

# AAPSE BOD Meeting Minutes

4/24/20

10:30am-11:39am Central

Zoom/teleconference

**Meeting called by:** Kim Brown

**Type of meeting:** Board of Directors (BOD)

**Recorded by:** Betsy Danielson

**BOD Attendees:** Kim Brown, Betsy Danielson, John Feagans, Faye Golden, Sharon Gripp, Jan Hygnstrom, Jessica Lenker, Becky Maguire, Gene Merkl, Kerry Richards, Mimi Rose, Sonja Thomas

**Other Attendees:** Kaci Buhl

## Minutes

**Agenda item:** 1. Call to Order **Presenter:** Kim Brown

**Agenda item:** 2. Treasurers Report **Presenter:** Sonja Thomas  
a. Membership

**Discussion:** Sonja Thomas reported a current balance of \$70,426.89. See attachment for full treasurer's report.

Action items	Person responsible	Deadline
✓ Send Betsy Danielson the full treasurer's report	Sonja Thomas	ASAP

### OLD BUSINESS

**Agenda item:** 3. 2020 AAPSE Meeting Update **Presenter:** Kim Brown  
a. Professional Development Committee Report

**Discussion:** Kim Brown shared that PACT has postponed their Denver meeting until 2021 due to travel restrictions at Michigan State, where the EPA grant is housed. Betsy Danielson is looking into options with the Denver Sheraton Hotel. Options include cancelling the hotel outright, postponing the hotel until 2021, or moving the contract to a hotel in conjunction with the Southern Region meeting for 2021. If we cancel outright and are more than 90 days out AAPSE may owe \$9,152 or we may be able to cancel with no fees using the Impossibility clause in the contract. After discussion, the BOD decided that Betsy will explore all options and then discuss further with the EC/BOD before making a final decision.

Kim Brown asked and the BOD agreed that they would like to hold a virtual meeting on August 3, 2020. Motion by Becky Maguire to hold the 2020 AAPSE meeting virtually on August 3rd. Seconded by Faye Golden. Motion passed.

**3a.** Becky Maguire, co-chair of the Professional Development Committee, suggested that due to high speaker fees, the committee find different speakers than John Entine and Neil Gordon to speak as part of the professional development at the AAPSE virtual meeting on August 3. She will share this information with the Professional Development Committee and get their feedback.

Action items	Person responsible	Deadline
✓ Determine options for hotel reservation.	Betsy Danielson	5/1/20
✓ Hold August 3 <sup>rd</sup> for 2020 AAPSE Virtual Meeting.	AAPSE members	8/3/20

Action items	Person responsible	Deadline
✓ Seek input from Professional Development Committee on speakers for virtual conference.	Becky Maguire	5/20/20
✓ Ask Professional Development Committee to explore virtual meeting platforms and how to utilize those platforms as a potential professional development event or factsheet.	Becky Maguire	5/20/20

**Agenda item:** 4. Regional Meetings **Presenter:** Kim Brown

**Discussion:** Kim Brown asked for input from regions that have met with their regional representatives. She asked that regional reps continue to reach out to the membership and get feedback.

- *Northeast Region:* Jessica Lenker reported that the North East Region met and discussed the PACT meeting postponement and how that might affect National AAPSE meeting. The NE region is in favor of coordinating the AAPSE meeting with PACT for 2021 due to the challenge of attending multiple meetings and possible travel restrictions. Award nominations were also discussed. In addition, virtual/online methods and security concerns for exams and safety education were discussed.
- *Western Region:* Becky Maguire reported that the Western Region does not plan to meet since the regional reps sent an email asking for input and received none.
- *Southern Region:* Gene Merkl reported that the Southern Region is working on setting up a meeting.
- *North Central Region:* Mimi Rose reported that the North Central Region sent out an email and survey asking if people would attend a North Central Region meeting and an AAPSE meeting in 2021. Respondents to the survey expressed interest in attending the North Central Region meeting, but not in holding it virtually. Jan Hygnstrom reported that people were interested in the National COVID-19 survey responses.

**Agenda item:** 5. COVID-19  
a. Review Survey **Presenter:** Kim Brown  
b. Website updated with PPE information

**Discussion:**

**5a.** Faye Golden summarized the COVID-19 survey saying the states need guidance. Applicators are asking or demanding more resources for testing and recertification opportunities, but there is a void due to guidelines and restrictions. Most of the respondents were pleased with AAPSE’s responsiveness and they like the listserv so they can engage in talks with one another. Faye suggested adding the living document that Sonya Thomas was working on to the AAPSE website. The document would list the status of how SLAs are addressing certification and licensing, recertification, renewals, and temporary or emergency rule making. Faye also suggested that the EPA’s list of approved disinfectants could be added to the AAPSE COVID-19 webpage. If AAPSE members had any resources to share those could be listed there as well. Mimi Rose suggesting adding something about the safe and effective use of disinfectants to the AAPSE COVID-19 webpage. Kim Brown stated that we should reach out to the membership to see if there is anyone interested in helping Sonya and Faye with the document and website. Kerry Richards stated that she will share some resources with Sonya and Faye. Kim Brown asked members to contact Faye Golden if they are interested in being a part of an ad-hoc Issues and Evaluation Committee focusing on this topic.

