



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 1

Present: Duane Peters, Vice President	Absent: Virginia Bailey and Jill Vovaris Staff: Keith McNally Others: Conference attendees
Camille Otto, Treasurer	
Crystal Quintin, Secretary	
Mitchell Burack	
Angela Schreffler	
Mike Kenawell	
Jennie Granger	

At 9:00 a.m. the meeting was called to order.

Was a Quorum present? Yes, a quorum was present and Duane Peters presided over the meeting.

Photo Contest Winners – Duane Peters

Duane began the meeting by announcing the winners of PAEP's first photo contest and awarding recipients with PAEP attaché bags and a bottle of wine for the winner of the best overall category. The winners are as follows:

1. Wildlife – Spicebush Swallowtail Caterpillar by Ed Smith
2. Landscape – Sunset by Jim Pahel
3. People and Nature – Crayfish Hunting in Kettle Creek by Ed Smith
4. Projects – Green Roof 2 by Mike Parrent
5. PAEP – PAEP Conference Wind Farm Tour by Keri Rebeck
6. Overall Best – Spicebush Swallowtail Caterpillar by Ed Smith

Meeting Minutes – Crystal Quintin

The minutes from the April 13, 2010 board meeting were approved with the recommended changes provided earlier via email from board members. Mike made the motion to accept, and Angela seconded the motion. Terri will post the approved meeting minutes on the website.

Treasury Report – Camille Otto

- Current accounts:

Total - \$32,514.58; Checking \$25,626.72; Money Market \$6,887.86

- Conference proceeds – Once all of the vendors are paid, any excess funds earned at the conference will be transferred into the money market account. Preliminarily, it appears as though PAEP will have a positive cash flow by the end of the fiscal year.

Membership



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 2

- Membership for 2010 – There are 281 current registered members, including 214 general, 22 non-profit/government, 9 student, and 36 corporate members.
- The PAEP membership directory is now available online. The password has been changed and will be distributed to PAEP members for access to the members' only section of the website.

Conservation Heritage Internship and Other Scholarships

- The Board explained that PAEP has contributed funding each year to the conservation heritage internship, including \$1,000 for 2010. In the past the organization has not engaged in any kind of fundraising to help fund the internship. It has historically been funded through the general fund along with other sources (often PAEP corporate sponsors) such as Gannett Fleming, McCormick Taylor, and CHRS who have provided funding in the past few years.
- In an effort to begin a dedicated fundraising effort aimed at funding the Conservation Heritage Internship, a separate scholarship fund, and a rainy day fund, PAEP will host its first golf outing with WTS on August 19, 2010.

Golf Educational Fundraiser

- PAEP is teaming up with the Women's Transportation Seminar (WTS) to co-host a new golf fundraising event. An informal golf committee will host ongoing meetings with WTS members. The date of the event has been confirmed for August 19, 2010 at Armitage in Mechanicsburg. Jennie created a "save-the-date" postcard that was distributed at the conference.
- The golf outing is the Board's next big focus in the coming months. The informal planning committee will teleconference with WTS again on Tuesday, May 18, 2010.
- Camille requested extra help from the general membership in making this new event a success – PAEP needs volunteers to help plan the event, golfers, and sponsors. Anyone desiring to help should contact Jennie Granger as soon as possible.
- The Board will assist in obtaining sponsorships for the event, but it welcomes any help members are willing to offer. The plan is to host the outing in a scramble format.

Section Reports

- West – Keri Rebuck

Events are the 3rd Friday of every month an event is scheduled. Due to the conference, the West will not host a May event and a speaker for June has not yet been confirmed. A NAEP/PAEP joint event will take place in July with a Phipps Conservancy presentation. August is scheduled with the Center for Sustainable Landscapes in conjunction with Green Drinks focusing on watersheds. Next there will be an event with Allegheny County and the C&C Corporation highlighting green roofs including how they are funded and the involved operations and maintenance required to sustain a green roof. Keri would like to have an event on the White Nose Bat Syndrome as attendees have mentioned that it is a topic of interest. Camille offered to connect Keri with the appropriate Game Commission contact.



