

Board of Directors Meeting November 10, 2009 Meeting Minutes

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Present: Virginia Bailey, President	Absent: Angela Schreffler, Terri Breon, and Jeff Luzenski Staff: N/A Others: Keri Rebeck, Kevin Starner, Bill Plumpton, Beth Hager, and Wayne Kober
Mike Kenawell, Vice President	
Camille Otto, Treasurer	
Crystal Quintin, Secretary	
Angela Schreffler	
Jill Vovaris	
Duane Peters	
Mitchell Burack	

At 4:05 p.m. the meeting was called to order.

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

The minutes from October 13, 2009 meeting were approved. Mike made the motion to accept, and Camille seconded the motion. A final copy is to be sent to Terri for posting on the website.

Treasury Report – Camille Otto

- Account Summary: \$689.40 Checking; \$9381.63 Money Market; \$10,071.03 Total
- Terri sent a rough draft of the budget for 2010 and additional reports to help Camille in drafting next year's budget. The goal is to have the budget ready for review and approval at the January Board Retreat.

Membership

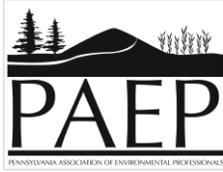
PAEP has gained one more student member since the last Board Meeting.

2010 Membership Dues

- Board voted to increase the dues in the following manner for 2010 (last time these were increased was 10 years ago):
 - Corporate (includes 1 complimentary membership) - \$200
 - Student - \$15
 - General (early bird) - \$50
 - General (after January 31st) - \$60
 - General - Government and Non-Profit Rate - \$40
 - Associate (early bird) - \$50
 - Associate (after January 31st) - \$60

Camille made a motion to approve the proposed dues increases and Mike and Virginia seconded the motion. The vote to approve the aforementioned increases to membership dues was unanimous. A flyer explaining increases and benefits is to be included with renewals

- Currently working on updating the membership application form – can't currently fill out the form online, paying by credit cards began in 2009. PAEP pays a fee for accepting credit card pay-



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ments. Online is easier for students and may be worth considering at least for a 1 year trial basis. Virginia will follow up with Terri to see what the costs would entail. Jill suggested could also pay for conference and section events that way too. The Board will consider this option and provide an update at the next board meeting.

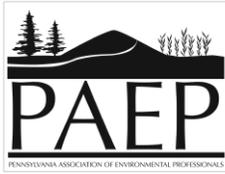
NAEP Report – Bill Plumpton

- NAEP circulated a draft of NAEP's affiliation agreements to each Chapter. PAEP provided 12 to 14 comments and NAEP received 150 comments from across the country. Based on these comments, NAEP is currently looking to scale the agreement back in order to simplify it. NAEP has realized it is too far reaching and does not provide enough autonomy for individual chapters. Elections are underway and planning for conference 2010 is winding down. 310 members or so have registered. This is less than usual.
- PAEP submitted a chapter request to NAEP for Conservation Heritage Sponsorship – which was tabled due to tight budgets. The request was for \$250.

Brief Section Reports

- West – Keri Rebuck
Duquesne is going to be a participant at their November 13th event and looking to have 20 attendees and students bussed in. The Western Section is offering free student memberships for students that attend the November event and have obtained gift cards from area corporate members to raffle away. Phipps is providing a free tour of flower show in December. The Western Section would like the Board to consider giving a donation to Phipps from PAEP. (They consistently provide free space and appetizers for section events throughout the year) The Board approved \$750 in 2009 based on meetings that PAEP hosts there. The tour for the Phipps facility will be extended to PAEP members and family. The Board requested a formal request in an email inclusive of the specifics.
- Central – Kevin Starnier
By-law voting occurred at the October 21st event – 12 ballots were cast. 3 people voted “no” out of 12 for by-law #3.
Next Wednesday (November 18th) is the event at Level 2 with the Nature Conservancy as the speaker.
- East – Mitchell Burack
By-laws vote occurred at the November 4th event with three ballots cast. Attendance at the event was down this month. The East is considering postponing December's event due to the Holidays and he doesn't have a speaker lined up. The Board suggested that the East can consider a holiday event without a speaker. The East is thinking of open-mic night to have on a quarterly basis to educate colleagues on the industry and current events.
- P2/E2 Roundtable - Mike Parrent/Jeff Luzenski
There is a Dickinson College event on Sustainability on November 19th.
- Section Budgets

