

AAPSE BOD Meeting Minutes

6/25/21

12:00pm-1:00pm Central

Zoom teleconference

Meeting called by: Faye Golden

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Danielson

BOD Attendees: Kim Brown, Betsy Danielson, Faye Golden, Sharon Gripp, Katie Moore, Sarah Kingsley-Richards, Kerry Richards, Mimi Rose, Kimberly Tate, Sonja Thomas

Minutes

Agenda item: 1. Call to Order **Presenter:** Faye Golden

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

Discussion: Sonja Thomas asked for board approval to approve Wendy Sue Wheeler as secondary account holder, replacing Carol Black, for the AAPSE bank account. Sarah Kingsley-Richards moved to approve Wendy Sue Wheeler as an account holder and remove Carol Black. Seconded by Mimi Rose. Motion passed. Sonja Thomas also asked and received board approval to reimburse Faye Golden for award costs for the national meeting.

OLD BUSINESS

Agenda item: 3. 2021 AAPSE Meeting Update **Presenter:** Faye Golden
a. Registration
b. Virtual platform
c. Virtual Happy Hour

Discussion:

3a. Sonja Thomas reported 40 in-person and 24 virtual registrations for the AAPSE meeting. Betsy Danielson will reach out to the NPSEC PSEP listserv, TPSA, AAPCO, APSCRO, and other people that Kerry Richards identified for additional participants. Faye Golden reported that AAPSE has received \$9,000 in sponsorships to offset some of the meeting expenses.

3b. Faye Golden will share the AAPSE meeting agenda with Ashley Schwieterman. Kerry Richards suggested scheduling a time to meet with Ashley over Zoom to discuss the meeting agenda, menu needs, etc.

3c. Faye Golden reported that mocktail gift boxes will be available to those that register to attend virtually by July 9th. The virtual happy hour will be held Tuesday, July 20th beginning at 5:15p.m. Mountain time (due to PACT's last session ending at 5:10p.m.)

Schedule:

Monday July 19, 2021

- 9-noon – BOD meeting
- 1-2pm - New Member Orientation (acronym soup, meet and greet, committee introductions)
- 2-4pm – Committee meeting break outs
- Evening – Dinner with Past-Presidents and EC

Tuesday July 20, 2021

- 5:15pm – Virtual Happy Hour with mocktails
- 5:30-7:30pm – General Membership meeting

Action items	Person responsible	Deadline
✓ Send registration reminder to potential members on various listservs.	Betsy Danielson	6/28/21
✓ Schedule Zoom call with Ashley Schwieterman to share detailed agenda (including breakout room needs), menu selections, etc.	Faye Golden	6/30/21
✓ Work with Ashley Schwieterman to communicate meal plans.	Betsy Danielson	7/10/21
✓ Register for the AAPSE meeting in Denver.	Everyone	7/9/21

Agenda item: 4. Awards **Presenter:** Faye Golden

Discussion: Faye Golden reported only one nomination was received for an AAPSE award. Faye will order the awards.

Agenda item: 5. Retirees **Presenter:** Faye Golden

Discussion: Retirees will be recognized during the General Business Meeting in Denver.

Agenda item: 6. Nominations **Presenter:** Kerry Richards

Discussion: Kerry Richards reported one nomination for president and two for secretary. Motion by Faye Golden to use Election Buddy for the upcoming election. Seconded by Kerry Richards. Motion passed. Sonja Thomas said she will get the election site up soon so new officers are elected prior to the AAPSE meeting in Denver.

Kerry Richards recommended starting the election process early in future years. Betsy Danielson asked Kerry to provide comments to the AAPSE guidance document, "Procedures for Election of Officers and Regional Representatives."

Action items	Person responsible	Deadline
✓ Set up election using Election Buddy.	Sonja Thomas	6/30/21
✓ Share election procedures guidance document to Kerry Richards.	Betsy Danielson	6/25/21

Agenda item: 7. JPSE **Presenter:** Faye Golden

Discussion: Faye Golden reported that Mike Weaver has agreed to virtually attend the BOD meeting in Denver to engage AAPSE members and potentially reach outside of AAPSE to increase interest in publishing in JPSE. Faye Golden will add JPSE as an agenda item for the General Membership meeting in Denver.