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 3

Keri proposed coordinating a training session for Western PAEP members during work hours. Technical training sessions hosted at local firms for a fee with relevant state and federal agencies would be ideal. Offering training sessions through PAEP should help to attract state/federal members. Keri is also working on communicating with Pittsburgh area universities and colleges to help establish PAEP student chapters with relevant institutions of higher education that offer relevant environmental programs.

Finally, Keri requested additional guidance from the Board in moving forward with all of her initiatives in the West. Camille pointed out that the newly formed Section Committee is to be an outlet for all section issues and that Mitchell, as a member of the Board and the Committee, is the appointed liaison and should be utilized as such. The Board also expects each section to attend Board meetings and never intended on section leaders dropping off of the monthly conference calls. The protocol was outlined to have section leaders contact Mitchell and copy the board on any email correspondence. The Board understands the importance of each PAEP Section and will be responsive to new ideas and concerns. The SOPs will be finalized in the coming weeks and will be distributed to the entire membership for feedback and a vote soon. The Board did not have a chance to finalize prior to the Conference as it had hoped.

Central – Kevin Starner

The Central Section has been hosting regular events since September of 2009 at Level 2 in downtown Harrisburg. Events have included speakers from PA Parks and Forest Foundation, the Audubon Society, and the Nature Conservancy. Attendance varies and Kevin has found that fun activities and topics, such as the salamander walk, or career oriented events with PennDOT appear to have better attendance than topics outside of this realm. Kevin is planning on scheduling another Central Section Planning Committee after the conference concludes. The big events over the summer will be a picnic, details to be determined, and a canoe trip late in August. A potential change of venue is being discussed and, if it will happen, will occur in the fall when regularly scheduled speaking events again commence.

Also, Kevin posed a question about possibly expanding PAEP's sections to include 6 regions instead of the 3 that are currently active. The Board responded that this is a long-term goal it is pursuing but that the foundations for the existing sections need to be reinforced at this time before an expansion will be possible. This is an ongoing growth strategy and the Board is talking with other states with active sections to help form a cohesive and successful approach.

East – Mitchell Burack

The East has experienced some of the same attendance issues as the Central Section (varies from 24-10 people); however, the East was dormant prior to Mitchell's leadership and has only recently begun to re-engage members in the region. Although attendance varies, Mitchell does not believe it is related to the topics presented nor does he want it to be. It was a challenge to find a good location that was within a 45 minute drive time for attendees coming from an area spanning from the Lehigh Valley to Philadelphia. In order to accomplish this goal, the section now alternates between URS in Fort Washington and Synergy in Royersford.



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 4

The East's theme is to host wine tastings and trivia nights for members while inviting a guest speaker. Trivia is a good option for the times when a guest speaker is unavailable and serves as a fun networking experience for members. The last event was on March 25th with the U.S. Environmental Protection Agency's (EPA) Bay TMDL Manager Bob Koroncai at the URS office. It was a very good program according to all ten attendees.

On May 27th the Section will discuss the Delaware riverfront development effort, featuring PennFuture speakers, which will take place at Urban Engineers offices in Center City Philadelphia. Urban has agreed to sponsor the event. In June, the Section will have an event with Gamesa Wind to discuss a new turbine facility developed on a brownfield site in Fairless Hills. Site development was aided by the EPA and DOE. Mitchell is also working on scheduling with the Schuylkill River Development Corporation for a summer program, possibly in conjunction with a trail hike or boat tour, and a Marcellus Shale joint event for the Central and Eastern sections. Rebecca Ledebom commented that it can be difficult for her and members residing in Center City Philadelphia who use mass transit to travel to the suburbs for meetings and that it might be good to consider hosting more events in the City. The Army Corps of Engineers and many engineering and consulting firms are located within the city limits.

- P2/E2 Roundtable - Mike Parrent

There is nothing new to report.

- Section Leaders Committee

Keri is to talk with Mitchell about hosting more regular conference calls to discuss additional issues each section is having and vet ideas. The draft SOPs will be issued soon and the Board is scheduling a working session to focus on finalizing what remains. The Committee should participate in the session if possible or Mitchell will communicate the outcome with the group at its next call.

