

AAPSE BOD Meeting Minutes

12/18/20

10:30am-11:30am 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, Sonja Thomas, Mike Wierda

Members: Whitney Weaver

Minutes

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

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

Discussion: Sonja Thomas investigated using Wild Apricot (AAPSE website host) to allow PayPal payments through the AAPSE website. She is looking for BOD approval before being charged for the service in February. Motion by Kerry Richards to allow Sonja Thomas to choose the best option for the payment process. Seconded by Faye Golden. Motion passed.

Sonja Thomas presented several options to get all AAPSE members on a January to December yearly cycle in accordance with the By-Laws. New members will be placed on the January to December yearly cycle. Currently the majority of AAPSE members (81) renew in June. For the upcoming year, the BOD agreed that dues for those members should be waived to get everyone on a calendar year basis. In future years, new members joining between August 1 and December 31 will have their dues waived the following year. Their renewal date will be January 1 of the next year. The BOD discussed prorating, but ultimately decided against it. A membership drive will occur in January 2021.

2021 AAPSE Membership Fees

- Dues are payable on a calendar year basis.
- Membership dues are payable January 1, 2021 for members who paid dues before May 31, 2020.
- Membership dues are payable January 1, 2022 for members who paid dues June 1, 2020 to December 31, 2020.
- Members whose dues are not paid for the current calendar year are not in good standing.
- Members whose dues are not paid by March 31 shall be removed from the rolls by the Secretary after 30–days' notice. Once removed from the rolls, that person will be immediately removed from any elected or appointed position.

2022 AAPSE Membership Fees

- Dues are payable on a calendar year basis.
- Membership dues are payable January 1, 2022 for members who paid dues before July 31, 2021.
- Membership dues are payable January 1, 2023 for **new** members who paid dues August 1, 2021 to December 31, 2021.
- Members whose dues are not paid for the current calendar year are not in good standing.
- Members whose dues are not paid by March 31 shall be removed from the rolls by the Secretary after 30–days' notice. Once removed from the rolls, that person will be immediately removed from any elected or appointed position.

Motion by Kerry Richards to accept membership fees as written. Seconded by Mike Wierda. Motion passed.

OLD BUSINESS

Agenda item: 3. Website Update **Presenter:** Faye Golden

Discussion: Faye Golden announced that the AAPSE YouTube channel is now available on the AAPSE website. Either click on the YouTube logo (red box with white arrow) at bottom of home page or go directly to <https://www.youtube.com/channel/UCsRGloaHi29smhJ31YlrUrg>. The Antimicrobials 101 webinar is posted to the YouTube channel. Whitney Weaver stated that BOD members with AAPSE webinar videos can contact her to get them uploaded. Becky Maguire suggested that Whitney add a webinar link for each webinar on the Professional Development webpage.

Whitney Weaver is working on changing the AAPSE directory from public to private due to the spam issues earlier this year. Once this is done (expected completion date January 1, 2021), member emails will be hidden from public view. Members will have to log in to the AAPSE website to view directory emails. Whitney Weaver will add a statement to the AAPSE directory webpage.

Whitney Weaver, chair of the new AAPSE Social Media Committee, reported that Google Groups is being phased out by Google. The Social Media Committee met earlier this week and is working on a replacement for the AAPSE listserv.

Faye Golden discussed the need to change the layout of the AAPSE website to make it mobile friendly. She also suggested refreshing the site to make it easier to find information. Sonja Thomas noted that AAPSE also has the option of creating an app for the website. Whitney Weaver stated that the Social Media Committee will look into options.

Action items	Person responsible	Deadline
✓ Log in to the AAPSE website to view member emails in the directory.	AAPSE Members	
✓ Research alternatives for AAPSE listserv; make AAPSE website mobile friendly.	Social Media Committee members	

Agenda item: 4. 2021 Executive Committee Nominations **Presenter:** Kim Brown
a. By-Laws Committee has updated the guidance documents

Discussion: Kim Brown reported that the By-Laws Committee reviewed and updated the Election Procedures and Responsibilities of AAPSE Officers guidance documents (see attached). She asked that the Nominations Committee update the document as needed after this year's election. AAPSE will start soliciting members to run for President-elect and Secretary in January.