**5b.** Kaci Buhl, chairperson of COVID-19 PPE Committee reported that a new AAPSE website page on COVID-19 and PPE, a sample letter for PSEP coordinators to send out to their faculty is now available. Kaci Buhl shared the announcement with NPMA who then shared it out to its entire membership. It was also shared with AAPCO and APSCRO. The article is also available as an accessible pdf on the AAPSE website. Contact Kim Brown if you would like to adapt the publication to your state.

Action items	Person responsible	Deadline
✓ Ask membership for interest in being on ad-hoc Issues and Evaluation Committee focusing on Accomplishing Certification Testing and Recertification amid COVID-19.	Faye Golden	4/30/20
✓ Send Faye and Sonja COVID-19 resource links.	Kerry Richards	5/8/20

- ✓ Let Kim Brown know if you would like to modify the pdf version of the COVID-19 PPE article for your state. AAPSE members anytime

**Agenda item:** 6. NPMA Summit **Presenter:** Faye Golden

**Discussion:** Faye Golden stated that the NPMA Safety Summit is still scheduled for July in Orlando. She sent an email to the AAPSE membership on April 3 and received three replies. NPMA will cover the registration fee but will not cover travel costs or lodging. Sonya Thomas stated that since they are representing AAPSE, the BOD should consider covering at least some of the costs. Gene Merkl stated that any opportunity we have to put the organization in front of other national organizations is a positive move. If it costs us some money to do that it is worth it. Faye will email the BOD the information so the AAPSE representatives can be selected.

Action items	Person responsible	Deadline
✓ Send NPMA Safety Summit information to BOD for speaker selection.	Faye Golden	5/8/20

**Agenda item:** 7. Reminders **Presenter:** Kim Brown  
 a. Awards due June 1  
 b. CTAG website

**Discussion:**

**7a.** Kim Brown reminded the BOD of the upcoming deadline of June 1 for AAPSE awards.

**7b.** Kim Brown stated that CTAG has a website up at <http://ctagroup.us> and is looking for topics to focus on related to certification and training. Let Kim Brown know if you have ideas of topics that you want CTAG to look into. John Feagans, CTAG member, stated that online proctoring of exams is on the topics list for CTAG.

Action items	Person responsible	Deadline
✓ Send Kim Brown an email if you have topics CTAG should consider.	BOD	anytime

**Agenda item:** 8. Other Old Business **Presenter:**

**Discussion:** none.

**NEW BUSINESS**

**Agenda item:** 9. Committee Reports **Presenter:** Kim Brown  
 a. By-Laws Change

**Discussion:**

**9a.** Kim Brown stated the By-Laws Committee with the final draft has been sent to the BOD. Faye Golden stated that the By-Laws Committee took this opportunity to clean up some of the language in the document and made minor corrections – nothing that would change the meaning of anything, just housekeeping changes. The BOD approved of the changes. Motion by Gene Merkl to accept the By-Laws Committee proposed changes to the By-Laws and send it to the full membership. Seconded by John Feagans. Motion passed. Faye Golden shared that any other needed changes to the By-Laws should be sent to the By-Laws Committee.

Action items	Person responsible	Deadline
✓ Send any changes and updates to By-Laws to By-Laws Committee members.	AAPSE members	anytime

---

**Agenda item:** 10. New AAPSE Committee Needs **Presenter:** Kim Brown

- a. Social Media
- b. Strategic Plan
- c. Antimicrobial training material development

**Discussion:** Kim Brown stated that there is a need for some specific committees within AAPSE.

**10a.** The EC has discussed having a Social Media Committee. Kim Brown shared that the Membership Committee is responsible for many items and some of that could be served by this new committee. Current needs include someone to run the AAPSE Facebook page, develop a Twitter page, and help manage the AAPSE webpage. Sonja Thomas stated that there is a need for a group dedicated just to the website along with social media. BOD members suggested having a board member serve to be in-sync with the BOD's communication needs and having one member from each region for better balance. Kim Brown asked that the regional reps solicit members that are interested and passionate about social media to serve on the Social Media Committee. Kim stated that once the members have been solicited, then the committee representation and responsibilities can be determined.

**10b.** Kim Brown stated that AAPSE's strategic plan is out of date and needs to be updated. A committee will need to be formalized to update the plan. She asked the regional reps to solicit members, especially new members, to step up and serve.

