

AAPSE BOD Minutes

8/19/18

3:00pm-5:30 pm Central

In person/Zoom/

Meeting called by: Kerry Richards

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

Attendees: EC: Betsy Buffington, Kim Brown, Don Renchie, Kerry Richards, Sonja Thomas
Regional Reps: Faye Golden, Tana Haugen-Brown, Jolene Hendrix, Rachel Maccini, Frannie Miller

Others: Barry Brennan, Dean Herzfeld, Ronda Hirnyck, Ples Spradley

Minutes

Agenda item: 1. Treasurer's Report

Presenter: Sonja Thomas

Discussion: Sonja Thomas reported that the current balance is \$65,310.92 across six accounts, including 3 CODs. She provided detailed reports for May 15, 2017-May 15, 2018 and May 15, 2018-August 15, 2018. Frannie Miller asked for more details on expenses in future treasurer's reports. Kim Brown asked for the inclusion of travel dates for expenses. Dean Herzfeld stated that the CODs have been in existence since early on in AAPSE history. Kerry Richards asked if there was an advantage to consolidate the CODs. Sonja Thomas was tasked with looking at the following options within the next two months and report to the BOD the feasibility of each option.

1. Determine the interest rates of the three CODs and what they could be renewed for.
2. Keep the three CODs but have them mature on different dates over the year.
3. Move one COD to a two-year cycle in planning for future AAPSE meetings.

Future treasurer reports will be reported from the start of the month to the end of the next month (e.g., May 1, 2018 to April 30, 2019).

Sonja Thomas will work with Whitney Weaver to add two- and three-year options to membership payments. She is also considering changing payment services from PayPal to Wild Apricot payment services. More research is needed to determine the costs and security concerns of Wild Apricot vs. PayPal. Faye Golden asked if the regional representatives could help with member renewals. Dean Herzfeld stated that there are privileges to being a member; if you're not a member you're not eligible to vote for elections or eligible to participate in the general membership meeting. Kerry Richards asked Sonja Thomas to get a list by region of members needing to renew and send them to the regional representatives to help increase membership.

Membership level	Active	Renewal Due
Associate	13	8
Full (includes AAPSE fellows)	197	81
Life	13	0
Supporting	3	0
Total	226	89

Frannie Miller moved to accept the treasurer's report. Seconded by Don Renchie. Motion passed.

Action items	Person responsible	Deadline
✓ Research to determine pros and cons of switching from PayPal to Wild Apricot for dues payment	Sonja Thomas	10/29/18
✓ Report to BOD best options for consolidating CODs.	Sonja Thomas	10/29/18

OLD BUSINESS

Agenda item:	2. National AAPSE meetings	Presenter: Kerry Richards
	<ul style="list-style-type: none"> a. Questions/impact to ask membership on deciding whether to hold national AAPSE meetings. b. Regional input 	

Discussion: Betsy Buffington reported that the AAPSE annual meeting expenses were in \$17,105 in Harrisburg, PA (2014), about \$13,000 in Roanoke, VA (2016), and \$11,536 in Fargo, ND (2017). Kim Brown stated that, as a membership, AAPSE has not decided yet if it will hold a meeting annually or biannually, or even have meetings. Don Renchie suggested taking the question to the general membership. Jolene Hendrix from the Western region, Faye Golden from the South, Rachel Maccini from the Northeast, and Frannie Miller and Tana Haugen-Brown from the North Central region provided regional input. Don Renchie stated that NPSEC received the meetings grant, so PACT meetings will be held every other year. Betsy Buffington stated that some regions have regional meetings on the off year, so a biannual AAPSE meeting may result in competition for members/resources. Kerry Richards stated that during the June 2018 BOD meeting, Pat Hastings had stated, "...members in the Northeast region primarily attend AAPSE meetings held in conjunction with PACT meetings. Pat also noted that the Northeast region does not hold annual meetings as some other regions do; they alternate them with the PACT meeting. Pat stated that it is appropriate to poll the membership requesting feedback on how it would impact them." Betsy Buffington suggested a survey goes out to the entire membership. Possible questions discussed include:

1. What region do you represent?
2. What is your affiliation?
3. Would you pay a registration fee to attend a National AAPSE meeting?
4. If so, how much are you willing to pay?
5. Could you attend both a regional and a national AAPSE meeting in the same year?
6. If you have a choice of attending either a regional or a national AAPSE meeting, which would you attend?