Action items	Person responsible	Deadline
✓ Make any updates to the Election Procedure guidance document after the election.	Nomination Committee	8/1/21
✓ Run for office of Secretary or President-Elect.	AAPSE members	1/30/21

Agenda item: 5. Regional Rep Election Update **Presenter:** Kim Brown

Discussion: Kim Brown asked the Regional Reps to email her with the name and email of the newly elected junior representative.

Action items	Person responsible	Deadline
✓ Email Kim Brown with name and email of new regional rep.	Regional Reps	12/31/20

Agenda item: 6. 2021 AAPSE National Meeting **Presenter:** Kim Brown

Discussion: No update.

Agenda item: 7. 501(c)(3) Guidance Document **Presenter:** Faye Golden

Discussion: Faye Golden stated the need to create guidance documents to retain AAPSE's historical knowledge as members retire. AAPSE needs to understand the rules of participating in a political campaign after being contacted earlier this year for support. Faye Golden suggested that the Issues and Evaluation Committee could work on creating a guidance document. She stressed the need for a CPA to review any documents before they are finalized. Kim Brown agreed and pushed the creation of a brief guidance document to the Issues and Evaluation Committee.

Action items	Person responsible	Deadline
✓ Draft brief guidance document on rules of participating in a political campaign.	Issues and Evaluation Committee	2/15/21

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

Discussion: Becky Maguire is taking Carol Black's position as Registered Agent to keep AAPSE's Articles of Incorporation in Washington State.

NEW BUSINESS

Agenda item: 9. Committee Reports **Presenter:** Kim Brown

- a. Membership Committee Update on January 26 new member orientation
- b. Other Committee Reports

Discussion: Gene Merkl updated the BOD on the new member orientation to be held at 12:00 p.m. CST on January 26, 2021. To date, 24 new members are participating. The orientation will be recorded and posted to the AAPSE website. More details will be coming in early January.

Action items	Person responsible	Deadline
✓ Create PowerPoint slide and short 30-second video for New Member Orientation January 26, 2021.	Committee chairs, BOD, EC	1/15/21

Agenda item: 10. Liaison Reports **Presenter:** Kim Brown

- a. NPSEC, Tana Haugen-Brown
- b. SFIREG, Faye Golden

Discussion: Please read the NPSEC and SFIREG liaison reports (see attached).

Agenda item: 11. Other New Business **Presenter:** Kim Brown

Discussion: Sonja Thomas shared that Sharon Gripp created possible new AAPSE logos. The logos will be shown at the next meeting.

Action items	Person responsible	Deadline
✓ Add new logo discussion to the January 2021 AAPSE BOD meeting agenda.	BOD	1/15/21

Agenda item: 12. Comments and Announcements **Presenter:** Kim Brown

Discussion: none.

Agenda item: 13. Adjournment **Presenter:** Kim Brown

Discussion: Motion by Jan Hygnstrom to adjourn. Seconded by Gene Merkl. Motion passed.

Next BOD meeting: January 29, 2021, 10:30 CST

Future meeting dates:

TBD

AAPSE Guidance Document: Procedures for Election of Officers and Regional Representatives

2020 By-Laws Committee

Introduction:

The AAPSE By-Laws give the Board of Directors (BOD) oversight over election procedures. The Articles refer to the Standing Rules. However, no Standing Rules have been adopted to date. For that reason, this guidance document was developed. This document will help to ensure that elections are held in a consistent fashion and in accordance with the directions set forth in the AAPSE By-Laws.

In March 2002, the AAPSE BOD made two decisions that impact election procedures:

- Having the President select a member of the previous Nominations & Elections (N&E) Committee to chair the next one (for continuity), and
- Casting electronic ballots (for inclusiveness).

Moving to electronic balloting (vs. holding elections at national and regional meetings) will make it easier for all AAPSE Full and Life Members in good standing to vote.

AAPSE President-Elect is elected annually, Secretary and Treasurer are elected in “odd” calendar years. Newly elected officers assume their duties at the end of the annual AAPSE General Business Meeting.

Regional Representatives are elected each year (one per region per year). They take their seats on the BOD on January 1 of the year following the one in which they are elected. In at least one of the regions, it is a duty of the newly elected Regional Representative to serve on the N&E Committee, which must start its activities eight months prior to the election of officers. Therefore, regional elections should take place early in the fall of each year.

Officers and Regional Representatives are chosen by **plurality** vote of those participating. A plurality vote is one in which the person with the most votes wins. The winner of the election does not have to garner a majority of the votes cast.)

