

AAPSE BOD Meeting Minutes

7/25/19

2:00pm-4:00pm Central

In person/Zoom

Meeting called by: Kim Brown

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

Attendees: BOD: Kim Brown, Betsy Buffington, Faye Golden, Pat Hastings, Tana Haugen-Brown, Darrell Hensley, Jolene Hendrix, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Kerry Richards, Sonja Thomas, Mike Wierda
Others: Drew Martin, Dan Wixted

Minutes

Agenda item: 1. Responsibilities of Officers and BOD **Presenter:** Kim Brown
 a. By Laws
 b. Conflict of Interest

Discussion:

1. Betsy Buffington distributed folders containing printed copies of AAPSE Governance and Policy Documents. Kim Brown stated that the documents are a guiding point for what AAPSE is and how we operate. She stressed that as we move forward, we understand what are responsibilities are and have more communication between the board members and the general membership, beyond meeting minutes. For example, when Kim Brown was a regional rep, she held regional conference calls and communicated what is going on in AAPSE and asked for feedback. Then she brought back any issues and feedback to the board. Kim Brown thanked the BOD for their dedication to the organization, their service, and continued involvement.

1a. Kim Brown asked the BOD to ensure that they are following the By Laws and protocols for the organization.

1b. Please review the conflict of interest policy and provide a signed copy of the conflict of interest acknowledgement statement to Betsy Buffington.

Action items	Person responsible	Deadline
✓ Send signed copy of conflict of interest acknowledgement statement to Betsy Buffington.	BOD	8/31/19

Agenda item: 2. Treasurer's Report **Presenter:** Sonja Thomas
 a. Audit Committee Report
 b. AAPSE Renewal Period Discussion
 c. AAPSE listserv reflecting only active members

Discussion:

2a. Betsy Buffington reported that the AAPSE account was audited and found the accounts to be in order. The Audit committee report can be found with the other committee reports. In the future, audits will be requested yearly, according to the By Laws.

2b. Sonja Thomas reported that the new AAPSE website is able to track when dues are to be renewed and send out reminder renewal notices. After a certain time period without payment, membership lapses. The By

Laws state that dues are payable on a calendar year basis. Sonja Thomas stated that when she became treasurer, some member's dues were becoming due in the summer, possibly because meetings are held in the summer. Drew Martin stated that when he was treasurer, it was on a calendar-year basis. January to March was the renewal period. If someone had not paid during that time, he made repeated efforts to contact them for another 30 days, at which point he would contact the secretary and they came to an agreement that those people would lose their membership. Drew continued by stating that he used an unwritten rule that brand new members who began their membership after August 1 were offered membership for August 1-December 31 of that year, as well as the following year. Kim Brown stated that we need to follow the By Laws. Sonja Thomas stated that the switch to the new website has come with challenges and she is working through them. Jolene Hendrix asked if there will be a renewal campaign that starts in November or December to make it clear that AAPSE memberships end December 31st, with a renewal period of 3 months, after which a 30-day notice will be given and then removal if dues are not paid. Faye Golden asked if we could absorb the fees of members whose memberships end at other times of the year. Mike Wierda stated that we are in this situation because of previous decisions AAPSE has made. Some people are on a 12-month membership while others are on a calendar year. Members should not have to pay for AAPSE's mistake. AAPSE should carry-over members who are not on a calendar year. Going forward, everyone will then be on a calendar year basis. Kim Brown summarized by stating that starting in 2020, all members will pay membership dues on a calendar year cycle as outlined in the By Laws, Article VI, Section 1. Betsy Buffington asked if Sonja Thomas, Drew Martin, and Dan Wixted (current and previous treasurers) could outline the unwritten rule that new members joining after August 1 receive the remainder of the current year and the following year of membership and then bring it forward to the EC or BOD for approval. Motion by Mike Wierda to table the discussion. Seconded by Gene Merkl. Motion passed.

Pat Hastings requested that a contextual message about what is happening would be sent to the membership in writing once a decision is made about the membership. Kim Brown stated that a part of the discussion on what happens when people join outside of the renewal period is writing something up to send to the membership.

Betsy Buffington brought up the concern that someone who is not a member (e.g., secretary) cannot submit a renewal on behalf of a member or multiple members, without their password(s). Betsy has spoken to Whitney Weaver, AAPSE webmaster, about a work-around, but it is still an issue. In addition, Betsy Buffington stated that she has heard from several members that they only received one AAPSE renewal email reminder. She stated that AAPSE is aware of the issue and will work on those issues.