Action items	Person responsible	Deadline
✓ Develop survey to ask membership about National AAPSE meeting.	Kim Brown	9/9/18
✓ Edit survey questions.	AAPSE BOD	9/12/18
✓ Remind members to take survey.	Regional Reps	9/24/18

Agenda item:	3. Membership	Presenter: Kerry Richards
	<ul style="list-style-type: none"> a. Student membership b. Transferring membership c. Membership payment through conference registration 	

Discussion:

3a. Faye Golden stated that the associate membership covers student membership. Regional representatives shared input from their regions. Kerry Richards stated that AAPSE needs to promote the benefits of AAPSE and associate memberships more. Jolene Hendrix discussed the need for a good advertising campaign. Benefits of AAPSE membership include being part of national discussions, networking opportunities, and mentoring. Faye Golden and Jolene Hendrix suggested offering incentives for students (e.g., free transportation to meetings, mini-internships at National Conference, scholarships). Jolene Hendrix will talk to Becky Maguire, co-chair of the Professional Development Committee, to discuss mentoring and other opportunities for students. Don Renchie emphasized the need for professional development and mentoring students to fill future pesticide safety education positions. Faye Golden discussed a request from the southern region for a survey on the knowledge base for pesticide safety educators. Dean Herzfeld stated that qualifications are going to vary from state to state and from the SLA-side it's going to be very different. He also discussed the difficulty in finding qualified applicants in job searches.

3b. Regional representatives shared input on whether an AAPSE membership belongs to an institution or individual member. Dean Herzfeld stated that AAPSE is a membership-driven organization. The member is active, not the organization. Jolene Hendrix stated that AAPSE memberships are not transferrable. Rachel Maccini raised the concern about an institution paying for multiple years and an individual leaving before the membership ends. Kerry Richards replied by stating that if a member leaves that institution, the membership stays with the individual. Motion by Frannie Miller that AAPSE memberships are individual memberships and non-transferrable. Seconded by Kim Brown. Motion passed.

3c. Kim Brown stated that membership payment through conference registration is a viable option. Regional representatives shared favorable input from their regions. Sonja Thomas is tasked with talking about this more thoroughly in future meetings.

Action items	Person responsible	Deadline
✓ Talk with Membership committee to work on marketing what AAPSE already has available to associate membership (students) and larger membership as well.	Jolene Hendrix	9/24/18
✓ Talk with Professional Development committee about incentives (e.g., internship, scholarship, networking, mentorship) to make students more active in AAPSE organization.	Jolene Hendrix	9/24/18
✓ Explore membership payment through conference registration and report results.	Sonja Thomas	9/24/18

NEW BUSINESS

Agenda item: 4. Retirements **Presenter:** Kerry Richards

Discussion: Regional representatives shared retirements from each region: Northeast – James Dill; Southern – Mike Weaver, Bob Bellinger, and Vicki Rengers; North Central – Bob Wolf and Dean Herzfeld; Western – no report.

Agenda item: 5. Life Membership **Presenter:** Kerry Richards

Discussion: Kerry Richards discussed conferring life memberships. According to the AAPSE website, the following are Life Members: Ron Gardner, Pat Hipkins, Philp Nixon, Joanne Kick-Raack, Bob Wolf, Roger Flashinski, Jim Criswell, Win Hock, Mary Grodner, Pat O'Connor-Marar, Larry Schulze, John

Osmun, Ed Vitzthum, Barry Brennan, John Impson, and Norm Nesheim. Will add to agenda for future BOD meeting. Dean Herzfeld noted that life membership is an honor. Kerry Richards stated that there are no criteria for selecting life members in the By-laws. The BOD will take these names into consideration and will announce life membership at a future date.

