

Board of Directors Meeting May 12, 2011 Meeting Minutes

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Present: Duane Peters, President	Absent: Angela Schreffler and Jeffrey Leberfinger Staff: Terri Breon
Virginia Bailey, Vice President	
Camille Otto, Treasurer	
Crystal Quintin, Secretary	
Mitchell Burack	
Mike Kenawell	
Jennie Granger	

At 4:06 p.m. the meeting was called to order.

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

Meeting Minutes – Crystal Quintin

The minutes from the April 12, 2011 board meeting will be approved via email within the next 5 days inclusive of suggested appropriate changes. Terri will post the approved meeting minutes on the website.

Treasury Report – Camille Otto

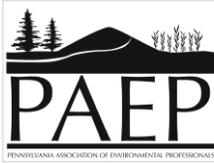
- Current accounts (nothing new to report)

Checking - \$10,973.96; MM - \$14,902.92; Total - \$25,876.88

PAEP's taxes are due by May 15th; a copy of the tax documents and check will be made and provided to Cami prior to submittal to the IRS.

NAEP – Duane Peters

- Duane provided the Board with an update on NAEP. At the most recent board meeting, NAEP rejected the proposed extension, so PAEP is moving forward with a vote for this June. Tentatively on June 10th and 17th, a few Board members will be attending section meetings across the state with the affiliation agreement, white paper, and ready to answer any questions members may have. Joe Musil has agreed to present in the Central and Eastern sections. After the meetings, PAEP will create an election page through lime-survey and will proctor a vote. If it fails, PAEP will have to change its by-laws and remit an amended tax return to reflect the change. PAEP attempted to avoid a vote to the general membership until NAEP could better provide added value to PAEP, but unfortunately, the requested extension for Affiliation ratification was not approved by NAEP.
- Western Section NAEP briefing and social mixer planned soon. Mitchell voiced his opinion that just a "by-law" discussion wouldn't go over so well and would be poorly attended. He would like to have an additional draw to ensure greater attendance and participation. The Central Section will host an informal event, depending on attendance, at a local restaurant to encourage more of a round-table discussion.



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2011 Conference – Camille Otto

- The next conference call is scheduled for Tuesday, May 17th at noon; at this juncture, the overarching goals of the Committee are to solidify final speakers and times. Additionally, DEP may be bowing out on the Wednesday all-day seminar. Virginia asked if PAEP had signed additional paperwork with the hotel to accommodate DEP. Jeanmarie had the hotel hold the paperwork until the DEP event could be confirmed. Cami has to touch base with Keri who was going to try to keep the DEP seminar from being cancelled.
- Student participation in the Conference needs to be thoroughly assessed and revisited, because this year's conference timing of September, does not lend itself to attracting students. It was suggested that PAEP call only for presentations this year and revisit and plan a larger-scale approach to student participation for next year. 2011 is only year one and should be focused on establishing the foundation for an annual tradition.

Awards – Virginia Bailey and Duane Peters

- Virginia and Duane are working on revising the nomination materials; Karl Mason is done, just moved the submission date. Virginia hopes to have it completed within the next few days. The award categories remain the same as last year.

Golf Fundraiser – Jennie Granger

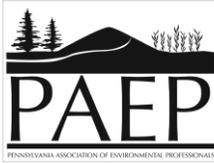
- A draft corporate donation solicitation letter will be sent to Angela for review and comment; the final will go out the first week in June. A time needs to be scheduled to review the database for the merge.
- In order to avoid organizational chaos, Jennie will send out a task sign-up list for volunteers, in advance this year. Duane will conduct the introduction for the event, which involves reviewing the rules etc. before the golfers begin. He will also donate a Kindle for a door prize.

Student Chapters – Angela Schreffler, Virginia Bailey, and Duane Peters

- PAEP will identify target schools for next year. Keri and Mitchell both regularly engage schools in their regions.
- Susquehanna University, Messiah, and HACC – Nothing new - Summer Break

Section Leader Election/Recruitment – Duane Peters

- Virginia noted that JT Graupensperger plans to submit a nomination form. The Eastern Section has 2 potential candidates. The Board needs to recruit – the message is that PAEP is looking for fresh faces and ideas to plan happy hours and project-related events. Duane noted that he sent the announcement to firms without PAEP members to encourage interest in PAEP. PAEP needs people who realize what PAEP is about and are committed. Duane commented that he would contact a couple of people in the Western Section. Duane asked that all Board members contact



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people who could be coaxed into running. Cami requested that Duane sends her names of potential recruits that she can call.