Timeline for National Elections:

What (Task)	When (No later than -- time relative to election date)	Who
Set the next election date, based on the dates of the annual AAPSE General Business Meeting.	At least 7 months before the election (At least 8 months before the national AAPSE meeting)	AAPSE President
Form a committee, contact them, and charge them with their duties: <i>By-Laws: Article VII, Committees, Section I. Nominations and Elections Committee.</i> Not less than six (6) months prior to elections, the President shall request each region* to appoint one Full Member to serve on the Nominations and Elections Committee. (*Federal EPA Headquarter Full Members are part of the USDA NE region. Regional EPA Full Members are part of the USDA region in which their office is located.)	6 to 7 months before the election (7 to 8 months prior to the next national meeting)	AAPSE President
Communicate and begin to plan as soon as possible following receipt of charge from AAPSE President: <i>By-Laws: Article VII, Committees, Section I. Nominations and Elections Committee.</i> Not less than six (6) months prior to elections, the President shall request each region* to appoint one Full Member to serve on the Nominations and Elections Committee. (*Federal EPA Headquarter Full Members are part of the USDA NE region. Regional EPA Full Members are part of the USDA region in which their office is located.)	6 months prior to election	N&E Committee Chair should contact and begin dialog with four regional members
1.) Review all AAPSE documents with operational guidance, including: - current Articles of Incorporation and By-Laws, - guidance document, and - reports submitted by previous committees. 2.) Learn about N&E procedures, eligibility requirements for candidates, voting eligibility, and election procedures.	6 months prior to election	N&E Committee (Chair + four Regional Representatives)

<p>3.) Know the duties of each office. Know where -- and to whom -- to refer potential candidates for more information. Refer to AAPSE Guidance Document on this subject (<i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i>), in addition to what is codified in the Articles and By-Laws.</p>		
<p>Refer any questions about candidate eligibility and/or voting eligibility and procedures to the Executive Committee (EC).</p>	<p>As soon as possible prior to election</p>	<p>N&E Committee (if necessary)</p>
<p>1.) Contact AAPSE members via the AAPSE listserve asking them to recommend potential candidates and/or indicate their interest in an office. In the memo, tell members in the note that those who wish to make a recommendation or self-nomination may contact a Committee Member and/or the Committee Chair using whatever method is most convenient.</p> <p>2.) Make notes re: recommendations and self-nominations received in response to the request sent to the listserve.</p>	<p>5-½ months prior to election</p>	<p>N&E Committee Chair cc: four Regional Members</p>
<p>Review the AAPSE membership list and construct a list of potential candidates.</p>	<p>5-½ months prior to election</p>	<p>N&E Committee</p>
<p>Discuss recommendations and self-nominations received, as well as committee members' suggestions.</p> <ul style="list-style-type: none"> • Recommended criteria for nominees include experience, demonstrated commitment to AAPSE, and leadership. • The final slate should have at least two candidates per office. <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...Nominations by the committee will include at least two candidates for each office to be filled...</p>	<p>4-½ months prior to election</p>	<p>N&E Committee</p>
<p>Agree on a "short list" of nominees for each office. Rank each list. Ideally, the slate should reflect the AAPSE membership. Refer any questions about eligibility for office to the EC.</p>	<p>4-½ months prior to election</p>	<p>N&E Committee</p>

<p>Contact potential nominees for willingness to serve.</p> <ul style="list-style-type: none"> • When you contact a person, be sure to explain the duties of the office and the level of commitment required to fulfill these duties. Refer them to former officeholders and to the AAPSE Guidance Document on this subject (<i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i>, posted on the AAPSE website). • In 1999 and 2001, the committee chair called prospective President-Elect nominees, while other Committee Members contacted potential candidates for the offices of Secretary and Treasurer. If two or more committee members are making calls for one office, be sure to communicate during the process of contacting candidates. <p>Contact people in order of agreed-upon rankings. If they accept, thank them <u>and</u> ask them to begin working on a biographical sketch and candidate statement!</p> <p>A biographical sketch and candidate statement should include both a vita and a description of how the candidate plans to lead if elected.</p> <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...No person shall be nominated without his or her consent.</p>	<p>4-½–3 months prior to election</p> <p>(Allow plenty of time for this step... It takes a long time and may require several calls.)</p>	<p>N&E Committee</p>
<p>Make plans to identify eligible voters (name, e-mail). Refer to the By-Laws (Article II, Section 3.) for eligibility requirements. Work with the Treasurer, Listserve Manager, and Webmaster to obtain a list of eligible voters and current e-mail contact information. Start to construct an e-ballot distribution list, which will be a subset of the AAPSE listserv.</p>	<p>4-½–3 months prior to election</p>	<p>N&E Committee</p> <p>(Get this done early and ask committee members to assist while other committee members contact candidates.)</p>
<p>Discuss and decide on ballot distribution and return procedures. Decide when* and to whom** returned ballots should be sent.</p>	<p>4-½–3 months prior to election</p>	<p>N&E Committee</p> <p>(Get this early and ask a few committee members to assist while other committee members</p>

