

**Board of Directors Meeting
July 14, 2009 Meeting Minutes**

<i>Present:</i> Virginia Bailey, President	<i>Absent:</i> Jeff Luzenski, Jill Vovaris, Terri Breon
Mike Kenawell, Vice President	
Camille Otto, Treasurer	
Crystal Quintin, Secretary	
Angela Schreffler	
Duane Peters	
Mitchell Burack	
	<i>Staff:</i> N/A
	<i>Others:</i> N/A

At 4:09 p.m. the meeting was called to order.

Was a Quorum present? Yes, a quorum was present.

The minutes from June 6, 2009 meeting were approved with Virginia's suggested changes. Camille made the motion to accept, and Crystal seconded the motion. A final copy is to be sent to Terri for posting on the website.

Treasury Report

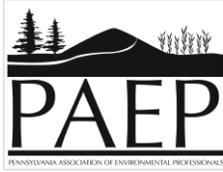
Camille gave a report on the status of PAEP's accounts. The accounts were not yet balanced but there is \$11,863.56 in the money market account and \$1,537.06 in the checking account. All expenses have been paid and are up to date including conference fees. The budgeting process will begin in August with Terri and Camille drafting for a January deadline. The next budget will account for the increase in dues. The Conference Committee needs to develop their budget as well.

Membership/Database

Nothing new to report; will get an update from Terri for the next meeting.

Section Reports

- West – Keri Rebeck was not present, but the Western Section continues to hold monthly Friday happy hour events. The latest event was on geothermal technologies.
- Central – Both Jason Minnich and Amy Altmire stepped down as chairs of the Central Section. They are both extremely busy at the moment but are very willing to continue helping out where they can. A new chair is needed and the goal is to host monthly events. Kevin Starner was nominated by the Board to serve as chair and Crystal is willing to co-chair as needed. Virginia will call Kevin and ask if he would like to chair the Central Section, and will report back to the Board. Virginia gave a synopsis of the



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Level 2 site tour. Crystal is to call Level 2 to let them know PAEP has chosen to host monthly events there. The goal is to host an event beginning in September. For next steps, the Section and Board need to determine a start date and potential topics for discussion.

- Eastern – The first event regarding permitting occurred as planned with 22 attendees; which was considered a good turnout since the Eastern Section has not hosted events in approximately two years. The fall program is starting on October 7th, and the following are the dates for the remainder of the year; November 4th and December 2nd (the first Wednesday of every month). Currently, Mitchell is brainstorming a theme name for the wine tasting events where attendees can compete for a free bottle of wine. Mitchell is also working on recruiting a speaker for the October event. The location has been secured and events will be held in Rohrsford. The Army Corps event in Norristown succeeded in collecting \$84 toward the next event.
- P2E2 – Nothing new to report. An event is planned for August.

Conservation Heritage

Wayne Kober provided a report via email and let the Board know that the intern is engaged and will get a report on her progress soon. Duane is scheduled to attend a meeting regarding a Maurice Goddard Legacy initiative on behalf of the Board with Wayne on August 5th.

Career Center

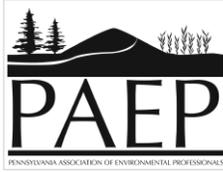
Virginia sent Terri the resume policy to post on the PAEP website. Need to check with Terri on the status. Mike will assist as needed.

Website

Ed Gabsewics was not present, and there was nothing new to report.

Newsletter

Mike needs all submissions for the next newsletter by Friday, July 17th. Virginia is drafting an update on the Board's planning activities. The Board would also like to have an article on the 2009 Conservation Heritage intern. Virginia asked whether or not the NAEP's call for papers was included in the last newsletter because if not, it should be included in this quarter's. Mike confirmed that it was not included and will consider it for this newsletter if someone could just forward the call for papers to him. Also, it was suggested that the back page of the newsletter include a section on how to become a member with a link to the website.



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NAEP

Bill Plumpton could not attend and was not present. The draft NAEP Affiliation agreement has been distributed to the Board for their review. The Board should review this when they have the time. Angela posed the question, if NAEP members are going to have to choose a section, do they have to pay the section fee and the NAEP fee? Virginia answered by confirming that we have a reimbursement agreement with NAEP and stated that she will review the details of this agreement again to be clear on the mechanics of it. A lot of surrounding states do not have their own state organization, which is a benefit to PAEP if all NAEP members need to be associated with a state affiliated organization.

In addition, a change in PAEP By-Laws and logo will require approval from NAEP. There is going to also be a requirement that PAEP publish an annual report and before PAEP agrees, the Board needs to know what the annual reporting expectations will be – what information is needed and when would these reports be due? The Board made a motion to table this discussion until the Board is ready to focus fully on this since there are a lot of outstanding questions and no deadline to review the Affiliation Agreement. Crystal made the motion to table and Duane seconded the motion.

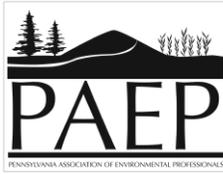
2010 Annual Conference

Camille Otto and Deb Henson have agreed to co-chair the 2010 conference committee. Additionally, Board members Angela, Virginia, and Mike have volunteered to participate on the committee. Jenn Granger has generously volunteered to lead the Sponsorship solicitation efforts for the Committee. Additionally, Rebecca Ledebohm and Kevin Starner have volunteered to join the committee. The kick-off conference call is scheduled for July 21st from 1-3pm. Keith sent out the agenda. A decision on the location and date will be based on survey results. According to the surveys, May was the most popular month and April was the second favorite. Most members indicated that it is important to keep hotel costs to a maximum of \$150/night. The 2010 theme is also going to be discussed.

Board Business

- **Planning Session Follow-up**
Virginia emailed the updated matrix and requests that the Board review and update it as is necessary by July 22nd. Once all of the comments and additions are made, the Board will work on a schedule to execute a couple of the most pressing priorities.

Duane has volunteered to chair the website committee to spearhead an effort to better provide services to our members through the web. Next steps will include a conversation



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with Terri, Carole Backman, and Ed Gabsewics to discuss the current parameters of our service contract, our needs and possibilities for improvement in the near future. Duane will work on the immediate next step of compiling a list of PAEP's needs as discussed during the ongoing Board "Visioning" sessions.

- **Miscellaneous Business –**
 - A discussion commenced on the renewal of Keith's contract of which Mitchell and Camille had comments. Camille will email her comments to the Board which included a suggestion to require that he submit receipts with any related purchases, and an additional item for Keith's participation in conference committee calls. The Board is to provide any additional comments or suggestions to amend the contract by Friday, July 17th so Keith can begin his work on helping to plan the 2010 Conference. Activities have already begun so this is critical.
 - By-Laws and operational policies are to be reviewed by the Board. The goal is to have the By-Laws reviewed by July 31st.
 - One last push for articles will occur this week and are due by Friday, July 17th. Virginia's overview and update on the Planning Session has been completed and will be distributed to the Board for any comments prior to publication. Comments are to be sent to Camille or Virginia.
- Adjournment occurred at 5:05 p.m.