

# AAPSE BOD Meeting Minutes

3/25/19

11:00pm-12:32pm  
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, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Don Renchie, Kerry Richards, Mike Wierda

---

## *Minutes*

---

**Agenda item:** 1. Treasurer's Report

**Discussion:** No report.

---

<b>New Agenda Item:</b>	<b>2. AAPSE Meeting Update</b>	<b>Presenter:</b>	Jolene Hendrix/Kim Brown
	<b>a. AAPSE Professional Development Workshop – Jolene Hendrix</b>		
	<b>b. AAPSE Awards – Kim Brown</b>		

**Discussion:**

**1a.** Jolene Hendrix summarized plans for the in-person workshop on July 25<sup>th</sup>. She stated that exam development is a very desirable topic. With the C&T changes, pesticide safety educators are being asked to create new manuals and exams. A save-the-date email has been sent to the AAPSE listserv.

The Professional Development committee spoke with Tom Smith with NPSEC about funding options. NPSEC is able to cover the cost of the meeting room, audio/visual rental, breakfast and lunch, and one hotel night for all participants and any associated travel costs for the guest speakers. The workshop is sponsored and managed by AAPSE, but will use an external registration portal through Michigan State University (the grantee for the EPA grant).

Jolene Hendrix asked the BOD if there should be a charge for the professional development workshop. Some of the options that the committee discussed were to 1) Have an AAPSE member fee and a non-member fee (including the equivalent to the AAPSE membership fee, but giving them an option to join AAPSE for one year), 2) Have a flat fee across and all funds would go into future professional development opportunities, or 3) Not charging any fees because the costs are covered by NPSEC with EPA grant funds. Mike Wierda suggested charging a small fee across the board to be used for future professional development. He also stated that NPSEC money is for all PSEPs and SLAs. Pat Hastings asked for clarification on NPSEC funding an AAPSE meeting. Kerry Richards stated that the NPSEC money comes from the EPA new meetings grant and is for SLAs and PSEPs. Kim Brown stated that if a fee is charged, that the money should stay in professional development. She also liked the idea of allowing someone to pay a registration fee and have the option of becoming a member of AAPSE to encourage membership. Since membership to AAPSE is open, it is an opportunity to strongly encourage anyone who attends the workshop to join AAPSE. Mike Wierda stated that what we charge for this workshop does not need to cover the cost of future workshops. He suggested a fee of \$50 at most. Betsy Buffington stated that this workshop is professional development for AAPSE members who have paid previously to be a member. She asked why AAPSE members would have to pay a registration fee. Pat Hastings said the genesis of professional development meetings was to give people something back for their membership fee. AAPSE funds from membership fees would pay for the professional development. Mike Wierda asked if there was a need to generate a pool of money for professional development if AAPSE has the funds to cover workshops in the future. Betsy Buffington stated that if we keep

this workshop for AAPSE members only, then we could use AAPSE funds to pay for everything. Once NPSEC/EPA grant funds are used, then the workshop is open for all PSEPs and SLAs and a registration fee could be charged. Tana Haugen-Brown stated that as a member, AAPSE should provide some things for their membership. However, with the low membership fee, covering something 100% is not necessary. In addition, AAPSE should not make money on the backs of members. Therefore, Tana suggested a small registration fee with a break for AAPSE members and more for other individuals attending the workshop. Jolene Hendrix stated that she is a big fan of utilizing outside sources of money if it is available. As a professional development opportunity, we want AAPSE members to take full advantage of it. The workshop can also be used as an advertisement of what AAPSE does for its members. Jolene Hendrix went on to say that when you do not assess a fee for something, people see it as less valuable. Having some fee for everybody gives the workshop value. The registration fees could be added to funds earmarked for professional development for other opportunities. Mike Wierda suggested charging a basic fee. If you are an AAPSE member, it would be the cost of the food. If you're not an AAPSE member, it would be the cost of the food plus something close to what it would be to be an AAPSE member.

Motion by Don Renchie to set the fees of \$20 for AAPSE Members and \$50 for non-AAPSE members. If non-members want the registration fee can go towards an AAPSE membership for the year. Seconded by Betsy Buffington. Motion passed.

**1b.** Kim Brown stated that since we are having an AAPSE Business Meeting, awards should be presented if the Awards committee could do it in the short timeframe. Kim Brown consulted Carol Black, Awards committee chair and a timeline was provided with a final decision of award winners by July 1. Jolene Hendrix expressed concern that award recipients may not attend the business meeting since it is not a full AAPSE meeting and due to the short timeline. Kim Brown replied that if award recipients cannot attend the meeting, they would still be recognized and the award would be mailed to them.

Tana Haugen-Brown asked if awards were typically given every year. Kim Brown replied that since full membership meetings were started, AAPSE has tried to give awards each year. Kim Brown stated that awards are important. AAPSE should award outstanding programs within our organization every year that we get applicants.

Motion by Kim Brown to do all the AAPSE awards at the July 25 General Business meeting. Seconded by Tana Haugen Brown. BOD discussed adjusting timeline to inform award recipients by June 1<sup>st</sup>. Kim Brown will send the adjusted timeline to the BOD and Carol Black. Motion passed.

Action items	Person responsible	Deadline
✓ Inform Professional Development committee of registration fees.	Jolene Hendrix	3/29/19
✓ Send adjusted timeline for awards to BOD and Carol Black.	Kim Brown	3/29/19

---

**Agenda item:**        **3.** AAPSE Travel Draft Guidance Document        **Presenter:** Jolene Hendrix

**Discussion:** Jolene Hendrix discussed the revised draft guidance document from the February BOD meeting. BOD discussed changes to document. Mike Wierda moved to accept the AAPSE Travel Guidance Document with edits made today. Seconded by Don Renchie. Motion passed. See attached AAPSE Travel Reimbursement Guidance/Policy document.