2c. Sonja Thomas stated that there are many more people on the AAPSE listserv than are current paid members. She suggested creating a spreadsheet of paid members and delete those who are not currently members. Jolene Hendrix agreed that we need to remove people who have no longer paid their dues as she has had several people ask her why they continue to receive AAPSE emails after they have left the organization. Sonja Thomas asked, "At what point would AAPSE consider that person not to be a member?" Faye Golden stated that the By Laws, Article VI, Section 1, state, "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." Tana Haugen-Brown stated that sending an email after the 30-day notice would be a good idea. Kim Brown reiterated, only current members can be on the AAPSE listserv.

Jolene Hendrix brought up the concern that the AAPSE directory on the website needed to be updated with current members. Sonja Thomas stated that members update the directory individually. Sonja also stated that the website automatically places some university emails in a spam folder. Sonja continues to work on these issues as she is made aware of them. Faye Golden asked if it would be helpful to offer a video tutorial refresher to help in understanding how to use the website, how to find someone, etc. Sonja Thomas said that the AAPSE webmaster would be the person to create the video. Tana Haugen-Brown suggested a screen capture would be best. Kim Brown stated that the EC would look into this. Jolene Hendrix also suggested a "What's New in AAPSE" section.

Action items	Person responsible	Deadline
✓ Add AAPSE Renewal Period Discussion to next meeting agenda under Old Business.	Kim Brown	8/31/19
✓ Outline the unwritten rule that new members joining after August 1 receive the remainder of the current year and the following year of membership.	Sonja Thomas, Drew Martin, Dan Wixted	9/3/19
✓ Look into creating video tutorial on how to use AAPSE website.	EC	9/3/19
✓ Talk to Virginia Tech to see if they can create tutorial video.	EC	9/3/19

OLD BUSINESS

Agenda item: 3. AAPSE listserv reflecting only active members **Presenter:** Sonja Thomas

Discussion: None. Agenda item moved and discussed under Treasurer's Report, 2c.

NEW BUSINESS

Agenda item: 4. Proposed AAPSE Logo Discussion **Presenter:** Sonja Thomas

Discussion: Sonja Thomas, Kaci Buhl, and the membership team discussed the logo. Kaci Buhl had one of her students work on a design. Kim Brown asked if the BOD would like this issue moved forward and looked into. Tana Haugen-Brown asked why the logo was being changed. Jolene Hendrix stated that she heard that a high-quality version of the logo had been lost. Betsy Buffington replied that she has tif files of the logo up to 24-inches. She went on to say that the logo discussion originated during a membership committee discussion, not the BOD.

Pat Hastings asked for some feedback about the initiation of a new logo. She requested that when something this significant is considered, that it be proposed or discussed with the EC first. Pat Hastings went on to say, "We have so many things that we need to serve our membership. At this point to redo a logo seems like there was a lot of good intent, but our membership would be better served by the EC being aware of things like that. Before any committee moves forth with something to the membership that it be clearly proposed, in writing, to the EC so that it is very clear. Changing the logo is a very significant thing. I personally, would prefer to keep the AAPSE logo. It is the thread of who we are." Kim Brown stated that in the future we do need to have a formal process if something comes out of committee. Motion by Jolene Hendrix to look into a new AAPSE logo. Seconded by Kerry Richards.

Tana Haugen-Brown suggested that the current logo be included as a choice for a new logo. Mike Wierda concurred. Jan Hygnstrom asked that a high-quality version of the current AAPSE logo be used when deciding on what logo to use in the future.

Kim Brown asked that the membership committee come up with a formal proposal with some logo options so that once it goes through the BOD it can be sent to the membership. Mike Wierda suggested that the BOD limit the logo options to 4 choices at most.

After discussion, Kerry Richards amended the original motion to look into having a new AAPSE logo to, "To have potential options for an AAPSE logo." Seconded by Jan Hygnstrom. Motion passed.

