



**Board of Directors Meeting  
March 8, 2011 Meeting Minutes**

<b>Present:</b> Duane Peters, President	<b>Absent:</b> Jeffrey Leberfinger, Crystal Quintin, and Angela Schreffler
Virginia Bailey, Vice President	
Camille Otto, Treasurer	
Mitchell Burack	
Jennie Granger	
Mike Kenawell	
	<b>Staff:</b> Terri Breon
	<b>Others:</b> Bill Plumpton, Kevin Starner

At 5:03 p.m. the meeting was called to order.

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

**Meeting Minutes**

The minutes from the February 8, 2011 board meeting, including Jenn’s comments, were approved by the Board. Crystal will incorporate Jenn’s comments, finalize the minutes, and forward to Terri for posting to the website.

**Treasury Report – Camille Otto**

- Cami reported that the accounts total \$25,814.63.

**Membership/Directory – Terri Breon**

- Terri reported that the membership was currently the following: 169 general members (including 20 non-profit/government members), 7 student members, and 31 corporate members. Total of all categories was 207 members.
- Terri will forward Duane and Virginia the “reminder to renew” text she has to email 2010 members who have not yet renewed their membership for 2011. A couple of weeks after that email is sent out, Terri will begin putting together the membership directory.

**NAEP – Bill Plumpton**

- Bill provided an update/status on NAEP based on the January NAEP quarterly board meeting. NAEP’s budget has been operating in the black the last few years. NAEP is beginning to schedule webinars, the first of which will be held on April 7<sup>th</sup>. There is a reduced rate for affiliated chapters, and a chapter like PAEP is allowed three webinar locations (one for each of the regional sections) at the chapter rate. NAEP has been publishing both their newsletter and journal on time. The Board is working on revising their bylaws; the draft should be available by the conference in April. He reviewed additional goals which included initiating social networking, creating



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distance learning opportunities, updating the website, increasing chapter benefits, and establishing student chapters.

- Bill noted that of NAEP's 17 chapters, 12 have signed the chapter affiliation agreement to date. Michigan and Indiana outright decided not to sign (although Indiana may be reconsidering). Along with PAEP, Texas and North Texas have not yet signed the agreement. Duane and Virginia both stated that they had expected to hear back from the NAEP Board after the January NAEP quarterly board meeting to further outline a plan/timeline for chapter benefits as a plan to move forward toward affiliation, as NAEP stated they would in December 2010 email. Bill remarked that he would contact NAEP's Executive Committee to schedule a follow-up conference call with PAEP by the end of March.

### Section Updates

- Western Section: No report.
- P2E2: No report.
- Central Section: Kevin reported that the joint WTS-PAEP Central Section lunch with a DEP Chapter 102 regulations speaker held earlier that day was a huge success, with 70 individuals in attendance. Future section events include a planned rafting trip in April and an event with a Section 6(f) speaker in May. He and Mitchell will discuss holding another joint Central-Eastern Sections Marcellus shale event in June.
- Eastern Section: Mitchell asked if WTS has a chapter in the Philadelphia area. Duane noted that he would pass Colleen Kelly's contact information (WTS chapter board member in Philadelphia area) to Mitchell. Mitchell reported that he had forward his ideas for programs for the remainder of the year to the Board previous to the call.
- Duane noted that he has not yet received annual plans from the Central and Western Sections. He stressed the advantages and importance to laying out a plan for events for the year. Members can have advanced notice of upcoming programs/events of interest to them. Having planned activities will assist in coordination with NAEP affiliation. Additionally, expenditures by the Section need to be identified now rather than identified later after the budget is set.
- It was reiterated that Board calls are not meant to be section planning sessions. Sections should just report on their status and alert the Board of any items of interest or issues for discussion. Mitchell remarked that he would resurrect the section leader planning calls as were held last year.

### Karl Mason/Annual Awards – Virginia Bailey/Duane Peters

- Duane noted that he and Virginia will begin coordination on the 2011 awards.

### Student Chapters/Programs

- Susquehanna University Student Chapter – February 25<sup>th</sup> was the Capstone Class where PAEP was a guest providing professional development/networking advice to approximately 25-30 students. Four PAEP members participated.



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- Harrisburg Area Community College (HACC) – a PAEP environmental career night was held on their Wildwood campus on February 16<sup>th</sup>. Approximately 25 students and seven PAEP members attended.
- The Board approved the language of the PAEP event liability release, as prepared by Mitchell with comments from Virginia. Angela will finalize the release and forward to Susquehanna University for their use for student chapter events.

### **Golf Outing – Jenn Granger**

- Jennie reported that the WTS-PAEP outing will be held on August 19<sup>th</sup> at Liberty Forge. The save-the-date announcement is being prepared and should be ready prior to the next Board call.
- Sponsorship information will be sent to corporate sponsors the week following Memorial Day. It was stressed that the golf and conference sponsorship information should not be sent out at the same time. Sponsorship costs were increased to \$150 from last year's \$100.
- Duane will put together rules and contests for the outing, to be distributed in advance.

### **Board Goals – Duane Peters**

- Duane noted that he has not received goals from all Board members yet and requested that they be submitted to him by Friday, March 11th.

### **Trademark – Mitchell Burack**

- Mitchell asked if the Board wanted him to seek a second quote for legal trademark work. The Board agreed that Mitchell obtain a second quote for comparison purposes. Duane noted that Michigan Association of Environmental Professional (AEP) obtained a trademark. Bill stated that he would provide Mitchell with a Michigan AEP contact for more information.

### **Liability Insurance**

- Mitchell volunteered to research options for liability insurance. Terri will look into companies who supply such insurance to her other professional organization clients and provide Mitchell with information.

### **Miscellaneous Business - None**

### **Adjournment**

- The meeting officially adjourned at 5:00 p.m.