

# AAPSE BOD Meeting Minutes

4/29/19

11:00am-11:50am Eastern

Zoom/Teleconference

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**Meeting called by:** Kerry Richards

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

**Recorded by:** Betsy Buffington

**Attendees:** Kim Brown, Betsy Buffington, Pat Hastings, Tana Haugen-Brown, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Don Renchie, Kerry Richards

## *Minutes*

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**Agenda item:** 1. Treasurer's Report

**Discussion:** No report.

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**Agenda Item:** 2. AAPSE Website Discussion **Presenter:** Betsy Buffington

**Discussion:** Betsy Buffington stated that according to Mike Weaver, the EC has full access to add content to the AAPSE website. If any information needs to be added to the website, please contact Betsy Buffington to have it added. Whitney Weaver maintains the website.

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**Agenda item:** 3. AAPSE Nominations Committee Report **Presenter:** Kerry Richards

**Discussion:** Thia Walker sent Kerry Richards an update from the Nominations committee. No completed nomination packages have been received for the office of President-Elect, however several AAPSE members have expressed interest and are working on completing packets.

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**Agenda item:** 4. AAPSE Meeting Update **Presenter:** Kerry Richards

- a. General Membership and BOD meeting arrangements
- b. Professional Development Workshop arrangements
- c. AAPSE Awards

**Discussion:**

**4a.** Betsy Buffington shared the logistics for July 25. The AAPSE General Business meeting will be held from 1-2pm in the same room as the Professional Development Hands-on Workshop. Lunch will be provided by AAPSE for anyone not attending the Hands-on Workshop prior to the meeting. The Board of Directors meeting will be held from 2-4pm in a small boardroom at the hotel. An event order with the Sheraton Hotel will be submitted shortly.

**4b.** No update.

**4c.** No update.

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**Agenda item:** 5. Nomination Document for Conferring Life Membership **Presenter:** Kerry Richards

**Discussion:** Kerry Richards discussed the email sent to the BOD with the comments from AAPSE members

regarding the Lifetime Membership Document that was approved at the last meeting and then opened it up for discussion. Jess Lenker asked what prompted the changes in the process. Kerry Richards replied that there really was no process. In Fall 2018, the BOD had several conversations about creating a process so nothing fell into the cracks, so that it wasn't something perceived as only the EC made decisions if someone was missed, to get the membership and committees more involved in the organization, and it gave people the opportunity to self-nominate or make sure that someone was considered. In the past 4 years, Life Members were only conferred when requests were received. Guidance documents have been created for other AAPSE business where there is no institutional knowledge. Pat Hastings asked if the Life Membership Document came from the Membership committee. Kerry Richards said no, it was not. The Life Membership Document came about when BOD members asked how members were selected for life membership. The suggestion was made that the Membership committee come up with a guidance document and they used AAPCO's guidance document as a template. Pat Hastings stated that previously nominations for life membership were sent to the President and considered by the EC. She went on to say that there is a need for accountability to be assigned.

Kerry Richards asked for clarification of how members who have recently retired are identified if names are not submitted. Pat Hastings stated that previously in the Northeast region, the regional reps solicited the membership at the president's request and passed that information on to the president. Kim Brown stated the importance of the honor of receiving Life Membership. The original document was similar to awards already given by the awards committee. Life Members have given their whole lives to pesticide safety education as a State Lead Agency person, industry person, or an educator. Life membership is for those members that want to stay involved in AAPSE. Kim Brown stated that it is a retirement award—a way to thank members who have been so involved in this organization and to thank them for their years of service. Pat Hastings made the distinction that bestowing life membership is an honor and tribute—it is not an award.

Betsy Buffington shared a document with a simplified process to confer Life Membership. Don Renchie discussed the need to get the BOD's comments on this document versus the original document, come to an agreement, and move forward. Betsy Buffington also stated the need to create a separate guidance document of the timeline to conferring Life Members similar to the "Procedures for Election of Officers & Regional Representatives" document on the AAPSE website. Kerry Richards recommended that Betsy Buffington send her document to the BOD as a consideration for amendment to the original document. It can be discussed further during the May BOD meeting. Tana Haugen-Brown suggested sending the shortened document to the general membership for input and feedback. Betsy Buffington stated that once the BOD agrees on the document, the general membership could make any comments.

Kim Brown requested to BOD members that if there is someone in your region that would be a candidate for Life Membership, please send their names to the EC.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send shortened document to BOD.	Betsy Buffington	4/30/19
✓ Compare the Lifetime Membership and AAPSE Life Members documents and provide comments to BOD.	BOD	5/10/19
✓ Send names of eligible members to BOD.	Regional Reps	5/10/19
✓ Add Life Member discussion to May agenda.	Kerry Richards	5/10/19

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**Agenda item:** 6. AAPSE brochure **Presenter:** Kerry Richards

**Discussion:** No discussion.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Add AAPSE Brochure to May agenda.	Kerry Richards	5/10/19

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**Agenda item:** 7. AAPSE Member Onboarding/Mentorship Program      **Presenter:** Sonja Thomas

**Discussion:** No discussion.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Add AAPSE Member Onboarding/Mentorship Program to May agenda.	Kerry Richards	5/10/19

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Motion by Don Renchie to adjourn. Seconded by Gene Merkl. Motion passed.

**Next BOD meeting: TBD week of May 20 via Doodle poll**

**Future meeting dates:**

June 24

July 25 Duluth, MN