<p>*At present, no set voting period is prescribed by the Articles of Incorporation or By-Laws. Given that members will receive advance notifications about the election, the 2020 By-Laws Committee believe that allowing a two-week e-voting period is adequate.</p> <p>**At present, there is no system for returning ballots. It is recommended that each vote be sent to several people, so two or more independent tallies will be made. In addition, to preserve anonymity, consider having ballot recipients and counters NOT be N&E Committee members themselves, but non-AAPSE colleagues or staff persons with the time and expertise to serve in this capacity. A filter can direct returned ballots to a specific folder if convenient. Alternatively, establish a special e-mail address and use it for e-balloting. This option allows all committee members to access, view, print, and count returned ballots (via webmail or other means). Electronic polling services exist as well. Once a five member committee is formed, the members can discuss procedures with the Information Technology support group at their agencies/institutions and formulate a plan.</p> <p>Note that electronic communication technologies will change/advance and new options will become available.</p>		contact candidates.)
<p>Prepare a tracking system to confirm that only ballots from eligible voters are counted.</p> <p>Various methods exist at present. N&E members may work Information Technology Specialists in their institutions/agencies, or simply match e-mail addresses of voting responses with a list of eligible voters and e-mail addresses.</p>	4-½–3 months prior to election	N&E Committee, perhaps with others (Plan ahead. The Chair may ask one or two committee members to work on this while the Chair and other members contact candidates)
<p>Produce a voting tally sheet.</p>	4-½–3 months prior to election	N&E Committee, working with designated vote recipients and counters
<p>Ask the Treasurer to send a notice through the listserv about the upcoming e-election, which will be held BEFORE the next AAPSE General Business Meeting.</p>	4 months prior to election	N&E Committee with the Treasurer

<p>Remind members that only full or life members in good standing (as of one month prior to the election^{***}) may vote.</p> <p>^{***}At present, there is no cut-off point for paying dues to become eligible to vote. However, it is not practical to allow people to pay dues at the last minute in order to become eligible to vote. We suggest only those active members in good standing one month prior to the start of the voting period be allowed to vote.</p>		
<p>Compare notes and finalize the slate with committee consensus.</p>	<p>3 months prior to election</p>	<p>N&E Committee</p>
<p>Contact each candidate to confirm their acceptance, thank them (again), and give them a deadline for completion of biographical sketches and candidate statements.</p>	<p>3 months prior to election</p>	<p>N&E Committee</p>
<p>Send the slate to the AAPSE Secretary</p> <ul style="list-style-type: none"> In 1999 and 2001, the Secretary was notified by e-mail (cc: other EC members and the N&E Committee.) <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ... if a slate of two candidates is not realized, the Nominations and Elections Committee will notify the Secretary a minimum of 45 days prior to the election date so that the Secretary can ask for nominations from the full membership via the AAPSE listserv.</p>	<p>3 months prior to election (ideally); 45 days prior (minimum) if the slate does not have at least two candidates per office.</p>	<p>N&E Committee Chair cc: Four Regional Representatives and the AAPSE Executive Committee</p>
<p>Send all biographical sketches and candidate statements to the AAPSE Webmaster for posting on the AAPSE website.</p> <ul style="list-style-type: none"> In 2001, these documents were sent to the Webmaster as e-mail attachments. 	<p>6 weeks prior to election (ideally); AS SOON AS POSSIBLE if the N&E Committee could not produce a slate with at least 2 candidates/office, and additional nominations are made directly to the secretary.</p>	<p>N&E Committee Chair will send bios/cs to the Webmaster (cc: regional members)</p>

