

AAPSE Board of Directors Meeting Minutes

8.4.2013	1:15-5:40 p.m. CT	Crowne Plaza St. Paul Riverfront, St. Paul, MN
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Meeting called by	Andrew Thostenson
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Attendees	Executive Committee: Betsy Buffington, Dean Herzfeld, Drew Martin, Andrew Thostenson, Mike Weaver Regional Representatives: Candace Bartholomew, Kaci Buhl, George Hamilton, Pat Hipkins, Kim Pope, John Stone Other Members: Richard Beard, Carol Black, Ed Crow, Kevin Keane, Rachel Maccini, Don Renchie, Wendy Sue Wheeler, Vickie Rengers
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1. FINANCIAL STATEMENT REVIEW AND AUDITING COMMITTEE (see attachments)

Discussion	Drew Martin reviewed AAPSE Treasurer’s Report Summary for 2011, 2012, and January-June 2013. It was moved and seconded to combine PSEC Savings and Gifts Savings accounts into one account, named “Gifts” account. Motion passed.
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George Hamilton of the auditing committee stated that the AAPSE financial books are in perfect order. George and Carol Black are willing to remain on the auditing committee, with George serving as the lead. It was suggested that Dan Wixted would be a good candidate to also serve on the committee.

George Hamilton suggested that AAPSE do audits on an annual basis rather than biannual. It was suggested that AAPSE set a fiscal year as June 1 to May 31. The audit would then occur in June or after each year. George Hamilton also suggested that the auditing committee provide recommended best management practices to the treasurer on how to provide the report to the auditing committee.

George Hamilton moved that all future audits be done annually; the AAPSE fiscal year be set from June 1 to May 31; and AAPSE’s records of expenses and revenues and the banks records be reported to the auditing committee in PDF format of whatever software the treasurer is currently using. Seconded by Dean Herzfeld. Motion passed.

George Hamilton moved to accept the AAPSE financial statements. Seconded by Candace Bartholomew. Motion passed.

Action Items	Person	Deadline
Inquire if Dan Wixted would be willing to serve on the auditing committee	Mike Weaver	
Send Mike Weaver recommended best management practices on how to provide treasurer’s report to the auditing committee	Carol Black and George Hamilton	

2. EPA UPDATE

Discussion	Kevin Keane provided the following updates from EPA: <ul style="list-style-type: none"> Gina McCarthy is the new EPA Chief. The interim Deputy will stay on. Jim Jones has not yet been confirmed, but will be soon. EPA is looking at possible budget cuts of up to 30%. The 30% will not affect state budgets. PRIA funds are the only funds that are available for the Worker Safety and PSEP programs. New regulations on worker safety and applicator certification are in process. The applicator certification program is trailing the worker safety program. Possible public comment for worker safety regulations in December 2013. OPP staff is stable and working in other divisions as well to show impacts of OPP division and implications of new regulations.
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3. NASDARF UPDATE (see attachment)

Discussion	<p>Carol Black provided an update on NASDA:</p> <ul style="list-style-type: none"> • Recognition & Management of Pesticide Poisoning 6th edition now available • PSEP \$500,000 distribution due August 31, 2013 • PACT 2013 involvement • UMN/UMD Health and Safety Outreach Assessment • CPARD: PSEP Development and SLA Enhancements • Rodenticide Labeling Outreach from UNL • Seed treatment manual text and Turf and Ornamental exam blueprint and manual syllabus currently being worked on; Core revision will occur 2013-2014 • PPE Label Language • Carol needs input on future workshops: Exam; Manual writing; and Toxicity and human health • Other NASDARF projects located at foundation.nasda.org 	
Action Items	Person	Deadline
Provide input to Carol Black on what you and other pesticide safety educators would like in future workshops	BOD	
4. REPORT ON AAPCO ACTIVITIES (see attachment)		
Discussion	<p>Ed Crow provided a report of AACPO activities including:</p> <ul style="list-style-type: none"> • AAPCO would like AAPSE's assistance in the development of educational materials and training concerning Fracking. Mike Weaver discussed results of a poll on state's experiences with Fracking. • AAPCO is looking for insight on what types of interaction or relationship AAPSE members have with Canadian provincial counterparts regarding certification and training issues. 	
Action Items	Person	Deadline
Send email to AAPSE listserv regarding a teleconference on the Fracking issue	Andrew Thostenson	August 2013
Communicate to AAPCO that AAPSE is starting to have conversations about Fracking. AAPSE has had long-standing, positive and productive relationships with Canadian provincial counterparts. AAPSE needs more specifics on which to comment and/or act on.	Ed Crow	
5. AAPSE ANNUAL MEETING		
Discussion	<p>Discussed holding membership meeting in conjunction with regional meetings held on the off year of PACT. Mike Weaver recommended that AAPSE hold an annual meeting in Harrisburg, PA in September 2014. The regional representatives reported that all regions were largely in favor of holding an annual meeting.</p> <p>Kim Pope moved to hold an AAPSE meeting for at least a day and a half in conjunction with the Northeast regional meeting held September 2014 in Harrisburg, PA. Seconded by Kaci Buhl. Motion passed.</p>	
6. AAPSE MEMBERSHIP AND DUES		