Action items	Person responsible	Deadline
✓ Add travel document to AAPSE website.	Betsy Buffington	4/3/19

---

**Agenda item:** 4. AAPSE Committees and Liaisons Discussion **Presenter:** Betsy Buffington

**Discussion:** Betsy Buffington stated that no additional comments were made to the guidelines for AAPSE liaisons document. The wording on one of the guidelines will be updated since the travel guidance document has been finalized. Motion by Don Renchie to accept guidelines for AAPSE liaisons document with edits based on travel guidance document. Seconded by Gene Merkl. Motion passed. See attached Guidelines for AAPSE Liaisons document.

---

**Agenda item:** 5. Nomination Document for Conferring Life Membership **Presenter:** Kerry Richards

**Discussion:** Kerry Richards read the nomination for conferring life membership document to the BOD. Jolene suggested setting a limit to how many awards should be given per year. Kim Brown suggested that the number of awards should be left to the discretion of the approving group. Mike Wierda suggested the number of awards be a percentage of the AAPSE membership. Pat Hastings stated that there will be founding members who will be retiring or moving on at about the same time. Therefore, Pat would not like to limit how many awards are given per year and allow discretion to the committee.

The membership committee felt that the Life Membership award should not just be a retirement award. Jolene Hendrix agreed that this award may have been given at retirement in the past, but those who meet the requirements and have made a considerable contribution to AAPSE should be recognized earlier in their career. Pat Hastings replied that AAPSE has other mechanisms to provide recognition to current members in terms of the Awards committee. Kerry Richards stated that some members have received all of the possible awards pre-retirement. Tana Haugen-Brown and Kerry Richards stated that in other organizations, members are awarded life membership after serving as president. Tana Haugen Brown stated that the award would most likely be conferred at retirement, but could be someone who works for 15-20 years in this profession and then goes on to something else.

Kim Brown stated that Life Memberships need to be conferred this year, since they have not been awarded since 2016. Motion by Jolene Hendrix to approve the Life Membership Guidelines. Seconded by Pat Hastings. Motion passed. See attached Lifetime Membership document.

**NOTE: Since the BOD meeting, a few additional questions have been raised regarding the Lifetime Membership document and will be further discussed.**

---

**Agenda item:** 6. AAPSE brochure **Presenter:** Kerry Richards

**Discussion:** Kerry Richards asked for any comments to the newly revised AAPSE brochure. BOD thought it looked excellent, but mentioned a few minor edits. Send Sonja Thomas any edits/comments to the AAPSE brochure. Add to April BOD agenda for potential approval.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send edits/comments to Sonja Thomas.	BOD (Betsy will email Sonja edits mentioned in mtg.)	3/29/19
✓ Add AAPSE Brochure to April agenda.	Sonja Thomas	4/25/19

---

**Agenda item:** 7. Incentives for Students Update from Professional Development Committee **Presenter:** Jolene Hendrix

**Discussion:** Jolene Hendrix stated that the Professional Development committee has been discussing options for student incentives. The committee went from the idea of intern opportunities to more of a scholarship opportunity that would involve a one-time project involvement (e.g., student being elected to serve on the planning committee for a future AAPSE meeting). Jolene Hendrix asked for input from members with experience offering students opportunities working at a professional level that might fit the AAPSE organization.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Pass along any ideas of how students can participate in AAPSE.	BOD	4/15/19

---

**Agenda item:** 8. AAPSE Member Onboarding/Mentorship Program **Presenter:** Sonja Thomas

**Discussion:** No discussion.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Add AAPSE Member Onboarding/Mentorship Program to April agenda.	Kerry Richards	4/18/19

---

**Agenda item:** 9. Election Update **Presenter:** Betsy Buffington/Kerry Richards

**Discussion:** Betsy Buffington received a report from Thia Walker, chair of the Nominations and Election committee. The committee has an announcement and candidate packet ready to distribute, but is waiting until they learn whether they have to add a secretary position to the ballot. Betsy Buffington has agreed to serve for a second term.

Kerry Richards said that she has been working with Dan Wixted on the interpretation of the bylaws, which state that the secretary can serve four years, but it does not say whether they do or do not have to stand for an election. Kerry Richards went on to state, "according to the bylaws, we have to have a second candidate on the ballot for each officer, and if the nominations committee does not come up with another candidate, then the secretary has to send something out to the membership soliciting additional candidates." Jolene Hendrix asked if the second candidate could be a box that said "other" as a write-in candidate. Don Renchie stated that the bylaws also permit that if the secretary or treasurer decide that they will continue for a second term, then they can. It does not say anything about them having to run for election. Kerry Richards stated that she thought we had already made this decision. Jolene Hendrix stated that we previously agreed that the secretary and treasurer would continue and they would not be on the ballot for reelection. Kim Brown suggested we just vote for president-elect. Kerry Richards discussed the Nominations committee's suggestion of recruiting retired AAPSE members. Don Renchie stated that we have many members who have 5-10 years' experience and AAPSE can support these members and build leadership from members that are active within the organization.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Inform Thia Walker, Nominations committee chair to proceed with announcement.	Kerry Richards	3/30/19
✓ Inform Thia Walker that the preference is to call on current and non-retired members for officer positions.	Kerry Richards	3/30/19

---

---

Motion by Don Renchie to adjourn. Seconded by Jolene Hendrix. Motion passed.

**Next BOD meeting: April 29, 2019**

**Future meeting dates:**

May 20

June 24

July 25 Duluth, MN