<p>If the slate lacks two nominees per office, the Secretary must solicit additional nominations.</p> <ul style="list-style-type: none"> If additional candidates must be sought by the Secretary, the slate will not be announced far enough in advance of the meeting to provide ample time to post biographical sketches and candidate statements for members' review. Therefore, do everything possible to avoid this situation! 	<p>45 days prior to election</p> <p>All additional nominations solicited by the Secretary (because the committee slate did not have two candidates per office) must be received 30 days prior to the election.</p>	<p>Secretary (if necessary)</p>
<p>If the slate lacks two nominees per office and the Secretary receives direct nominations, the Secretary should inform the N&E Committee, and provide the names of these nominees.</p> <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...Such nominations must be received thirty (30) days prior to the election day established by the Board. No person shall be nominated without his or her consent.</p>	<p>30 days prior to election</p>	<p>Secretary and the N&E Committee (if necessary)</p>
<p>If the Secretary's solicitation garnered additional nominations, contact these nominees to:</p> <ul style="list-style-type: none"> - confirm that they are willing to run, - thank them, and - request candidate statements and biographical sketches. <p>Ask these newly identified candidates to submit their biographical sketches and candidate statements as soon as possible)</p> <p>Add these candidates to the slate.</p>	<p>30 days prior to the election or as soon as possible</p>	<p>N&E Committee (if necessary)</p>
<p>Announce the slate to AAPSE members via the AAPSE listserv as soon as bios/cs are posted on the web.</p> <p>Note the voting period and voting eligibility requirements in the e-mail.</p>	<p>1 month prior to the election (ideally); or as soon as possible if the N&E Committee could not produce a slate with at least 2 candidates/office, and additional nominations are made directly to the Secretary.</p>	<p>N&E Committee Chair in cooperation with the Webmaster (who will post biographical sketches and candidate statements)</p>

<p>Work with the Treasurer to obtain a final list of eligible voters. ***Obtain each eligible voting member's name and e-mail address. Identify any Full or Life Members without e-mail access.</p> <p>Refine the e-mail ballot distribution list in cooperation with the listserv Manager and Treasurer.</p> <p>Note: it is important that membership data -- database of paid Full Members/Life Members + contact information -- be complete and current.</p> <p>***At present, there is no cut-off point for paying dues to become eligible to vote. However, it is not practical to allow people to pay dues at the last minute in order to become eligible to vote. We suggest only those active members in good standing one month prior to the start of the voting period be allowed to vote.</p>	<p>1 month prior to election</p>	<p>N&E Committee with the Treasurer</p>
<p>In the event an eligible voter does not have access to e-mail, the N&E Committee will work with this person to enable him/her to cast a paper ballot or establish a proxy.</p>	<p>1-month prior to election (to be arranged if/as needed)</p>	<p>N&E Committee and any eligible voter without e-mail access</p>

<p>Prepare the official e-ballot, which must include voting instructions and eligibility requirements as well as biographical sketches/candidate statements.</p> <p>List the offices to be filled (President-Elect, Secretary, and Treasurer) and place the name of each candidate in the appropriate section of the electronic (e-mail) ballots for election of officers.</p> <p>- Instructions: The statement, “Vote for ONE nominee per office.” and a description of method for indicating choice should be placed at the top of the e-ballot.</p> <p>- Eligibility: A short description of who can vote should be placed at the bottom of the e-ballot.</p> <ul style="list-style-type: none"> • The bios/cs are technically part of the ballot. However, instead of pasting them into the body of the note we propose that they are sent as attachments to e-ballots. • Attach or refer voters to the <i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i> guidance document. 	<p>1-month prior to election</p>	<p>N&E Committee</p>
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<p>Remind AAPSE members about voting procedures (when, how) via the AAPSE listserv.</p> <ul style="list-style-type: none"> Depending on how e-ballots are returned, you may need to tell eligible voters that they MUST use the e-mail address they use to receive AAPSE listserv messages when they return their ballot. Be sure all members understand who may vote, when the voting period will open and close, and to whom ballots must be sent. <p>Announcements regarding the slate, posting of bios/cs, etc. should alert the membership to the upcoming election. Nonetheless, it would be wise to send an e-mail to the listserv announcing the day the ballots will be sent to the listserv and the voting period.</p>	+/- 2 weeks prior to election	N&E Committee Chair
Distribute e-ballots. Conduct the election.	0 days prior to 2 weeks after the start of election period	N&E Committee
Count ballots.	2 weeks after election	N&E Committee, and possibly others
Obtain election results from designated e-vote recipients and counters. Confirm independent tallies.	2 weeks after election	N&E Committee
Inform the President of the results by telephone or e-mail.	2 weeks after election	N&E Committee Chair
Prepare an official document (original and six copies) reporting election results, signed by the Committee Chair. Send copies to the President, the Secretary, and each of the four N&E Committee Members. Retain one copy for the N&E Committee folder.	2 weeks after election	N&E Committee Chair
Keeps the election results document(s) and any other relevant election records.	N/A	Secretary
Keep records (e-ballots, and tally sheets) for 30 days after the election results are announced to the membership by the President, in case of a question or challenge.	> 30 days after election results are announced	N&E Committee Chair
If/as necessary, update the elections procedures guidance document.	> 30 days after election results are announced	N&E Committee

