

AAPSE EC Minutes

4/30/18

11:00am-1:00 pm
Eastern

Zoom/Teleconference

Meeting called by: Kerry Richards

Type of meeting: Executive Committee (EC)

Recorded by: Betsy Buffington

Attendees: EC: Betsy Buffington, Kim Pope Brown, Don Renchie, Kerry Richards, Sonja Thomas

Committee Reports: Carol Black, Tracey Harpster, Becky Maguire

Other: Tom Smith

Minutes

Agenda item: 1. San Antonio Meeting

Presenter: Tom Smith

Discussion: On April 23rd, Tom Smith, NPSEC answered the following questions via email about the San Antonio meeting (answers in blue from Tom Smith):

1. Is it a PACT meeting? In some sense it is, but we are not calling it a PACT meeting because we do not yet have an award letter from EPA for the Meetings Implementation grant, and we are also trying to rebrand it, to some extent, to be new and more expansive by calling it the National Pesticide Applicator Certification and Safety Education Workshop. This was Dean Herzfeld's idea and I liked it.
2. Will there be funding available for hotel accommodations as there have been for previous EPA funded PACT meetings? We plan to cover three nights' hotel accommodations for one PSEP educator and one SLA for each state (Sunday – Tuesday, August 19-21).
3. Will the meeting overlap with the ASCPCRO meeting? If so, how much? ASCPCRO's topical presentations start on Wednesday, August 22. Our meeting will overlap a ½ day into Wednesday, but we are being strategic to make sure we do not conflict topically with anything ASCPCRO is presenting. We hope collaborating with ASCPCRO will increase the attendance at their meeting, and vice versa.
4. What organizations are involved in the planning of the meeting? Back on February 8, 2018 Kerry sent an email to the AAPSE email distribution list asking for volunteers who would like to serve on the planning committee. Based on the responses she got and other outreach, there is a very diverse planning group with members from industry, SLS's, PSEP's, and EPA that make up the planning committee. Other organizations that are/will be involved include PERC, Honey Bee Health Coalition, Migrant Clinician's Network, AAPSE, eXtension, and registrants. More will be added as planning progresses. I will be able to send a preliminary agenda out by mid-May. We already executed a contract with the hotel via the Michigan State University Extension Events Management team – this team will be managing all of the event logistics and registration. I will be touring the hotel facilities next Monday, April 30. I would welcome additional organizations or individuals who would like to be involved in the planning, who have topic/speaker recommendations, or who want to provide advice and recommendations. Since it will be in Texas, Don has already reached out to me and offered any help he and his team can provide.

During the AAPSE EC call, Tom Smith stated that he is moving forward with the meeting scheduled for August 20th and 21st on the front end of the APSCRO meeting. He's hoping to send out a draft agenda including room/hotel information this week so people can get their travel authorizations through to be able to travel to San Antonio. The agenda and meeting information will be sent to numerous listservs in addition to AAPSE. A diverse committee is working on the agenda. Hotel rooms will be paid for 3 nights (Sun, Mon, and Tues) for 1 state lead agency person from each state as well as 1 PSEP educator from each state. Tom Smith stated that in essence, this is a PACT meeting, although NPSEC is awaiting an award letter from EPA for the meeting's implementation grant. He is not calling it a PACT meeting, but things will be done similarly to past PACT meetings. Betsy Buffington asked Tom Smith if the funding for

the lodging at the meeting was coming from any of the funding of state programs. Tom Smith responded, "No, not at all. It's other money." Don Renchie asked if airline fees would be covered as they had been historically prior to the 2015 PACT meeting. Tom Smith said that at this time only hotel fees would be covered for this meeting. Tom Smith also stated that collaborating with APSCRO provides an opportunity for folks to extend their stay. NPSEC will accommodate any needs AAPSE has as an organization. If people want to have meeting space at the hotel, please let Tom Smith know as soon as possible, so he can work with the hotel to reserve those spaces and determine any costs for space, if any, and food.

Action items	Person responsible	Deadline
✓ Work with Tom Smith to get draft agenda and meeting information to AAPSE listserv.	Betsy Buffington	5/9/18

Agenda item:	2. Committee Reports	Presenter:	Carol Black, Becky Maguire, and Tracey Harpster
	a. Awards, Fellows and Honorary Membership Committee – Carol Black		
	b. Professional Development Committee – Becky Maguire and Tracey Harpster		

Discussion:

2a. Carol Black reported that the Awards, Fellows, and Honorary Membership committee is in a holding pattern awaiting feedback on how to proceed at the San Antonio meeting (see Agenda item 3b). If given the go-ahead, the awards committee will hold a conference call to make a determination on what awards will be presented. Sherm Takatori has taken on new responsibilities. Carol Black will be out of the country July 7 through August 2, so all work will need to be completed by July 1st.

