

# AAPSE BOD Meeting Minutes

9/27/19

1:00pm-2:00pm Central  
Zoom/teleconference

**Meeting called by:** Kim Brown

**Type of meeting:** Board of Directors (BOD)

**Recorded by:** Betsy Danielson

**Attendees:** Kim Brown, Betsy Danielson, Faye Golden, Pat Hastings, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Sonja Thomas

## Minutes

**Agenda item:** 1. Call to Order **Presenter:** Kim Brown

**Agenda item:** 2. Treasurer's Report **Presenter:** Sonja Thomas

**Discussion:** Sonja Thomas reviewed the accounts (see below). Sonja Thomas will increase the funds in the 12-month certificate maturing in October to \$10,000 as voted on in February 2019 and renew it by October 16. She will forward the current rates to the EC for discussion before finalizing the transaction.

AAPSE has had a total of 23 renewals in the past 3 months. Sonja Thomas and Mike Weaver are working through renewal options with PayPal and Wild Apricot. The AAPSE account with Wild Apricot will increase by about \$80 in April 2020. Sonja Thomas will be filing taxes with Washington State today for AAPSE.

Motion by Pat Hastings to approve the treasurer's report. Seconded by Faye Golden. Motion passed.

| AAPSE Accounts                              | Amount             |
|---|--------------------|
| Checking                                    | \$22,586.94        |
| Savings                                     | \$37,540.49        |
| Gifts                                       | \$1,753.21         |
| 12 Month Certificate maturity date 1/16/20  | \$3,807.78         |
| 12 Month Certificate maturity date 10/16/19 | \$3,803.42         |
| 12 Month Certificate maturity date 5/12/20  | \$3,658.60         |
| <b>TOTAL</b>                                | <b>\$73,150.44</b> |

| Action items   | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Send current rates for renewing certificate maturing in October to EC. | Sonja Thomas       | 10/1/19  |

**OLD BUSINESS**

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**Agenda item:** 3. 2020 AAPSE Meeting **Presenter:** Kim Brown  
a. Meeting Location Discussion  
b. BOD decision on how to fund the 2020 AAPSE Meeting

**Discussion:**

**3a.** The PACT meeting will be held July 20-22, 2020 at the Sheraton Downtown Hotel in Denver, CO. AAPSE will hold its meeting at the completion of the PACT meeting through July 23 or 24, depending on when PACT ends on July 22. Kim Brown has reached out to the Professional Development Committee to let them know that we will be working with them to decide what to cover in 2020.

**3b.** Kim Brown asked for discussion on whether to ask for outside funding or use AAPSE funds for the 2020 AAPSE meeting. If any EPA Meetings Grant funds were used to support the meeting, the AAPSE meeting is required to be open to non-members. Faye Golden referred to the treasurer's report and stated that AAPSE is self-sufficient and should provide this meeting for the AAPSE members if the costs are held low. She continued by saying AAPSE should give back to its members. Faye Golden stated that non-members could pay a membership fee at the door and then attend the meeting as an AAPSE member. Jan Hygnstrom asked if AAPSE members attend for a lower price if the meeting used only AAPSE funds as opposed to using external funds. Kim Brown stated that the BOD would discuss whether AAPSE will charge registration fees or not at a later time. Pat Hastings stated that one of the reasons that AAPSE meetings were started was to provide members with a benefit for paying membership dues. Gene Merkl stated that it would be a benefit and maintain our autonomy. Betsy Buffington stated that using only AAPSE funds this year would provide a baseline of what a true AAPSE meeting would cost. Moving forward, future EC and BOD members could use this information to decide whether to accept outside funding. Motion by Pat Hastings to hold an AAPSE-funded meeting in July 2020 in Denver, CO. Seconded by Jessica Lenker. Motion passed.