**10c.** Faye Golden shared that an AAPSE committee is being formed for antimicrobial training material development. Faye is reaching out to EPA to get someone to help with a webinar and asked if she could work with the Professional Development Committee to get a webinar scheduled. Becky Maguire, co-chair of the committee agreed to help. Kerry Richards stated that the PACT planning committee is planning a similar webinar and that maybe they could work together on speakers.

Action items	Person responsible	Deadline
✓ Solicit membership to serve on Social Media Committee.	regional reps	ASAP
✓ Solicit membership to update AAPSE's strategic plan.	regional reps	ASAP

---

**Agenda item:** 11. AAPSE Meet and Greet **Presenter:** Kim Brown

**Discussion:** The EC has scheduled a meet and greet for AAPSE on May 5<sup>th</sup>, 4:30 pm EST. It will mainly be a state of the union address but will also be a test run for the 2021 AAPSE Virtual Meeting. This is not a requirement for BOD or any members to attend – just a chance to reconnect with other AAPSE members.

Action items	Person responsible	Deadline
✓ Plan to attend AAPSE Meet and Greet on May 5 <sup>th</sup> , 4:30 pm EST.	AAPSE members	5/5/20

---

**Agenda item:** 12. Other New Business **Presenter:** Kim Brown

**Discussion:** Sonja Thomas stated that the Membership Committee has met and discussed an orientation for new AAPSE members. Sonja will forward the committee's proposal and minutes to the BOD.

Betsy Danielson shared a report that Tana Haugen-Brown submitted as AAPSE liaison for the NPSEC board (see attached).

Action items	Person responsible	Deadline
✓ Forward the new member orientation proposal and Membership Committee meeting minutes to BOD.	Sonja Thomas	5/5/20

---

**Agenda item:** 13. Comments and Announcements **Presenter:** Kim Brown

**Discussion:** None.

---

**Agenda item:** 14. Adjournment

**Presenter:** Kim Brown

**Discussion:** Motion by Kerry Richards to adjourn. Seconded by Gene Merkl. Motion passed.

---

---

**Next BOD meeting:** May 29, 2020. 10:30 am Central

**Future meeting dates:**

June 26

July 31

# MY ACCOUNTS

## Deposit Accounts

 Hide/Show

### MONEY MOVER 11

**\$22,379.95**

MONEY MOVER 11 CHECKING \*2535-S09

Available Funds

 Earning Rewards

### ORGANIZATIONAL SAVINGS

**\$28,679.85**

ORGANIZATIONAL SAVINGS \*2535-S01

Available Funds

### GIFTS

**\$1,756.19**

ALTERNATE SAVINGS \*2535-S03

Available Funds

### 12 MO \$1000 MIN

**\$3,840.90**

12 MO CERTIFICATE \*2535-S22

Maturity Date 01/16/21

### 2019 CERTIFICATE

**\$10,112.34**

13 MO CERTIFICATE \*2535-S31

Maturity Date 11/10/20

### 12 MO \$1000 MIN

**\$3,690.41**

12 MO CERTIFICATE \*2535-S38

Maturity Date 05/12/20

**Total Available: \$70,459.64**

# AAPSE Liaison Report Form

Name: Tana Haugen-Brown

Email address: thbrown@umn.edu

Liaison to: National Pesticide Safety Education Center (NPSEC)

Report date: 4/21/20

Meeting/Communication date(s): Dec. 10, 2019 and March 17, 2020

Meeting/Communication location: Zoom meeting

Brief summary of key topics or areas discussed as they relate to certification, training, and education:

December 10, 2019 Board meeting

Mainly covered NPSEC organizational structure, funding, and NPSEC Policies and Procedures. Also included a discussion around communications and ideas to better keep BOD and other key stakeholders apprised of NPSEC activities and accomplishments.

March 17, 2020 Board meeting

Continued reviewed of NPSEC policies including updated whistleblower policy. Discussion held on compensation as most NPSEC staff are independent contractors. Suggestion made to establish a formal compensation and annual review. A personnel committee will be added with Tom Smith drafting the initial job description and duties for a committee to be reviewed next board meeting. Report given on upcoming PACT 2020 meeting in Denver, CO and various teams that will meet at PACT. Information shared on conference registration and what the PACT grant covers (one SLA and one PSEP per state). Looking for time that NPSEC Board can meet there for a strategic planning session. Updates given on eXtension New technologies for Agriculture Extension project and Paraquat project. Updates give on the various Collaboration Teams such as Respirators, IPM Education, Paraquat, Invasive Species, Pollinators, and Pacific Island PSE.

Issues AAPSE may need to address:

None unless the AAPSE board would like to provide feedback to me to share with the NPSEC board on how NPSEC might improve communications to better keep key stakeholders apprised of NPSEC activities and accomplishments. Or if there is something the AAPSE board feels that NPSEC should address/discuss as part of a strategic planning session for NPSEC. The next NPSEC board meeting is June 9, 2020.