2b. Becky Maguire and Tracey Harpster reported that the goals for the Professional Development committee for the next year are to host 2 webinars for AAPSE members. The webinars would be recorded and available on the AAPSE website for members to view if they were not able to attend. The idea is to have at least one webinar as a train-the-train for AAPSE members to present at their own training. Tracey Harpster stated that one of the possible topics for a webinar is "Making the most out of Zoom – it's not just for meetings."

Currently, AAPSE members use Zoom or other webinar platforms to provide educate to their applicators. Most of these presentations are recorded. The Professional Development committee would also like to have these recordings posted (with authors permission) to the AAPSE website for members as well. The committee is reviewing and working with Ples Spradley and Andrew Thostenson on one such recording. Also, the Professional Development committee would like to work with the regional meetings to record presentations and add them to the AAPSE website. Committee members will contact Mike Weaver to see about the abilities of the new website, particularly if AAPSE has the capacity to host webinars, how to post them to the AAPSE webpage, and making them available to AAPSE members only.

Becky Maguire asked if there was money available from AAPSE for the Professional Development to host these two webinars. The exact cost of producing the webinars is not known, but Becky Maguire thought that both could be produced for \$400 total.

Kerry Richards stated that if the AAPSE website didn't have the capability to host webinars, that eXtension has the capability.

Kerry Richards requested that the Professional Development committee discuss setting up some type of mentoring program. Becky Maguire asked what it would look like – a list of people willing to be mentors or something more organized? Kerry Richards stated that the committee should discuss if they interested in pursuing a mentoring program and if so, discuss what it might look like. Tracey Harpster said that she could provide examples from other organizations that have mentoring programs. Carol Black stated that with the fair amount of energy for more committee work from what was seen at the Fargo North Dakota AAPSE meeting, another option to consider is the opportunity to form a new committee to focus on this issue.

Action items	Person responsible	Deadline
✓ Add to May 21 st agenda: Discuss funding request of \$400 for Professional Development committee to produce two webinars.	AAPSE EC/BOD	5/21/18
✓ Let AAPSE EC know whether Professional Development committee would like to set up a mentoring program.	Professional Development committee	5/21/18

EC only
Agenda item: 3. AAPSE Regional Representatives Input **Presenter:** Kerry Richards
a. NPSEC liaison
b. AAPSE meetings in San Antonio

Discussion:

3a. The AAPSE Regional Representatives were asked to vote by email to consider Faye Golden as AAPSE liaison to the National Pesticide Safety Education Center (NPSEC). Votes were unanimous in favor of Faye Golden serving in this capacity. The EC accepted the Regional Representatives recommendation.

3b. The AAPSE Regional Representatives were asked to vote by email on whether AAPSE should hold an EC/BOD meeting Sunday August 19, 2018 and an AAPSE membership meeting Wednesday August 22, 2018 at the conclusion of the San Antonio meeting. The majority of the votes were in favor.

Kim Pope Brown referenced the AAPSE By Laws, Article III Section 1, which states, "National meetings of the Association shall be held at least annually at such time as shall be determined by the Board provided, however, that in cases of emergency, the Board may direct that an annual meeting be conducted by telephone, video conference, or other electronic media."

Don Renchie stated that organizationally, it was felt strongly that AAPSE should go to a national format of holding meetings annually as decided by the board due to the lack of EPA funding to hold an EPA-sponsored national meeting on a consistent basis. Historically, AAPSE has held Board of Directors (BOD) and general membership meetings at EPA-sponsored national meetings. Don Renchie supports going forward with AAPSE holding meetings in San Antonio.

Motion by Kim Pope Brown to accept the Board of Directors recommendation. Seconded by Don Renchie. Motion passed.

Kerry Richards discussed the possibility of changing the EC/BOD meeting from Sunday August 19 to Monday August 20 during the lunch hour and moving the AAPSE membership meeting to the end of the day on Tuesday August 21. Kim Pope Brown stated that historically AAPSE BOD meetings took longer than 1.5 hours and recommended that the EC/BOD meet on Sunday as has been done traditionally. Betsy Buffington noted that moving the AAPSE membership meeting to Tuesday rather than Wednesday would not conflict with the APSCRO meeting. Kerry Richards stated that the APSCRO meetings officially start on Wednesday morning.

Motion by Betsy Buffington to hold an AAPSE EC/BOD meeting on Sunday, August 19, 2018 and then hold an AAPSE general membership meeting on Tuesday August 21, 2018 at the conclusion of the meeting. Seconded by Kim Pope Brown. Motion passed.

Action items	Person responsible	Deadline
✓ Inform Faye Golden that she is now the AAPSE liaison to NPSEC.	Betsy Buffington	completed
✓ Inform Awards, Fellows and Honorary Membership Committee that AAPSE will hold	Betsy Buffington	completed

Action items	Person responsible	Deadline
EC/BOD and general membership meetings at the San Antonio meeting.		