Duane suggested that each section propose their own budgets and develop their own self-sustaining fundraisers that would perpetuate events and give each section additional freedom and creativity in the future. Keri suggested that the three section chairs form a committee that meets outside of the



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Board meetings and that one individual represents all sections to update the Board in the future. Fundraising and advertising guidelines can also be a key component to the committee's responsibilities. It was agreed that there should be a set of rules/guidelines for section chairs and procedures moving forward. Keri is to spearhead the Section Committee and its objectives/needs etc...Once formed and the objectives are drafted, the Committee is to then work on developing formal guidelines. The goal is to begin work immediately so any budget needs can be included in the upcoming budget.

Jill suggested having something published to the membership as an update to the Board's planning efforts in addition to the flyer Virginia is drafting on the dues increases. Duane mentioned that we discussed having a Q/A at the end of the annual conference as part of the General Membership/Board meeting.

Board Planning Initiatives

- Update of By-law Revision Voting/Special Meetings

Virginia reported that 15 ballots had been cast to date in the Central and Eastern Sections. The membership still had the opportunity to vote at the Western Section event on November 13th.

- Draft Board Election Nomination Form – The Board made the decision to hold off on this for now.
- Schedule Board Working Meeting(s)

The next working meeting is tentatively scheduled for December 16th at 1 p.m. at McCormick Taylor. Virginia will arrange for a call-in number for those who can't attend. This is planned for the same night as Central Section event. Virginia will provide an action plan for the Board before-hand and can touch base at the next Board meeting on December 8th.

- Website Committee – Duane Peters
 - Message Board – There is a need for suggestions on how to get people to utilize it. Currently have only 23 registered users. Also will add a book club segment – Crystal will talk with Duane about the details of the book club offline.
 - Website Survey – 21 responses so far. A reminder is being prepared to encourage additional participation.
- New PAEP Annual Awards – The Board will discuss offline.

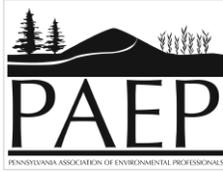
Conservation Heritage Report – Wayne Kober/Beth Hager

- Review of 2010 Internship Proposal

Previous to 2009, PAEP had split the cost of the internship 50/50 with PHMC. This last year the PHMC had no funding and therefore gathered contributions from Gannett Fleming, McCormick Taylor, and CHRS to fund PHMC's portion of the internship in addition, to the \$1000 that PAEP contributed, PHMC has requested PAEP to fund for a portion of the Conservation Heritage internship for 2010. Hager noted that Gannett Fleming, McCormick Taylor and CHRS could also be approached. A request to Gannett Fleming has already been submitted. The Board will respond with an amount to contribute to the Program by the end of next week via email.

- Fundraising

The Board would like to have a dedicated fundraising effort, a legacy event, to fund the conservation heritage internship and other environmental scholarships in the future. Duane pulled together a detailed proposal to host a golf outing at Armitage in the Harrisburg area. It is a public course, and the fees are reasonable. PAEP would have to aggressively recruit golfers in order to develop the event



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as a marketing opportunity for participants. PAEP would also need volunteers for the event – for sign-in and door prizes etc...The goal would be to have a legacy fundraiser that can be scheduled the same time each year with a save-the-date for the following year.

2010 Conference Committee – Camille Otto/Deb Henson

Attendance with the golf outing is historically low, so may want to eliminate it if the Board decides to host a separate golf outing. The Committee has selected a speaker for the Wednesday evening event – Chuck Yorks with McCormick Taylor and former community coordinator for PennDOT District 2-0. On Friday the FHWA is to talk about its livability initiative and the upcoming highway bill. The Act 129 Alternative Energy Portfolio Standards (AEPS) is another option for a conference topic. The Committee still needs P2E2 to choose two topics for Thursday sessions.

Confirmation of January 22, 2010 Board Retreat – Duane is checking on Little Buffalo State Park.

Miscellaneous Business

- Email from Ed Smith regarding USACE training – Letter writing campaign request was received. The Board needs more information on this issue before it makes a decision on whether or not this request is appropriate for the organization. Camille Otto will contact John Gible of the USACE to clarify the training status.

Adjournment

- Adjourned at 5:28 p.m.