<p>Update N&E records folder. The folder contains records from previous committees and the current version of this guidance document.</p>	<p>> 30 days after election results are announced</p>	<p>N&E Committee Chair with input from the four Regional Members</p>
<p>Send N&E records folder with any pertinent e-mail notes and e-documents to the next N&E Committee Chair.</p>	<p>+/- 6–7 months prior to the next election</p>	<p>N&E Committee Chair, upon notification by the President</p>

Timeline for Regional Elections:

What (Task)	When	Who
<p>Set the election period.</p> <p>Regional elections are held annually in the fall. A new Regional Representative is elected each year (one per region per year).</p> <p>*In at least one of the regions, it is the duty of the newly elected Regional Representative to serve on the Nominations and Elections Committee. In regions where this is the case, in even calendar years, the Regional Representatives who conduct the election must hold the regional election at least eight months prior to the next election of officers. This may mean holding the regional election earlier than usual. These regions must hold their elections in time to have their N&E representative identified at least seven months prior to the next election of officers. Members will have two weeks to cast ballots.</p>	<p>August or September*</p>	<p>Regional Representatives to the Board of Directors (BOD)</p>
<p>Work with the Treasurer, Listserve Manager, and Webmaster to build an e-mail list for contacting eligible voters.</p>	<p>August or September</p>	<p>Regional Representatives to the BOD</p>
<p>Set a prescribed nomination period.</p>	<p>September</p>	<p>Regional Representatives to the BOD</p>
<p>Contact all AAPSE members in the region via e-mail to:</p> <ul style="list-style-type: none"> - announce the election and the office to be filled (Junior Representative to the BOD), - specify the voting period, - specify the nomination period, and - ask for nominations. <p>Attach or refer members to the Guidance Document specifying duties of BOD members. Be sure to include any other duties specific to the region. For instance, in some regions, one of the representatives to the Board also serves on the Nominations and Elections Committee during the appropriate years.</p>	<p>September</p>	<p>Regional Representatives to the BOD</p>

<p>After close of the nomination period, ensure that all nominees are eligible for office (Full or Life Members of AAPSE and from a USDA region state)</p> <p>Contact each nominee to ensure that the person is willing to serve.</p>		<p>Regional Representatives to the BOD</p>
<p>Construct an e-ballot. Decide on vote submission, counting, and verification procedures (see discussion/suggestions of procedures for national elections.)</p>	<p>September or October</p>	<p>Regional Representatives to the BOD</p>
<p>Conduct election: Send out e-ballots; collect and count eligible ballots received in the prescribed period. Confirm results. Keep records for 30 days after the end of the voting period.</p>	<p>October or November</p>	<p>Regional Representatives to the BOD</p>
<p>Announce results to the members in the region, the Executive Committee, the Listserve Manager, and Webmaster.</p>	<p>Within 2 weeks after the end of the voting period</p>	<p>Regional Representatives to the BOD</p>

**Responsibilities of AAPSE Officers and Others Serving in Official
Capacity Guidance Document**
December 2020

In the interest of preparing individuals who are asked to serve AAPSE in an official capacity, this document is intended to provide some guidance. It is not intended to be all-inclusive of the details of service, but rather to help the individual who is considering service to understand the scope and extent of the service in that capacity. Suggestions for additions or revisions to this document can be made to a member of the Executive Committee at any time and will be gratefully considered by that body.

President-Elect

Commit to serving on AAPSE's Executive Committee for three years (one as President-Elect, one as President, and one as Past-President).