Online Voting System – Duane Peters

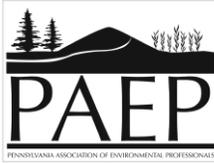
- New system – Lime-Survey. A trial-run was conducted and was a success. The most challenging task is to input member emails into the system to insure that each person can only vote once. For voting purposes, PAEP will need to establish a cut-off date for new members to join. This system can also be used for PAEP's annual awards; the only ongoing maintenance is a due-diligence task, ensuring that members have not dropped out.

Newsletter – Virginia Bailey

- The newsletter was completed and distributed to the membership.
- Mitchell printed and displayed the newsletter at his most recent section event conducted over lunch. People took them all and responded positively toward the newsletter. Virginia did a great job and the ads looked amazing.
- The call for materials for the next issue (summer 2011) will go out soon. Crystal asked if it is okay to get a piece from another publication –it was concluded that PAEP would just need permission first from the other publication first.
- Virginia asked Mike to approach another agency to do the agency spotlight piece. Ideally, the agency point-person would be willing to submit a photograph of him/herself to include in the newsletter. Finally Virginia will ask Angela to compile another corporate piece. Duane suggested Denny Auker as a potential member spotlight focus.

Miscellaneous Business

- 2011 Membership Directory – Virginia will forward Terri the 2011 cover. Terri is working on the contents of the directory. She did distribute the list of non-members and needs the green light. Only received a few more additional members. Terri will have a draft ready by early next week and will forward to Virginia for back check.
- ISP Contract – Duane suggested that Terri, Carole and he get together to input the members contact information and areas of expertise into more of a living document. Terri mentioned that she maintains an online directory for other groups and that this might be something worth looking into for PAEP as it allows for efficient changes. It is database driven. Another example is guardianship.org. PAEP would just need to create a password protected database. Duane stated that he would like to see a wiki as well, so PAEP can store and email documents from the “members only” area. This will be discussed at the end of June beginning of July at the next working meeting. PAEP also wants to be able to search within the directory/database by expert area, but this will require more brainstorming. It was emphasized that creating and regenerating a PDF directory is time-consuming, so an online directory/database is a better approach.



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- Trademark – Duane spoke with the President of the Michigan AEP, and the cost is ~\$1,200 for whole process. It took about a year, and during the process, it was opened up to comment by the membership. The Board supports moving forward with a trademark. Especially considering, Virginia, Maryland, and Pennsylvania could be encompassed into the Mid-Atlantic region, so want to be sure there is only one PAEP.
- Section Updates
 - Western (Keri Cimarolli) – Shale Gas event planned at Phipps Café, Friday, May 13th at 4:30 p.m. Guest speaker James R. Daley, PMP from Greenhorne & O'Mara will lead the discussion. Sponsors include the Marcellus Shale Coalition, Pennsylvania Independent Gas & Oil Association, and the Phipps Conservancy.
 - Central – Duane will obtain and distribute the Blue Mountain Canoe Trip paperwork for the Susquehanna Float; Jennie is planning a Senators Game date whereby PAEP will get picnic/game tickets for a game in July or August, depending upon availability. A June 17th Nature Conservancy volunteer trail maintenance opportunity is to be distributed to the Central Section.
 - East (Mitchell Burack) – Recently conducted the second big program in a row – 23 people attended. Head of Environmental Program Act 2 Standards and Environmental Covenant Requirements – it was excellent (professional development appropriate and informative) and received positive feedback. This was reflected in the fact that attendees stayed an additional half an hour and that the event made a profit of \$35. Laura Perrse and Joe Musil both have expressed interest in running for Section Leaders.
 - P2E2 (Mike Parrent) – Nothing new to report.

Adjournment

- The meeting officially adjourned at 5:01 p.m.