The EC will meet to create a budget for the AAPSE 2020 meeting to determine if a registration fee is needed. The EC will also work with the Professional Development Committee to come up with possible topics. Kim Brown asked the regional representatives to think about what educational information would help members in your region in order to generate topics for the meeting

| Action items  | Person responsible | Deadline |
|---|--------------------|----------|
| ✓ Plan a budget for the AAPSE 2020 meeting.   | EC                 | 10/18/19 |
| ✓ Work with Professional Development Committee to come up with possible topics.                     | EC                 | 10/18/19 |
| ✓ Ask your region for possible educational information topics to include in the AAPSE 2020 meeting. | BOD                | 10/18/19 |
| ✓ Email topic suggestions to EC and/or Professional Development Committee.                          | BOD                | 10/18/19 |

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**Agenda item:** 4. EC Leadership Program in Denver **Presenter:** Kim Brown

**Discussion:** Kim Brown sent the following proposal to the BOD: "The AAPSE EC would like to request board approval for an opportunity to meet face-to-face to work on AAPSE issues in Denver, CO. While in Denver the EC plans to meet with a leadership consultant to assist in facilitating discussion and team building to improve AAPSE leadership. While in Denver, the EC will also meet with the potential 2020 National Meeting hotels to finalize the arrangements for the 2020 National AAPSE Meeting.

The EC is requesting approval from the AAPSE Board for the training and assistance in funds. The EC is requesting a total of \$2,500. These funds will cover the consultant's fee, lodging, car rental and possibly a couple of meals for the entire EC. Each member of the EC will cover their own airfare to get to Denver."

Gene Merkl stated that leadership conferences are well worth the effort and this is an excellent idea. Jan Hygnstrom also thinks it is an excellent idea but thought the requested amount was low. Pat Hastings stated

that it is a very good investment, that the information will be passed on, and the request price is very reasonable. Discussion was to raise the cap to \$3,500 to reduce the financial strain on EC members.

Motion by Jan Hygnstrom to approve the Executive Committee's proposal with a change in the allowable funds to \$3,500. Seconded by Pat Hastings. Motion passed.

| Action items   | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Provide leadership consultant with date of training. | Kim Brown          | 10/1/19  |
| ✓ Book travel to Denver, CO at end of October.         | EC                 | 10/1/19  |

**Agenda item:** 5. Committee Reports **Presenter:** Kim Brown  
 a. Awards Committee  
 b. By-Laws Committee

**Discussion:**

**5a.** Kim Brown spoke with Carol Black of the Awards Committee. Information on awards will be directly forwarded to regional reps so it can be provided to members in each region to solicit awards

**5b.** Kim Brown reported that the EC reached out to the By-Laws Committee to look into potentially reducing the term lengths of president, past-president, and president-elect. The By-Laws Committee has submitted options to the EC. Kim Brown will schedule a call for the EC to discuss the options. The reduction of time commitments for president, president-elect and past-president positions will be discussed during the next BOD meeting.

| Action items  | Person responsible | Deadline |
|---|--------------------|----------|
| ✓ Work with Awards Committee to provide regional reps with information to forward to members to solicit awards.   | Kim Brown          | TBD      |
| ✓ Schedule EC meeting to discuss By-Laws Committee Options.   | Kim Brown          | 10/1/19  |
| ✓ Add Reduction of President-Elect, President and Past-President time Commitments to October 25 AAPSE BOD agenda. | Kim Brown          | 10/18/19 |
| ✓ Ask for regional input on reducing president terms.   | Regional Reps      | TBD      |

**Agenda item:** 6. Who's Who Document **Presenter:** Kim Brown

**Discussion:** Jan Hygnstrom updated the Who's Who document to help clarify some of the differences between AAPSE and other organizations. Kim Brown opened the floor for discussion. Pat Hastings stated that the need for this type of document is a function of EPA's change in the way it is doing business now as opposed to the past decade. She went on to discuss the need for clarification on the role of an organization versus its role as an EPA-grantee. Pat Hastings suggested creating a master-source document with all of the details included as the basis for a short, concise document. Jan Hygnstrom volunteered to work with Pat Hastings. The document will then be discussed during the November 22 AAPSE BOD meeting.

| Action items  | Person responsible | Deadline |
|---|--------------------|----------|
| ✓ Share comments on draft AAPSE document.             | Pat Hastings       | 11/15/19 |
| ✓ Add AAPSE Document to November 22 AAPSE BOD agenda. | Kim Brown          | 11/15/19 |

**NEW BUSINESS**

**Agenda item:** 7. National Pesticide Safety Education Month **Presenter:** Faye Golden

**Discussion:** Faye Golden stated that February is National Pesticide Safety Education Month. This is an