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

As President-Elect, attempt to attend at least one meeting in each of the four USDA regions at some time during service as President-Elect. Be aware that some regions meet only every two years, and schedule attendance appropriately.

Chair the Issues and Evaluation Committee. Solicit membership to advance their ideas on appropriate issues on which AAPSE should voice an opinion or provide guidance in the form of a position paper or letter. Refer requests to the Executive Committee for their guidance on whether an issue should be addressed and respond to in a timely fashion to members who request that AAPSE address an issue. Appoint an ad hoc subcommittee for each issue the Executive Committee approves to develop the position paper. Provide guidance to the subcommittees and serve as the primary editor for the paper. Upon completion of a draft of a position paper or letter, distribute it to the Board of Directors for their comment. In a timely fashion, complete the paper or letter (or assist the chair of the subcommittee in doing so) and send the paper or letter to the appropriate individual, agency representative, or other.

Develop and maintain a list of contacts who should receive notice of AAPSE positions on issues and ensure that these individuals receive copies of the appropriate AAPSE documents, papers, and letters.

Assist the President and Past-President, as necessary. Perform such other duties as from time to time may be assigned by the President or the Board. In the absence of the President, and upon recommendation by the Board, perform the regular duties of the President.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

President

One-year term.

Provide direction and leadership to AAPSE. Supervise and control all the business and affairs of the Association and preside at all national meetings of the members, the Board of Directors, and the Executive Committee. Appoint chairpersons of standing and ad hoc committees. Perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time.

As President, attempt to attend at least one meeting in each of the four USDA regions at some time during service as President. Be aware that some regions meet only every two years and schedule your attendance appropriately.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Past-President

One-year term.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

As Past President, attempt to attend at least one meeting in each of the four USDA regions at some time during your service as Past President. Be aware that some regions meet only every two years and schedule your attendance appropriately.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Perform such other duties as from time to time may be assigned by the President or the Board.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Secretary

Commit to serving AAPSE for a two-year term; may serve one additional consecutive term.

Maintain, distribute, and archive all minutes of the Association. Provide a preliminary draft of the minutes within 30 days of the meeting for review by Executive Committee or Board of Directors as appropriate. Make corrections noted for the preliminary draft. Distribute finalized minutes from meetings of the Executive Committee and the Board of Directors to the respective bodies. Send copy of finalized minutes to the AAPSE Webmaster for placement on website.

Notify membership of meetings 60 days prior to the AAPSE General Business Meeting.

Assist the Nominations and Elections Committee with the voting process for the membership; announce major issues for vote as directed by the Executive Committee.

Perform such other duties as from time to time may be assigned by the President or the Board.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Treasurer

Commit to serving AAPSE for two years, no limit to number of consecutive terms.

Handle operations checking, savings, and CD accounts, process checks for AAPSE, collect dues and mail receipts, collect registration for AAPSE conferences, handle AAPSE-related grants. File appropriate paperwork with Washington Secretary of State annually. If income exceeds \$25,000 per year, file IRS tax papers.

Maintain the records of the AAPSE Treasury. Prepare Treasury reports for the annual meeting and for Executive Committee meetings, an annual budget for approval by the Executive Committee and the Board, and an accounting system for annual audit.

Perform such other duties as from time to time may be assigned by the President or the Board.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee. Provide advice to the Executive Committee and the Board of Directors on potential income and expenses, and appropriate use of AAPSE funds.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Regional Representative to the Board of Directors

Commit to serving AAPSE for a two-year term.

Represent your region on all AAPSE matters. Establish a mechanism whereby you can collect input from AAPSE members in your region and make a good faith effort to represent their views. Not all Extension and state lead agency representatives or others who manage training and certification within a USDA region are members of AAPSE. Your duty is to represent AAPSE members, regardless of your own affiliation or background.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds regularly scheduled BOD meetings and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with BOD and other annual meetings deemed necessary by AAPSE. If conflicts arise, consider requesting participation by speaker phone conference line, or electronic conferencing service. AAPSE appreciates the contribution of Directors who can cover costs of travel to Board meetings from state funds, grants, etc., but recognizes 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. Directors should also consider participation by speaker phone conference line, or electronic conferencing service if appropriate in lieu of travel.

Provide timely feedback to the President and/or Executive Committee when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Ex-Officio Board Member -- EPA Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors.