Action items	Person responsible	Deadline
✓ Add JPSE Discussion to AAPSE General Membership Meeting in Denver.	Faye Golden	7/6/21
✓ Bring up JPSE when meeting with members in your region.	Regional Reps	

Agenda item: 8. Other Old Business **Presenter:** Faye Golden

Discussion: None.

NEW BUSINESS

Agenda item:	9. Committee Reports <ul style="list-style-type: none"> a. Social Media Committee b. Strategic Planning Committee c. Issues & Evaluations Committee – Tax Exempt 	Presenter:	Faye Golden
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Discussion:

9a. No report.

9b. Faye Golden asked Regional Reps to review and provide feedback on the infographic Patsy Laird, chair of the Strategic Planning Committee, shared. Betsy Danielson offered use of the AAPSE resources table during the PACT meeting for members to provide feedback on the infographic.

9c. Faye Golden stated that the Issues and Evaluations Committee has completed the draft tax-exempt document. She asked that the BOD review the document and provide any feedback by July 2nd.

Action items	Person responsible	Deadline
✓ Review Strategic Planning Committee infographic and provide feedback.	Regional reps	7/16/21
✓ Reach out to Patsy Laird regarding use of AAPSE resources table for providing infographic feedback.	Betsy Danielson	6/28/21
✓ Provide feedback to Faye Golden on tax-exempt document.	Regional reps	7/2/21

Agenda item:	10. Other New Business	Presenter:	Faye Golden
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Discussion: Betsy Danielson stated that it was brought to the EC’s attention that there was an error in the AAPSE meeting minutes regarding 2021 AAPSE membership dues. The December 18 2020 AAPSE BOD meeting minutes incorrectly stated, “Membership dues are payable January 1, 2022 for members who paid dues June 1, 2020 to December 31, 2020.” The minutes should state, “Membership dues are due for those paying June 1-December 31, 2021 and dues will not be due until January 2023.” The minutes have been corrected with the removal erroneous statement (see attached AAPSE BOD Dec2020 corrected document).

Sonja Thomas suggested starting a job site on the AAPSE website as an added benefit for members. The BOD agreed that it was a good idea. Sonja will work on a format and rules for posting.

Kim Brown stated that Carol Black has been serving on the EPA Pesticide Program Dialogue Committee, representing AAPSE and pesticide safety education in general. Carol Black recommended Wendy Sue Wheeler potentially take over that position when she retires. Kerry Richards moved that AAPSE is in support of Wendy Sue Wheeler going through the process of potentially serving as a representative on the Pesticide Program Dialogue Committee. Seconded by Faye Golden. Motion passed.

Faye Golden stated that on May 27, the EPA released a draft risk assessment for the use of sulfuryl fluoride as a fumigant in residential pest control, but only provided a comment period of 60 days to respond. Faye asked that AAPSE consider writing a letter of request to extend the comment period. Betsy Danielson moved that AAPSE write a letter to EPA requesting additional time to review the proposal and provide comments. Seconded by Katie Moore. Motion passed. Faye Golden stated that she will write the letter of request.

Action items	Person responsible	Deadline
✓ Update December 2020 meeting minutes to reflect correction.	Betsy Danielson	6/28/21
✓ Work on format and rules for posting jobs to AAPSE website.	Sonja Thomas	7/30/21
✓ Inform Carol Black that AAPSE is in support of Wendy Sue Wheeler as representative to PPDC.	Kim Brown	7/30/21
✓ Write letter of request to extend comment period for sulfuryl fluoride draft risk assessment.	Faye Golden	6/30/21

Agenda item: 11. Comments and Announcements **Presenter:** Faye Golden

Discussion: none.

Agenda item: 12. Adjournment **Presenter:** Faye Golden

Discussion: Motion by Kim Brown to adjourn. Seconded by Kerry Richards. Motion passed.

Next BOD meeting: July 19, 2021, 9:00a.m. MT, Denver, CO.

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.
- 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
a. By-Laws Committee has updated the guidance documents **Presenter:** Kim Brown

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