

**Pennsylvania Association of Environmental Professionals
Board of Directors Meeting Minutes
July 14, 2011 - 4:00 PM**

2011 PAEP Directors Attendance		
Angela Schreffler	Virginia Bailey, Vice President	Camille Otto, Treasurer
Crystal Quintin, Secretary	Jennie Granger	Mike Kenawell
OTHER PARTICIPANTS: Terri Breon		
ABSENT: Duane Peters, President and Mitchell Burack		

At 4:08 p.m. the meeting was called to order.

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

Meeting Minutes – Crystal Quintin

Virginia asked if anyone had any additional comments on the minutes. Virginia made a motion to approve and Crystal seconded. Minutes were unanimously approved and will be sent to Terri for posting.

Treasury Report – Camille Otto

- Current accounts (nothing new to report)

Checking - \$4,711.87; MM - \$18,900.23; Total - \$23,612.10

- PAEP's taxes were submitted on May 15th; Cami has a copy of the tax documents and the check that was submitted to the IRS.

2011 Membership Report/Directory – Terri Breon

- Currently there are 250 members comprised of; 183 general, 9 student, 22 nonprofit, and 36 corporate members.
- The Directory is complete and no additional feedback was received. It will be available to the membership on Wednesday. The password was changed and at that time, the 2010 Directory will be archived online.

Board Resignation

- Duane Peters contacted Jeffrey Leberfingler to inquire about his participation on the Board. The Board has not heard from him since early this year and was concerned. As of Monday, June 6th, Jeffrey Leberfingler stepped down from the Board due to career obligations that prohibit him from committing the necessary time. He hopes to be freed up again in the near future, so that he can again participate on the Board. He will continue to be a member and the Board wished him well. Jeffrey Leberfingler has officially been removed from the board listing and website.

- Angela suggested that someone from the West should run for the vacant position. There were no other nominations and the seat will sit vacant until someone steps forward or the next election takes place. The Board was tasked with brainstorming on nominees via email.

Section Leader Nominations/Elections – Virginia Bailey

- Duane sent out an email requesting assistance in making additional calls/contacts. No one has followed up yet. Stell was suggested as a good firm to start recruiting some young new leaders for PAEP's Sections. Mike will contact Amy or Sim. The Board is tasked with reviewing the directory again and making calls to prospects considered promising section leaders. The Board still needs 2 western members and 1 each for central and east.

Section Updates – Section Leaders

- West (Vacant) – Haven't had any interest in the West but an election is still planned. Virginia is going to call Keri to gauge interest in member participation to continue this vital section.
- Central (Vacant) – One member has a strong interest in leading the section and will run for the position.
- East (Mitchell Burack) – A couple of members have expressed interest and will run for the seats.
- P2E2 (Mike Parrent) – Nothing new to report.

2011 Conference – Cami Otto

- Attendance was slim and the call was only 10-15 minutes in length. There was some concern in finalizing the last topic on Marcellus Shale and Transportation as there has been some difficulty in getting in touch with the contact.
- The speaker's will be given attache bags as gifts and PAEP will once again sell chico bags. The committee is pricing reusable recycleable bags for the conference materials and programs. McCormick Taylor is helping with the brochures.

Awards/Photo Contest – Virginia Bailey and Duane Peters

Awards – Nomination announcements for the Karl Mason awards went out to the membership. Nominations are due the end of this month and so far there have been no nominees. The photo contest solicitation has already resulted in two submissions; and the sustainable award has one, although, the nominees need to fill out the forms. The requirement that pictures have to be from this past year was changed in hopes of encouraging additional submissions. The due date for the photo contest will be in August. Reminders will be necessary.

Angela suggested that the Committee review last year's nominees and Virginia agreed to talk to Keri about the Karl Mason award in addition to section leader elections. Phipps was nominated last year but did not win.

Golf Fundraiser – Jennie Granger

The flyer has been finalized and the menu is confirmed.

Jennie will send out a volunteer list in advance. Duane sent a sheet of course rules for the scramble. Mulligans and tickets will be sold again for 50/50. Corporate sponsorships will be \$150. Baker is committed to make the signs again this year – Angela already reached out internally. Jennie wants to have a special thank you to firms that helped. Registrations are trickling in and follow up calls may be necessary. Six or seven invitations were kicked back and have been corrected and resent.

Sponsorship/solicitation letters went out. As of this past Tuesday, there is no corporate sponsor information and the Board and members will have to personally reach out to potential sponsors.

Jennie will talk to Duane about the awards.

Student Chapters/Involvement – Angela Schreffler, Virginia Bailey, & Duane Peters

- It is summer break and the group will revisit the initiative toward the end of the summer.
- Susquehanna University – There is nothing new to report; met at the end of the year. Didn't select a Chair or Vice-chair yet, but had interested underclassmen and will reach out to the faculty in August. Will have to sign the Charter again in the fall as this must be renewed annually.

Virginia was contacted by Dr. Shannon, ERM faculty from Penn State, to come and talk to his class. The talk will occur on September 16th for about 45 minutes and will revolve around PAEP, the importance of professional organizations, and the types of careers available with an ERM degree. Penn State is not interested in setting up a student chapter yet, but PAEP should stay in touch.

NAEP – Bill Plumpton

- A conference call has been scheduled for August 4th from 12-1 p.m. Baker has donated its conference call and webinar services, as needed, for the meeting. Duane will work on the materials upon his return from being out of town.
- The latest discussion with NAEP did not go well and ended with a hang up by the President, Paul. He later apologized via email and copied Joe Musil and Bill Plumpton. Duane reiterated PAEP's position, which was that the benefits are not currently worth the additional cost to PAEP, at this time. The membership vote will move forward as planned. Michigan also chose not to affiliate and Duane will speak with their organization upon his return.

Newsletter – Virginia Bailey

- Virginia is wrapping up the newsletter for publication; Crystal is to draft the legislative update by July 26th, if she has time. Duane is to write the President's message and Cami is writing a piece on the conference for this year.

Miscellaneous Business

- The Central Section is hosting a baseball outing on City Island with the Senators and is obligated to pay for 25 tickets. So far only 5-6 tickets have been purchased and RSVPs are due to Jennie by the 20th. The price is \$22 per ticket.

Adjournment

- The meeting officially adjourned at 4:58 p.m.