Action items	Person responsible	Deadline
✓ Update AAPSE logo on website with high-quality version.	Whitney Weaver, webmaster	8/15/19

Action items	Person responsible	Deadline
✓ Create formal proposal with logo options.	Membership committee	9/3/19
✓ Send formal proposal to BOD.	Membership committee	9/6/19

Agenda item: 5. Proposed AAPSE Member Onboarding/Mentorship Program **Presenter:** Sonja Thomas

Discussion: Sonja Thomas has previously brought the idea to both the BOD and the membership committee of a 2-3 day AAPSE member onboarding/mentorship training for new members who have been with AAPSE for 5 years or less. Potential topics have been discussed and a survey was developed to ask the general membership about their interest and possible topics to include if a training was held. Sonja Thomas stated that the training would provide information new members need on how to run a program/get a program off the ground (e.g., grant writing, academics, exam and manual writing, etc.) that they might not get otherwise. Faye Golden stated that training for new members is definitely needed. When asked if this would be a stand-alone training or a part of other meetings, Sonja Thomas stated that it would be a stand-alone training and other organization representatives could be brought in as well. Jessica Lenker asked if it was for AAPSE members only. Sonja Thomas said that it would be for AAPSE members only. Dan Wixted stated that if it is an AAPSE-run event, it should be funded by AAPSE. Kerry Richards replied that if it was an AAPSE only event, the EPA grant could not fund it. Jan Hygnstrom said that people had expressed interest in the training, especially to foster communication between SLAs and PSEPs. Betsy Buffington suggested that Sonja Thomas write up her ideas as a proposal. Sonja Thomas stated that sending out the survey first would help inform the proposal (e.g., what is needed, how many days, etc.). Kim Brown asked for a formal proposal pre-survey to get a skeleton and then we can work on the nuances. If this is something the BOD approves then it could go to an ad-hoc committee rather than the membership committee due to the amount of work required. Mike Wierda asked for clarification on the proposal. Betsy Buffington stated that the proposal would be formally writing out the idea, stating that a survey will be a part of this. Then, with BOD approval, the committee can flesh out well thought-out survey ideas. Jolene Hendrix stated that she is not opposed to the blueprint idea, but felt that Sonja has put this information out multiple times and is being asked to push out more information. Sonja Thomas replied that the information has been sent out from the membership committee minutes and has been discussed during BOD meetings. Kim Brown stated that putting all of that information in one document would be helpful and is what is requested.

Action items	Person responsible	Deadline
✓ Create formal proposal with skeleton ideas about onboarding/mentorship training.	Sonja Thomas	9/3/19
✓ Send proposal to BOD.	Sonja Thomas	9/3/19

Agenda item: 6. Items for Consideration from Committee Reports **Presenter:** Betsy Buffington

Discussion: Betsy Buffington reported that most committees did not have items for consideration. The following are issues for consideration.

Awards, Fellows & Honorary Membership Committee

- Is two months a sufficient time frame? The committee believes it is.
- Should/did regional representatives assist in fostering award submissions?
- Should awards be on a biannual cycle as compared to annually?
- Edit the web site award purpose – change solicits to solicit – Betsy Buffington completed 7/1/19.

Nominations & Elections Committee

- A lot of folks suggested they would be interested in two years but not right now. And a six-year commitment (President-elect, President, Past-president) is a long commitment!

Professional Development Committee

- Continuation of some type of annual training.

The BOD discussed awards being on a biannual cycle as compared to annually. Tana Haugen-Brown stated

that if AAPSE meets annually, then awards should be given annually. If AAPSE meets biannually, then awards should be given biannually. She also stated that one of the awards was not offered this year. Mike Wierda suggested the possibility of awarding some awards each year. Faye Golden stated that that would be confusing. Kim Brown stated that the issue is getting people to follow through with nominating people for the awards and the associated paperwork. Dan Wixted stated that having a larger audience (e.g., PACT) there is a greater chance of the awardee being able to attend. Jessica Lenker agreed stating that a larger meeting (AAPSE or PACT) would be beneficial for the awardee. Betsy Buffington stated that it is difficult to find people to nominate when you cannot nominate anyone on the EC and if you're on the EC you can't nominate anyone or write a letter of recommendation. Mike Wierda asked why that is the case. Kim Brown responded that the EC votes on the awards and it would be a possible conflict of interest. The EC exemption comes from the Award Guidelines for each award and is not written in the By Laws (see below for example):

AAPSE Distinguished Achievement in the Certification Award

This award encourages, recognizes, and rewards outstanding contributions to Pesticide Applicator Certification for achieving public good and the professionalism of pesticide safety education. The nominee must have demonstrated excellent performance through program innovation, efficiency, productivity, impact, and delivery as well as regional and national contributions. More than one award may be given; however, this Award may not be given each year.

Eligibility and Nomination Process. The nominee must be a current AAPSE member. Nominees cannot be serving on the Awards, Fellows and Honorary Membership Committee (AFHMC) or AAPSE Executive Committee. Obtaining the assistance of the nominee in supplying accurate information is permissible and may make the document more complete.