Action items	Person responsible	Deadline
✓ Add conferring life memberships to future BOD meeting.	Kerry Richards	9/14/18

Agenda item: 6. AAPSE Committees and Liaisons **Presenter:** Betsy Buffington

Discussion: Betsy Buffington discussed the need for updated liaisons to and from AAPSE. The BOD went through a list of organizations and decided whether or not a liaison was needed and who, if anyone, was currently serving in that position. She will approach the AAPSE membership asking for potential liaisons, based on organizations/meetings that members already actively participate in, have an interest in, etc. Betsy Buffington will also contact the organizations to determine if they have liaisons to AAPSE. Kim Brown stated that if members are going to step up and be liaisons that they know that they will have to provide a report at the membership meeting. The BOD added several organizations to the list.

Action items	Person responsible	Deadline
✓ Contact organizations about possible AAPSE liaisons.	Betsy Buffington	9/24/18
✓ Contact AAPSE membership about serving as liaisons.	Betsy Buffington	9/24/18

Agenda item: 7. Issues and Evaluations Committee discussion **Presenter:** Kim Brown

- a. Science Based Decision Making and Dicamba
- b. Glyphosate

Discussion:

7a. Kim Brown stated that final comment letters were sent to the EPA on Dicamba and Strengthen Transparency in Regulatory Science. She would like to thank the committee members who were instrumental in assisting the association in developing the comments. Kim Brown requested that anyone wanting to comment on a topic at a national level to contact an officer or their regional representative. She also stressed the need for members to respond to surveys and provide comments so the committee can write letters that represent all views of members. Don Renchie commended the committee on their discussion and discourse and that the final documents reflected member’s input.

7b. Kerry Richards asked if we need to go anywhere with the glyphosate issue. Don Renchie responded that we should show consumers the links and data that are already available and let them make decisions. Jolene Hendrix said that communication is essential. Kerry Richards forwarded glyphosate resources to the AAPSE listserv on 8/17.

OTHER BUSINESS

New item: 8. Travel Discussion **Presenter:** Kim Brown

Discussion: Kim Brown discussed paying for travel for AAPSE members for meetings they are representing. She provided background; in 2014 a motion passed stating that “the AAPSE BOD makes \$2400 available each year, to support 4 people at \$600 each (which represents potentially one trip across the country), and requires a report in exchange for the support. Each award needs to be

approved by the board. The board would ask if alternative methods to attend each meeting exist and the necessity of attending meeting in person.” In 2016, “the EC agreed to pay for travel for Kerry Richards to attend meetings (National Workshop and SFIREG).” Kim Brown stated that she is pro AAPSE paying someone to attend meetings, but we need clarity and transparency in our treasurer’s reports and in our minutes. She went on to state that AAPSE needs protocols for that taking place, similar to advance travel notification and reports upon travel completion at Universities and SLAs. She suggests AAPSE members getting advance approval from the EC or BOD and giving a report post-meeting. Betsy Buffington reported that the July 2001 Responsibilities of AAPSE Officers and Others Serving in Official Capacity Guidance Document: Regional representative to the Board of Directors, it states, “AAPSE appreciates the contributions of Directors who are able to cover costs of travel to Board meetings from state funds, grants, etc., but recognized that travel costs can be a burden. Directors may apply in advance to the AAPSE Executive Committee to request financial support for travel to official meetings.” Dean Herzfeld discussed the need to get decisions on travel in a guidance document rather than meeting minutes so there will be a permanent record. Kim Brown stated a need for a committee to draft a guidance document and take it to the BOD for further discussion. Betsy Buffington suggested that the initial guidance document focus on officers and regional reps. Future guidance documents could focus on liaisons. Dean Herzfeld discussed the need to triage for certain meetings when timely issues arise.

Action items	Person responsible	Deadline
✓ Develop draft guidance document for EC and Regional reps on travel policies (e.g., prior approval, report post-travel)	Frannie Miller, Jolene Hendrix, Kim Brown, other interested in serving on committee	9/24/18

Motion by Kim Pope Brown to adjourn the meeting. Seconded by Faye Golden. Motion passed.

Next BOD meeting: September 24, 2018

Future Meeting Dates:

- October 29
- November 26
- December 17 (Due to holiday break)