

AAPSE BOD Meeting Minutes

6/24/19

11:00am-12:15pm Eastern

Zoom/Teleconference

Meeting called by: Kerry Richards

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

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

Minutes

Agenda item: 1. Treasurer's Report

Presenter: Sonja Thomas

Discussion: Sonja Thomas will provide a full treasurer's report ahead of next month's General Membership meeting.

Sonja Thomas reported that the election is ongoing. 38% of eligible voters have voted for the next president-elect. In discussing who is eligible to vote, Sonja determined that 207 members are active, paid in full, and compliant (as of 6/15/19).

Kerry Richards asked if Sonja could get information of the individuals that are not active member through to the regional representatives. Kerry stated that Pat Hastings sent out renewal reminders to the folks in the Northeast that that did not appear to have their dues renewed. Sonja replied that the online system sends out emails 30 days before, 15 days before, and 5 days before their membership lapses. Sonja is able to go into the online system and see that members have received emails and if they opened them.

Pat Hastings stated that this is the first year that dues have been automated and that historically, a renewal email has come directly from the treasurer; and existing members may not recognize this email for dues renewal. She stated that changes like automation are great improvements. Pat suggested that going forward, when new processes or changes are introduced, AAPSE should provide context in the email for the membership; this should include what to expect when changes are implemented. Pat stated that she and Jessica Lenker ("we") sent emails to the northeast region to ensure that members who had not yet renewed would have the opportunity to vote.

Sonja Thomas stated that she might put her name instead of just the wording, "American Association of Pesticide Safety Educators" in future renewal emails. Sonja suggested asking the membership if there is something that would facilitate the renewal process from their perspective. Sonja stated that many people have complimented the program and they are excited about it. However, there is a lot of bugs and things that she does not have control over.

Agenda Item: 2. Nomination Request for Pesticide Program Dialogue Committee

Presenter: Kim Brown

Discussion: Kim Brown stated that AAPSE was asked by Washington State University to write a letter of recommendation for Carol Black to serve on the Pesticide Program Dialogue Committee (PPDC). The EC discussed it and drafted a letter of recommendation for the BOD's approval. Motion by Don Renchie to approve the letter of recommendation, with the suggested additional comments, for submittal on behalf of Carol Black. Seconded by Kim Brown. Motion passed.

Agenda item: 3. AAPSE Member Onboarding/Mentorship Program **Presenter:** Sonja Thomas

Discussion: Sonja Thomas asked for input on a training survey that will be sent to AAPSE members at a future date. Kerry Richards offered to share a list of topics that she created for the Pacific Islands collaborative. Kerry asked if it would be helpful to add a question about their desire to have a mentor. Sonja Thomas replied that she wants to pair each person up with the person in their state (e.g., PSEP and SLA) so they can build a relationship. Kim Brown suggested discussing the survey in more detail at the BOD meeting in Duluth next month. Sonja Thomas stated that the membership committee developed an outline and needs the survey results to make sure they have not missed anything. Betsy Buffington asked Sonja to share the notes from the membership committee with the BOD. Kim Brown asked Sonja to have a proposal put together with all of the information in one spot so the BOD can be better prepared for discussion in July.

Action items	Person responsible	Deadline
✓ Send membership committee notes to BOD.	Sonja Thomas	6/28/19
✓ Update survey questions.	Sonja Thomas	7/8/19

Agenda item: 4. AAPSE Liaison Requests **Presenter:** Betsy Buffington

Discussion: Betsy Buffington stated that two liaison requests have been received:

- Mimi Rose, Director, PSEP Ohio state as liaison to Region V preSFIREG meetings
- Mark Ledebuhr, Application Insight LLC as liaison to American Society of Agricultural and Biological Engineers (ASABE) Application Systems Committee (includes subcommittees for Liquid, Aerial, Anhydrous, Dry, and Spray Modeling); Precision Agricultural Committee; and UAV/UAS committee

The BOD were in agreement to appoint both Mimi Rose and Mark Ledebuhr as liaisons.

Action items	Person responsible	Deadline
✓ Inform Mimi Rose and Mark Ledebuhr that they have been approved as liaisons.	Betsy Buffington	6/28/19

Agenda item: 5. 2018-19 Action Item Discussion **Presenter:** Betsy Buffington

Discussion: Betsy Buffington created a list of action items from the 2018-19 meeting minutes to ensure a smooth transition from the outgoing president to the new president. Kerry Richards requested that Betsy do the same for 2017-2018. Betsy Buffington asked the BOD to provide feedback to the action item table by 7/1/19.

Action items	Person responsible	Deadline
✓ Create list of action items from 2017-18.	Betsy Buffington	6/28/19
✓ Provide feedback on changes or additions to action item table to Betsy Buffington.	BOD	7/01/19

Agenda item: 6. AAPSE General Membership and BOD agendas **Presenter:** Kerry Richards

Discussion: Betsy Buffington has requested committee reports be sent to her by July 15. Betsy Buffington suggested having the liaison reports be written in advance as well. Mike Wierda stated that if every committee provides an oral report, it would use up over half of the hour-long general membership meeting time. The BOD suggested that members receive and read the committee reports in advance of the meeting and if there are any questions to have members contact the committee chair directly.

Sonja Thomas and Don Renchie clarified that the AAPSE listserv discussion the intent is to purge the listserv so that it only reflects members in good standing. Kim Brown asked Sonja Thomas for a full proposal/explanation on email communication through the AAPSE website for the BOD meeting.

Kerry Richards will send the nominations for the awards to the BOD and then do an email vote next week.

Jolene Hendrix proposed adding a mid-year conference call to the BOD agenda.

Action items	Person responsible	Deadline
✓ Contact Mike Weaver about award plaques.	Kerry Richards	6/25/19
✓ Send BOD award nominations for approval.	Kerry Richards	6/26/19
✓ Conduct BOD email vote on AAPSE awards.	Kerry Richards	7/1/19
✓ Send other agenda items to EC for consideration.	BOD	7/3/19
✓ Schedule Zoom conference calls for General Membership and BOD meetings.	Betsy Buffington	7/3/19
✓ Email committee and liaison reports to membership. Members can print out and bring reports to meeting if desired.	Betsy Buffington	7/16/19

Motion by Don Renchie to adjourn. Seconded by Pat Hastings. Motion passed.

Next meeting: General Membership – July 25, 1:00pm-2:00pm CST; BOD – July 25 2:00pm-4:00pm CST