announcement with the Board. The Board provided input supporting deleting a sentence of the ad. Gabsewics motioned to approve the ad with the deleted sentence, and Henson seconded the motion. All were in favor, none opposed. The motion was carried. Hosking noted that he would forward the final version to the Board and submit it to Joe Swanson of Wikes University for approval.
- Newsletter Report - *Provided by Jason Minnich*
 - Minnich indicated that would finish preparing the next newsletter before handing the responsibility off to new Vice President Prawdzik. Minnich is still accepting articles for the newsletter, and the newsletter will be sent out by the beginning of February.

- Otto noted that she will forward an article to Minnich for inclusion in the newsletter.
- Minnich distributed copies of a proposed revision to Operational Policy 6.3 – *Vice Presidential Duties* to include the responsibility of preparing a newsletter. After review, “per year” in the last sentence was replaced with “quarterly”. The motion was made by Altimare to approve the revised Operational Policy. Prawdzik second the motion. All were in favor, none were opposed. The motion passed.
 - Conservation Heritage – *Bob Hosking*
 - Hosking noted that an article in the most recent issue of the Chesapeake Bay Journal discussed how many prominent environmentalists were from Pennsylvania.
 - Hosking thanked PAEP for supporting the program that has created a good partnership with PHMC.
 - Prawdzik asked whether the checks have been cut by PAEP for the program. Breon stated that the checks (\$2,000 and \$2,900, respectively) have not yet been cut, pending receipt of an invoice. Minnich noted that he would contact Wayne Kober regarding the invoice and acknowledged that the Board sees the benefit in supporting the program.
 - Career Center
 - Kenawell expressed his interest in working with college students and PAEP providing internship opportunities. It was suggested that Kenawell join the Career Center Committee with Brian Oram.
 - Prawdzik noted that Oram has developed a draft letter to be sent to college environmental programs.
 - 2008 Annual Conference Update *Provided by Jeanmarie Kline*
 - Kline reviewed the current agenda with the Board. No questions were proposed. She stated that a fourth track is being pursued for a half-day seminar by PPL.
 - A Platinum sponsorship conflict was identified – two companies (GAI and URS) have both expressed interest in this level of sponsorship, traditionally a single sponsor level. Kline to discuss resolution of this issue with the conference committee and report back to the Board.
 - Prawdzik stated that it was important to continue the tradition that corporate members could exhibit at the conference at a lesser cost than non-corporate members, one of the benefits of being a corporate member. Kline suggested that corporate members be charged \$125 to exhibit while non-corporate members are charged \$225 – including the cost of a corporate membership. Prawdzik noted that he would draft a sponsorship bylaw to document how PAEP has been doing business for the last few years.
 - Hosking indicated that to date only one nomination (for an individual) for the Karl Mason Award has been provided. Hosking noted that he may ask DEP, John Hess, DCNR, and/or SWEP to solicit more nominees, particularly the nominations of

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- groups or organizations.
- The conference budget was reviewed by Kline.
- It was noted that student registrations and student posters were being pursued by Oram.
- Website – *Ed Gabsewics*
 - Gabsewics reported that he has been working with Carole Backman on redesigning the PAEP website, mainly focusing on the home page. The new home page can be viewed at www.paep.org/new, and welcomed comments from the Board.
 - Gabsewics suggested that PAEP create a photo library of conference and event photographs. Hosking noted that he has a number of old conference photos.
 - Gabsewics stated that no entries have yet been received for the PAEP new logo contest. He noted that the contest deadline would be extended to March 31st.
 - Minnich stated that he was asked again to post and email an individual's resume as job openings are currently posted. The Board discussed creating a secure portion of the website for only PAEP members to access for the posting of resumes. Gabsewics will talk to Carole regarding the feasibility of securing a portion of the site.
- NAEP Report - *Bill Plumpton*
 - Plumpton noted that he requested \$500 for the Conservation Heritage program from the NAEP 2008 budget. It has been preliminarily accepted, but Plumpton would find out officially on January 26, 2008 and will report to the Board on the February call.
 - Plumpton reported that a NAEP affiliate agreement standard for all states will be completed in March.
 - The next quarterly meeting will be held in February in New Orleans, and Plumpton will attend.
 - Plumpton stated that he was asked by NAEP for PAEP to consider hosting the national NAEP convention in 2010 in Philadelphia. There has not been an annual conference on the East Coast in some time, and NAEP has selected Philadelphia if PAEP agrees. Plumpton distributed copies of "Chapter Profit Sharing Program for NAEP's Annual Conference" and a list of local chapter responsibilities for hosting a conference. Nine individuals would need to be designated into specific roles, and approximately an additional 20 volunteers would be required. Minnich stated that it is an opportunity that the Board should consider, and Plumpton stated that he would need an answer within the next few weeks.
 - Plumpton also distributed information on Rally 2008: The National Land Conservation Conference, organized by the Land Trust Alliance, to be held in Pittsburgh on September 18-21, 2008. He suggested that PAEP look into becoming an exhibitor and develop a display board for this conference.
- 2008 Professional Contract Renewals – *Deb Henson*
 - Henson reviewed Carole Backman's proposed 2008 contract information for work on

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the website - \$35/hour, not to exceed \$1800.00 through December 2008 (same rate as 2007). It was noted that this does not include the new website development. Gabsewics moved to approve the proposed contract. This was second by Prawdzik. All were in favor and none opposed. Motion carried.

- Kline walked the Board through her and Breon's proposed 2008 contract - \$35/hour (same rate as 2007) and 470 hours for a total of \$16,450. The hours for the conference increased 20 hours over 2007 (approved by Board in July 2007), and they propose an additional 15 hours to account for the logo update. Kline noted that her and Breon's hourly rate would increase in 2009. Minnich asked whether Kline and/or Breon would consider adding quarterly newsletter preparation to their duties. Kline noted that neither did newsletter preparation, but they have a list of about three people who could do this for 20 hours at approximately \$30/hour. Kline stated that she would obtain more specific information on this for the Board. Gabsewics moved to approve the proposed contract as presented. This was second by Prawdzik. All were in favor and none opposed. Motion carried.

- Miscellaneous Business

- Credit Card Processing Approval – Terri Breon
 - Breon reported that PAEP was approved to accept credit cards for memberships, as reflected on the 2008 membership renewal forms.
- It was noted that P2E2 will be hosting the 2009 annual conference. Potential conference location will be discussed by the board in May.

- Adjournment

NOTE: The next Board Meeting will be held via conference call on Tuesday, February 12, 2008 at 4:00 p.m.