2011 Conference – Camille Otto

- Keri Rebuck and Jill Vovaris volunteered to co-chair the conference for 2011, and the Board selected Keri as chair for next year's conference. It is the West's turn to host in 2011 but conference committee members do not have to be from the West to participate. Step one will be to set a location and Keri has already begun developing a few ideas. An email blast will be distributed soon requesting topics. If members have ideas in the meantime, please contact Keri at kerirebuck@hotmail.com.
- Camille is working on a conference committee continuity plan and lessons learned. Kevin commended Camille's efforts in making the 2010 conference a success.
- For the 2011 Conference, the Board strongly suggests scheduling the Board Meeting either Wednesday night or Thursday morning before the conference officially kicks off, rather than having it on Friday to hopefully gain additional attendance and ensure that people are more energized for discussions.

Student Chapters – Duane Peters/Angela Schreffler

- The goal is to have as many PAEP student chapters across the state for interested students at institutions of higher education. Chapters will be responsible to establish their own charters, en-



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 5

gage in public improvement project(s), provide professional development opportunities, and work with PAEP to offer job skills/professional development opportunity workshops. Student chapters are intended to provide students with in-state options and networks. This is another PAEP legacy that the Board envisions growing in the years to come.

- A meeting with Susquehanna University took place on Thursday April 15th. Board members Mike Kenawell, Virginia Bailey, Angela Scheffler, Crystal Quintin, and ex-officio Board President Jason Minnich provided career advice, resume editing, and interview skill suggestions to a small group of juniors and seniors. The poor economy and the transition of college to work was a common point of anxiety but the advice and time spent talking with each student was helpful. PAEP will meet with students again in the fall and will try to capture more underclassmen before they begin searching for internships/jobs. The hope is that this will provide a large benefit to the students.
- Duane and Virginia met with the Harrisburg Area Community College (HACC) on Thursday, April 14th to initiate a PAEP HACC Student Chapter. It became apparent that this chapter will have different needs from a conventional 4-year university/college and as such, PAEP will target its efforts toward establishing more of a mentoring peer review model for HACC.

Comments on Section SOPs

- Crystal provided a revised copy of the Section Leader SOPs accepting all non-controversial changes. This will serve as a master copy for the Board.
- The master copy was distributed to the Board a day or so prior to the conference. The Board is still planning on scheduling a separate conference call to review the SOPs in depth and finalize them for distribution to PAEP's membership for its feedback – Crystal will send an email blast surveying the Board on potential availability in June for that meeting.

NAEP Affiliation

- Joe Musil provided the Board and attendees with the latest draft of the NAEP Affiliation Agreement. The Board posted the prior version on the PAEP forum for members' feedback on ratification. Concerns that the Board and a few members have voiced so far include the new fee schedule (it will be expensive for PAEP since its membership base is larger than most) and the requirements, a lot of which are contrary to the current PAEP by-laws and would necessitate a change to the by-laws.
- The Board was not ready to discuss the implications as it is still receiving membership feedback. Duane encouraged that all members access the forum and provide their comments and input. After additional feedback is received, the Board will distribute a survey monkey to the membership, so they can vote on the ratification of the agreement.

Miscellaneous Business

- Forum – Duane is developing a handbook to distribute to the membership that will provide guidance on how to use the new resource and some basic regulations on acceptable etiquette. The purpose of the forum is to provide an additional outlet for members to hold discussions and pro-



Board of Directors Meeting May 14, 2010 Meeting Minutes

Page 6

vide notification of information and other opportunities without having the use email blasts that can be considered as “nag-ware” to some members.

- Ex-Officio Board Position – The Board is considering adding this position as an additional continuity measure to ensure successful board leadership transitions in the future. It would be a non-voting board position. The Board welcomes additional ideas on how this could work. A problem of the past has been that information, including history and legal frameworks, has been lost and by appointing this position, the Board has a person as a consistent resource, thereby resolving the lack of a paper trail issue. Mitchell suggested having this become each past President’s duty for one term; however, if the President is unavailable, this may pose a problem. Eric Buncher suggested creating an Ex-Officio Committee/Task Force to establish the position. It was also recommended that having a thread on the Forum for past board directors to communicate could be a possibility. Eric would like more direct contact to occur such as phone calls. There will be a survey monkey developed on this topic providing various options for the position and a voting mechanism for each option.

- Contracts – The Board will be reconsidering all sub contracts when the time for renewals arises.

Adjournment

- Adjourned at 10:11 a.m.