

AAPSE BOD Meeting Minutes

2/25/19

1:00pm-2:17pm Eastern

Zoom/Teleconference

Meeting called by: Kerry Richards

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

Attendees: Kim Brown, Betsy Buffington, Tana Haugen-Brown, Jolene Hendrix, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Don Renchie, Kerry Richards, Sonja Thomas, Mike Wierda

Minutes

Agenda item: 1. Treasurer's Report **Presenter:** Sonja Thomas
a. Certificate Consolidation

Discussion: Current balance is \$67,015.16.

1a. Sonja Thomas discussed the attached document with options to consolidate AAPSE's certificates.

- We consolidate ~ 30,000.00 into a new certificate.
- We consolidate all of our current certificates into one new certificate including the \$30,000.00.
- We keep three accounts and divide the 30,000.00 into all three accounts so that they mature throughout the year so we will not lose dividends if we have to access the funds prematurely.
- Open to suggestions

Jolene Hendrix asked what the goal was of consolidating certificates. Kerry Richards stated that the original conversation was to get better interest rates because AAPSE rarely needs access to a large amount of those funds at one time. By staggering the certificates, withdrawals could be planned accordingly without losing the benefit of having them in a certificate. Jolene Hendrix suggested to take \$30,000, get three new \$10,000 certificates, and let the current certificates lapse and go back into the general account because two of the current certificates have low rates. Jan Hygnstrom asked if AAPSE has enough money to cover the cost of a conference if \$30,000 was moved to a certificate. Kerry Richards stated that when AAPSE has funded a national conference, the cost has never been more than \$30,000. When meetings are planned in advance, AAPSE could access one of the certificates as it is about to expire, without a penalty. Motion by Jan Hygnstrom that AAPSE take \$30,000 and stagger it in three different certificates, maturing every four months with the remaining money being in savings and checking. Seconded by Betsy Buffington. Motion passed.

Action items	Person responsible	Deadline
✓ Open three new certificates for \$10,000 each and stagger them over the year.	Sonja Thomas	3/25/19

New Agenda Item: 2. AAPSE member Onboarding/Mentorship program **Presenter:** Sonja Thomas

Discussion: Sonja Thomas suggested that AAPSE sponsor a 1- to 2-day event yearly for new PSEPs and SLAs to train them on all things pesticide education and safety, answering questions and helping them start a strong program at the beginning of their career and create strong programs across the U.S. AAPSE and their employer could work to cover hotel, flights, and meals. The facility cost would be minimal due to the lack of need for large room rentals. AAPSE could allot a certain amount of money and number of participants per year to keep costs low. AAPSE members could also provide travel funds from their programs to help teach. Jan Hygnstrom stated that this would be a neat way to develop good partnerships and working relationships between PSEPs and SLAs. Betsy Buffington asked if it would just be for coordinators. Sonja Thomas stated that AAPSE would need to discuss the parameters, but was very open to the idea. Kim Brown stated that this was a great idea and that mentorship had been raised for many years at AAPSE. Kim Brown asked the BOD if

Agenda item: 5. AAPSE Meeting Update **Presenter:** Kerry Richards

- a. General Membership Meeting and BOD Meeting July 25
- b. Hotel Arrangements
- c. Professional Development

Discussion:

5a. Kerry Richards stated that the General Membership and BOD meeting announcement went out to the AAPSE listserv last week.

5b. No discussion.

5c. Members of the EC met with members of the Professional Development committee last week to discuss plans for a workshop on July 25th. Jolene Hendrix shared that the Professional Development committee is providing a two-part opportunity, a webinar and hands-on workshop, on exam development. The webinar will be a basic overview and would lay the groundwork for the hands-on workshop. The webinar would be applicable to those new to the process or very experienced in exam development. The webinar would be taped to give people the opportunity to view it at a later time. The three-hour hands-on workshop will be held the morning of July 25, 2019; followed by the General Membership meeting and a BOD meeting. Mike Wierda stated that this would be very helpful and has been discussed in Utah by those who attended an exam development workshop several years ago. Kerry Richards noted that last year the BOD voted to provide \$400 in support to the Professional Development committee to provide a webinar and that would apply here. Kerry Richards suggested that the Professional Development committee send out an announcement that this event is occurring (e.g., save the date) soon. As part of the EPA meetings grant, NPSEC may be able to offer financial support.

Action items	Person responsible	Deadline
✓ Send potential exam development speaker names to the Professional Development committee.	BOD	3/25/19
✓ Make announcement of Exam Development opportunity to general membership.	Professional Development committee	3/11/19

Agenda item: 6. AAPSE Travel Draft Guidance Document **Presenter:** Jolene Hendrix

Discussion: Jolene Hendrix discussed the travel guidance document that was sent to the BOD for review. Reviewers of the document were in favor of establishing a Travel Reimbursement Review Committee (TRRC) to review reimbursement requests. Jolene Hendrix noted that questions were raised of how many people should be on this committee and should there be a second level of review (e.g., EC) after the TRRC receives it. Kerry Richards stated that having a checks and balances at the start is a great idea. Jolene Hendrix stated that in previous years and discussions, the EC/BOD had decided on a budget of \$600 for an individual with an annual budget of \$2400 for total travel. She asked if these numbers were still appropriate or if they should be changed. Betsy Buffington stated that the annual travel budget should be set each year by the current BOD to offer flexibility to the document.

Don Renchie asked if the eligibility for travel reimbursement should be limited to officers and liaisons, as these positions are most impacted by travel costs. He also asked if “AAPSE business” and “who is on AAPSE business” could be clarified and defined to strengthen the document. Don Renchie stated that individuals have been dissuaded from asking to be an officer simply because of the financial burden that it can place on smaller programs. Mike Wierda asked if the focus of the guidance document is to help board members and/or liaisons to travel in relation to AAPSE business, then there’s not that many meetings that they are going to attend, so the guidance document could be narrowed down to a certain number of items.

Kerry Richards then edited the guidance document to reflect these comments and sent the document to Jolene Hendrix, who had to leave the meeting early.

Action items	Person responsible	Deadline
✓ Incorporate comments in travel guidance documents.	Jolene Hendrix	3/10/19
✓ Send updated draft document to BOD to review.	Jolene Hendrix	3/11/19
✓ Review draft travel guidance document and return comments to Jolene Hendrix.	BOD	3/18/19
✓ Add AAPSE Travel Draft Guidance Document to March agenda.	Kerry Richards	3/18/19
✓ Be prepared to discuss and vote on this issue.	BOD	3/25/19

Agenda item: 7. AAPSE Committees and Liaisons Discussion **Presenter:** Betsy Buffington

Discussion: Betsy Buffington stated that she received one comment on the guidance document, Guidelines for AAPSE Liaisons and asks for additional comments. The wording on one of the guidelines needs to be updated when the travel guidance document is finalized.

Action items	Person responsible	Deadline
✓ Provide any comments on guidelines for AAPSE liaisons documents to Betsy Buffington.	BOD	3/18/19
✓ Add AAPSE Committees and Liaisons Discussion to March BOD agenda.	Kerry Richards	3/18/19

Motion by Don Renchie to adjourn. Seconded by Mike Wierda. Motion passed.

Next BOD meeting: March 25, 2019

Future meeting dates:

- March 25
- April 29
- May 20
- June 24