Discussion	<p>Changing membership and dues would take a by-law change. The regional representatives discussed feedback from their regions regarding AAPSE membership and dues:</p> <ul style="list-style-type: none"> • Western – A national meeting would increase value to members. The region would like to increase industry involvement in AAPSE and want everyone to be able to vote. • Southern – Would like to keep category distinctions. Willing to increase dues of full-members to \$75 and drop non-voting category. Would like to include county agents. • North Central – Need to see more benefits before dues increase. Suggested dropping price for new members. Willing to drop price for non-voting members to \$35 and keep price for full-membership at \$50. • Northeast – Willing to see fees change (\$65 full-member and \$30 associate). Suggested new categories: New non-voting members - \$20 (1 year only); students (non-voting) - \$20; industry, private – associate members. <p>When asked directly if they wanted to broaden full-voting membership to include anyone in pesticide education, AAPSE BOD and other members responded as follows: 15 were interested in opening up the full-voting membership to anyone; 3 were interested in broadening full-voting membership on a limited basis (using categories), and 0 wanted to keep it as is.</p>	
Action Items	Person	Deadline
Draw up proposed by-law changes of options for different membership categories and bring back to BOD	Drew Martin Dean Herzfeld	December 31, 2013
Contact Sandra McDonald and Faye Golden to ask for their assistance in developing membership categories	Drew Martin Dean Herzfeld	
7. RECRUITING AWARDS EFFICIENTLY		
Discussion	<p>Andrew Thostenson reported that there were no AAPSE Distinguished Educator Award nominations received by the Recognition and Resolutions Committee. He suggested that AAPSE either form a separate nominating committee or that each region champion people from their region for each of the awards. After additional discussion, the following AAPSE policy was approved: AAPSE regional representatives will solicit as many nominees for the Recognition and Resolutions Committee as is possible.</p>	
<p>Carol Black, member of the Recognition and Resolutions committee stated that the awards committee will be redefining submission forms to make them less difficult to fill out. The committee is also considering team awards for programs.</p>		
8. AAPSE LISTSERV		
Discussion	<p>Discussed whether needed policy to address need of extending AAPSE listserv privileges to retired AAPSE members.</p> <p>Candace Bartholomew moved that AAPSE allow the EC to decide whether a retired AAPSE member can remain on the listserv on a case by case basis, as it comes up. Seconded by Kim Pope. Motion passed.</p>	
9. COMMITTEE DISCUSSION		
Discussion	<p>BOD stated that AAPSE needs to revisit current committees and restructure them and add/delete as appropriate. In the past, AAPSE had a committee on committees.</p>	
10. INVITING POTENTIAL MEMBERS TO AAPSE		
Discussion	<p>Andrew Thostenson reported that some states have no AAPSE representation. Potential members should be contacted to see if they want to become AAPSE members.</p>	
Action Items	Person	Deadline
Send names of potential members in regions to regional representatives	Andrew Thostenson	
Contact potential members from list provided by EC to see if they would like to become members of AAPSE	Regional Representatives	
11. USDA RELATIONS		

Discussion	BOD discussed relationship with USDA. Most involvement with USDA will be with National stakeholder team. USDA offers funding through IPM Center grants. BOD discussed establishing more linkages, engaging extension directors, and identifying advocates.	
12. AAPSE MERCHANDISING		
Discussion	Pat Hipkins discussed need to find someone to take on AAPSE merchandising. Kim Pope suggested contacting Lands' End Business to order and print apparel with AAPSE logo.	
Action Items	Person	Deadline
Contact Lands' End to get estimates and preliminary stats on ordering apparel with AAPSE logo. Also inquire about AAPSE pins.	Kim Pope	

NEXT BOD MEETING: TBA

NEXT EC MEETING: TBA