Members of the AFHMC and the AAPSE Executive Committee cannot be part of the nomination process; this includes being a nominee, submitting a nomination, or writing a letter of support.

The AFHMC evaluates the nominations and sends its recommended rankings to the AAPSE Executive Committee.

The AAPSE Executive Committee receives the recommendations and makes the selections on behalf of the Board of Directors.

Kerry Richards stated that if the eligibility restrictions were lessened, EC members could abstain from voting when a conflict of interest arose. Gene Merkl stated that it gives the appearance of impropriety, even if there is none. Kim Brown asked to continue the discussion at a future meeting and suggested bringing in the Awards Committee to facilitate that discussion.

Action items	Person responsible	Deadline
✓ Add items to consider from committee reports to future agendas.	Kim Brown	8/31/19

Agenda item:	7. Future Directions for AAPSE a. Conflict of Interest Statement b. Defining our Role	Presenter: Kim Brown
---------------------	--	-----------------------------

Discussion:

7a. Kim Brown stated that the conflict of interest statement is a great way to move our organization forward. She added the need to take conflict of interest seriously. Kerry Richards asked where the conflict is coming from. Betsy Buffington responded that we are trying to determine if there is a conflict. She continued by stating that several people have had private conversations saying that their voices were not being heard. Another issue is the confusion between organizations. Jessica Lenker stated that she does not think there is a conflict, but more confusion. She went on to say that since we got out of sync with the PACT meeting alternating with an AAPSE region meeting, no one knows what the new sync is and we need to clearly define that. Gene Merkl stated that the bigger part of the confusion is that some people think that because organizations are doing similar things that they are competing entities and that is not true.

Faye Golden brought up the issue that the Conflict of Interest Policy does not have an effective date listed. Betsy Buffington will determine the date it was adopted by going through past meeting minutes, add the

effective date to the document, and repost it on the website. She will also update the Conflict of Interest Acknowledgment Statement document with an electronic signature option.

7b. Kim Brown clarified how AAPSE differs from other organizations and then read the mission statement from AAPSE’s Strategic Plan. She suggested coming up with a document that explains how AAPSE differs from other organizations. Kerry Richards stated that a similar document was developed and distributed during last year’s NPSEC meeting in San Antonio. Betsy Buffington stated the need for wording to place on the AAPSE website. Faye Golden added a need for frequently asked questions. Tana Haugen-Brown stressed the need for new people coming onboard to understand the differences. Kim Brown suggested putting the AAPSE mission statement on everything going forward. Jan Hygnstrom volunteered to find mission or purpose statements from organizations and develop a document. Betsy Buffington stated that we could instead just update the NPSEC document and place it on the AAPSE website. Jan Hygnstrom volunteered to update the document and return it to Betsy Buffington. Jolene Hendrix suggested adding clarifying statements for what each entity represents and their goals or how they fit into the puzzle. She went on to say that we have to recognize that collaboration and cooperation is now part of the norm. Jolene Hendrix asked that when going forward with future professional development opportunities, if the event is AAPSE-sponsored, is it only for AAPSE members? She went on to state that to grow we have to be part of the bigger picture and not cut ourselves short by limiting events to only AAPSE members. We have to have an open mind going forward. Betsy Buffington asked that ideas for AAPSE events be sent to the EC/BOD before seeking out collaborations with other groups. Kim Brown stated that there is a formal process for working with other entities (e.g., liaisons) and stressed the importance of going through the appropriate channels so issues can be completely vetted through the EC/BOD and formally voted on through a proposal. That information is then in one spot. Dan Wixted stated that he has heard people say if it is an AAPSE function that is open to non-AAPSE members, what the benefit of membership is. He went on to say that the confusion with the different organizations is from the overlap between them.

Kim Brown discussed the need for a document to help the membership understand everything and asked if it should go through the Issues and Evaluations committee. Tana Brown suggested that in addition to meeting minutes, AAPSE might highlight an issue every month and defining our role could be part of that.