Represent Agency members on all AAPSE matters.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds regularly scheduled BOD meetings and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with these meetings. If conflicts arise, consider requesting participation by speaker phone conference line, or electronic conferencing service.

Provide timely feedback when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media.

Ex-Officio Board Member -- USDA Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds regularly scheduled BOD meetings and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with these meetings. If conflicts arise, consider requesting participation by speaker phone conference line, or electronic conferencing service.

Provide timely feedback when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media.

Ex-Officio Board Member – AAPCO Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds regularly scheduled BOD meetings and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with these meetings. If conflicts arise, consider requesting participation by speaker phone conference line, or electronic conferencing service.

Liaisons

Term is at the discretion of the President.

Represent the views of AAPSE members on the organization to which you are appointed. Develop a mechanism for collecting views of AAPSE members for representation to the organization as

appropriate. Provide advice and counsel on a timely basis on the organization's issues as they relate to certification, training and education. Keep the Board informed of developments in the organization to which you are appointed liaison. Provide for the Board a summary of each meeting of the organization you attend, identifying issues AAPSE may need to address.

Make a good faith effort to attend meetings of the organization to which you are appointed as liaison or find a substitute. AAPSE appreciates the contribution of liaisons who can cover costs of travel to meetings from state funds, grants, etc., but recognizes that travel costs can be a burden. Liaisons may apply in advance to the AAPSE Executive Committee to request financial support for travel to official meetings.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Committee chairs

Term is at the discretion of the President.

Provide leadership and direction to the members of your committee. Delegate tasks within the committee as appropriate. Develop internal rules and suggestions for achieving assigned responsibilities. Facilitate the timely accomplishment of tasks assigned to the committee. Prepare annual reports for the Board of Directors meetings during your term.

Provide advice and counsel on a timely basis on AAPSE affairs.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds regularly scheduled BOD meetings and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with the meetings. If conflicts arise, consider requesting participation by speaker phone conference line, or electronic video conferencing service.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

Committee members

Term is at the discretion of the President.

Provide timely feedback to the chair of your committee and assist with tasks assigned to the committee.

AAPSE Liaison Report Form

Name: Faye Golden

Email address: faye.golden@cookspest.com

Liaison to: SFIREG

Report date: December 15, 2020

Meeting/Communication date(s): December 7 - 8, 2020

Meeting/Communication location: via GoToMeeting

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

The State FIFRA Research & Evaluation Group (SFIREG) Full Committee met and provided committee/association updates. Impacts of COVID-19 were discussed by all, and the status of State Certification Plans (all states submitted plans by March 4th, 2020 deadline), and some states have received comments from EPA regional offices.

Pollinator Protection concern has emerged about bee keeping practices and pesticide products that might be causing issues.

Issues AAPSE may need to address:

PSEPs seeking solutions for funding during 2020 COVID-19 impacts. What happens if the only access to pesticide safety education becomes self-directed for a majority of applicators in the future? SFIREG will reach out to other associations (AAPSE, ASPCRO, and NASDA) to begin conversation.

AAPSE Liaison Report Form

Name: Tana Haugen-Brown

Email address: thbrown@umn.edu

Liaison to: National Pesticide Safety Education Center (NPSEC)

Report date: 12-8-2020

Meeting/Communication date(s): December 8, 2020

Meeting/Communication location: Via Zoom

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

Discussed current board and terms. Approved the following board members: Tana Haugen-Brown (AAPSE Liaison), Don Renchie (Southern Region), and Mike Wierda (Western Region). NorthEast Region still has an open position to be filled - looking for interested individuals. North Central Region has two interested individuals for the position and so there will be an electronic election in December. Once board is filled - new Executive Board will be elected from full board in the beginning of 2021. A financial update and update on was given on the PSEP-IMI funds investment account. The investments is moving forward with a phased approach. NPSEC annual report was shared recently with stakeholders and a shorter newsletter update went out to PSEP's recently. The Adobe Stock photos account that NPSEC is being promoted to PSEP's more and there has been more use of the account. There was a fair amount of discussion around the NPSEC store sales and the revenue sharing. There will be a special NPSEC Board meeting in January (TBD) to continue the agenda items the board could not get to during the December meeting.

Issues AAPSE may need to address:

No special needed actions at this time.

PSEP's should be aware of and make use of the Adobe Stock photos account that NPSEC has. More information can be found on the NPSEC website at: <https://npsec.us/adobe-stock>