EC only Agenda item:	4. Discussion regarding April 20 questions to EC	Presenter: Betsy Buffington
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Discussion: Betsy Buffington emailed the following questions/comments raised about AAPSE to the EC (answers in blue answered during today's EC meeting):

1. What is the relationship between AAPSE/NPSEC? Kerry Richards stated that the relationship between AAPSE and NPSEC is the same as the relationship between AAPSE and APSCRO, SFIREG, and any other organization. Whenever AAPSE is asked for input from those organizations, it is provided. In this case, Faye Golden will be the liaison to carry requests back and forth. Kim Pope Brown asked if AAPSE needs to clearly define the differences between and the roles of AASPE and NPSEC to make it clearer. Kerry Richards will include this in the next President's Post.
2. Is the meeting in San Antonio for AAPSE members? The San Antonio meeting is open to everyone (see Agenda Item 1).
3. AAPSE needs more input from its members. Kim Pope Brown stated that the Southern Regional meeting will be held June 6-7. Kim Pope Brown asked that the EC let her know if anything specific needs to be discussed or voted on prior to the meeting to help members feel more involved.
4. We used to get asked for feedback about issues from our Regional Reps. Kerry Richards stated that in the future, the EC will be more specific in asking for feedback from the Regional Reps to include the statement, "Please poll your regional membership and provide feedback."
5. We don't know what's going on with AAPSE. No communication. AAPSE minutes are posted to the AAPSE website. President's Posts are also sent out.

Action items	Person responsible	Deadline
✓ Clearly define difference between and roles of AAPSE and NPSEC in next President's Post.	Kerry Richards	5/18/18
✓ Update AAPSE website with past year's minutes.	Betsy Buffington	completed

EC only Agenda item:	5. Outstanding Action Items a. Conflict of Interest Statement	Presenter: Don Renchie
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Discussion: Initially the Conflict of Interest (COI) statement was not an AAPSE concern. It was a NPSEC concern because they were dealing with money and were going to have a board and need a COI statement dealing with the financial ramifications of board members participation. Coincidentally, AAPSE members have been on the NPSEC board. As a result of that, those AAPSE members could have also been AAPSE officers, it was determined that it may be necessary to have a COI statement to clarify that there were no conflicts.

The original COI document was pulled off the IRS website by Tom Smith and tweaked for NPSEC. The document was then tweaked as appropriate by Kerry Richards for AAPSE. Kerry Richards added paraphrased information from the AMA website to the AAPSE COI document to handle perceived conflicts that were not financial. The information was sent forward to the EC and the ad-hoc committee of Clyde Ogg, Dean Herzfeld, and Ples Spradley for comment. Kim Pope Brown stated that she would like more time to review the document because it needs to be a clear and concise document before it goes forward to the BOD. Potential changes were discussed and will be written and sent to the EC and ad-hoc committee for review. Don Renchie asked for additional specific comments on language changes,

additions, and/or deletions by May 9th. He will then condense the comments and send them out to the EC for agreement.

Action items	Person responsible	Deadline
✓ Send specific comments on language changes, additions, and/or deletions to COI document to Don Renchie by May 9.	AAPSE EC and ad-hoc committee	5/9/18
✓ Add COI document to May 21 AAPSE agenda for BOD discussion.	Kerry Richards	5/18/18

EC only **6.** Bringing Regional Directors back into meetings **Presenter:** Kerry Richards
Agenda item:

Discussion: Kerry Richards stated that the BOD will be brought in when appropriate and will be part of the May 21st AAPSE meeting. Betsy Buffington noted that any issue that needs additional discussion before going to the BOD should be communicated to the entire EC via email. The EC needs to be in agreement or at least know the issue before it goes to the BOD.

EC only **7.** Other Business **Presenter:** AAPSE EC
Agenda item:

Discussion: Kim Pope Brown has appointed Amy Brown as co-chair of the science based decision making Issues and Evaluation Ad-hoc committee. Michael Wierda is the other co-chair.

Don Renchie stated the need that that the voice of AAPSE members are heard during the planning of the San Antonio meeting. Kerry Richards noted that the planning committee is diverse (see Agenda Item 1, question 4).

Don Renchie noted that APSCRO does not have an AAPSE liaison.

Sonja Thomas stated that she needs to get a post office box for AAPSE financial transactions. Motion by Kim Pope Brown that Sonja Thomas, current Treasurer, be allowed to get a post office box in Alabama for AAPSE. Seconded by Don Renchie. Motion passed.

Kim Pope Brown requested a treasurer’s report be given at the next AAPSE meeting.

Action items	Person responsible	Deadline
✓ Add treasurer’s report to May 21 AAPSE agenda.	Kerry Richards	5/18/18

Next EC/BOD meeting: May 21, 2018, 11:00am EST. (Third Monday Due to Memorial Day)

Future meeting Dates:

- June 25
- July 30
- August 27
- September 24
- October 29
- November 26
- December 17 (Due to holiday break)