Action items	Person responsible	Deadline
✓ Send document listing organizations shared at 2018 NPSEC meeting to Betsy Buffington.	Kerry Richards	8/6/19
✓ Send document listing organizations shared at 2018 NPSEC meeting to Jan Hygnstrom	Betsy Buffington	8/7/19
✓ Update NPSEC document and return to Betsy Buffington.	Jan Hygnstrom	9/3/19
✓ Update Conflict of Interest Policy document with date of adoption.	Betsy Buffington	7/31/19
✓ Update the Conflict of Interest Acknowledgment Statement document with an electronic signature option.	Betsy Buffington	7/31/19
✓ Look into possibility of highlighting an issue every month and sending it out to the membership.	Kim Brown	9/3/19

Agenda item: 8. Consideration of Future AAPSE Meetings **Presenter:** Kim Brown

Discussion: Kim Brown asked the questions: 1. Do we want to have an AAPSE meeting in 2020? and 2. If so, will the meeting be in conjunction with PACT or a stand-alone meeting? Kerry Richards reminded the BOD that we had done surveys about this topic previously. Betsy Buffington stated that currently AAPSE does not have a standing agreement to hold national AAPSE meetings. Meetings have to be decided on as a BOD prior to holding any meeting. Discussions on holding a national meeting every year have taken place, but no process is in place. Tana Haugen-Brown stated that past surveys have indicated the desire to hold a yearly

AAPSE meeting. Motion by Gene Merkl to hold a 2020 AAPSE meeting. Seconded by Kerry Richards. Motion passed. Betsy Buffington stated that having an AAPSE meeting in 2020 will help our identity. Gene Merkl concurred.

Kim Brown stated that a formal vote would be needed to decide on holding a national meeting yearly. Tana Haugen-Brown replied that information would need to be sent out to the entire membership prior to a vote. Sonja Thomas stated that if we are going to start having an annual AAPSE national meeting, we need to start planning 2 years in advance, setting dates and locations. Betsy Buffington stated that before voting, there are a few key things that need to be addressed: funding of a national meeting, mechanism to pay for meetings in future, will meetings be free or will there be a charge, etc. Betsy Buffington offered to share past survey results related to holding a national meeting with the BOD so it would be better informed. Kim Brown suggested that regional representatives have a conference call with open conversations with their regions, if they have not previously, to get feedback from them so they can better represent their region when a vote is requested. Sonja Thomas reported that previous national AAPSE meetings have cost \$10,000-\$15,000.

Jolene Hendrix presented a written proposal to hold the 2020 AAPSE meeting in conjunction with PACT (see attachment). She suggested that if interested, we work to take the lead and set dates with PACT. Betsy Buffington stated that if we go ahead and work in conjunction with PACT that branding is essential. Faye Golden strongly suggested looking at dates soon as AAPSE is competing with other organizations for meeting times. Kim Brown stated that if we decide to work with PACT that we need to have a conversation to clearly define AAPSE's role so that we are all on the same page. Motion by Jolene Hendrix to hold the AAPSE national meeting in conjunction with PACT in 2020. Seconded by Pat Hastings. Motion passed. Jessica Lenker suggested in literature promoting the event we define PACT and AAPSE and the reasons for attending each meeting. Faye Golden suggested using videos of past meetings to promote the AAPSE meeting. Jolene Hendrix stated that if PACT chooses not to work with AAPSE in 2020 that AAPSE continues with a meeting anyway.

Action items	Person responsible	Deadline
✓ Contact PACT planning team to determine interest in holding 2020 AAPSE meeting in conjunction.	EC	8/15/19
✓ Discuss AAPSE – PACT 2020 Meeting proposal	EC	8/15/19
✓ Have open conversation with region regarding holding national meeting on regular basis.	Regional Representatives	9/3/19
✓ Send past AAPSE meeting survey results to BOD.	Betsy Buffington	7/31/19
✓ Add holding national AAPSE meeting on regular basis to next meeting's agenda.	Kim Brown	9/3/19

OTHER BUSINESS

Agenda item: 9. Action Items for Future Meetings **Presenter:** Kim Brown

Discussion: Kim Brown asked for input on when to hold meetings. Jolene Hendrix liked the consistency of having monthly meetings. Tana Haugen-Brown concurred. Betsy Buffington stated that EC/BOD should make every effort to attend every meeting and asked if Doodle polls should be sent out before every meeting. Jolene Hendrix replied that meetings should be consistent, reliable, and not the result of a Doodle poll. Kim Brown will work with the EC to set up meeting times. Betsy Buffington suggested that the EC/BOD let Kim Brown know of any long-term conflicts. Sonja Thomas suggested recording the teleconference for those that cannot make the meeting.

Jolene Hendrix stated that several people have stated that they would like more than an AAPSE annual meeting, possibly mid-year membership teleconference that would cover essential issues.

Action items	Person responsible	Deadline
✓ Work with EC to set up meeting times.	Kim Brown	9/3/19
✓ Look into holding mid-year membership teleconference.	EC	9/30/19

Motion by Kerry Richards to adjourn the meeting. Seconded by Faye Golden. Motion passed.

Future meeting dates: TBD