

NPSA Regular Meeting Minutes September 16, 2004

Present:

Gail Amos, Don Bradley, Kathy Brooks, Nancy Fitz, Pat Hipkins, Joe Hoffman, Rob Hofstetter, Alan Hovis, Janice Oldemeyer, and Roger Springman.

Quorum Status:

In Quorum (Four voting BOD members present; names underlined above.)

Meeting called to order for BOD chair Mary Grodner by NPSA President Gail Amos at 2:05 p.m. EDT.

Minutes:

There were several corrections to the previous meeting's minutes (08/30/04). They were accepted with corrections as noted from Nancy Fitz and Gail Amos:

Amos: In Old Business / #2: 2003 Conference / Tucson Marriott, add:

“Kellie (Newton) has been communicating with Debra Shantz, VP and general counsel, for John Q. Hammons Hotels and Resorts.”

Fitz: In Old Business / #4: Pilot Project Update, in the last sentence:

omit the words “...recycling and...” so the sentence reads:

“The goal is to have a reviewed document to use in Orlando, to produce a final report regarding what a sustainable (recycling and) disposal program should look like.)

Treasurer's Report:

Rob Hofstetter reported that the treasury balance as of 08/27/04 was \$17,310.53. The treasurer's report was accepted as given.

Old Business:

#1. Committee Reports:

Elections/By-Laws – Dan Schweitzer

Dan sent his report to Gail Amos, who presented it for him.

Dan circulated a cover letter and proposed by-law changes (to allow e-mail voting, and to have the Vice President succeed the President) to the BOD this week. He will send this information to voting members ASAP.

He has prepared a slate of nominations; bios are due this month:

Government Sector: Don Gilbert (Pennsylvania Department of Agriculture) and Mark Wilson* (Kentucky Department of Agriculture)

Educational Institution: Lois Levitan (Cornell) and Don Mullins (Virginia Tech)
End User: Greg Jackson (Washington Pest Consultants Association) and Rob
Stutzman (Washington Pest Consultants Association)
[*unconfirmed as of 09/16/04]

Finance – Ginny Prest
No report.

Communications – Nancy Fitz and Don Bradley
ACRC's communication agency (Maria Mirsky and Associates, Yardley, PA) has the draft content compiled by Nancy Fitz. The firm is working on the conference brochure. Copy clearance is expected next week. Once final, it will be posted on the website and mailed to current members and all former conference participants. Nancy Fitz suggested that the draft conference agenda be posted ASAP, and replaced with the final, formatted brochure when it's ready. This will allow prospective participants who need information about the meeting to obtain authorization / approval for travel to start the process sooner rather than later. Don will ask Mirsky and Associates to produce a news release once they've finished the registration brochure. In addition, the BOD approved a request from Kathy Brooks to have Mirsky and Associates produce a final agenda for the conference registration packet. Don Bradley will work with Mirsky and Associates on these tasks. Nancy Fitz, with Joe Hoffman's input, will review the NPSA website to ensure that the site lists current state disposal program contacts, and will work with the NPSA webmaster to update this information if/as needed.

Stewardship/Awards – Janice Oldemeyer
Janice Oldemeyer reported that she and Gail Amos and Rob Denny produced an awards nomination packet. She will send copies to the BOD for review ASAP, and then send packets to all current members, requesting a short (2-week) turn-around time for nominations.

Membership – Allan Hovis
Alan has a list of industry contacts; he will modify the sponsorship letter for this audience and contact prospective sponsors and members.

International Relations – Jude Andreasen and Don Mullins
No report.

Conference – Nancy Fitz and Norman Nesheim
See *Old Business* section #6.

#2. Advisory Council Update:

The Advisory Council did not meet, discuss issues, or review any documents in September.

#3. Earth 911 Update:

Joe Hoffman reported that the Earth 911 working group had a conference call earlier this month. Collection and disposal program information for the pilot states -- NC, PA, and WA -- is posted, and a review is in process. A meeting in early October is scheduled to finalize data for the three pilot states. Subsequently, the link to the "beta" site will be circulated to NPSA BOD and officers and recycling and disposal project coordinators in other states. The website will be demonstrated "live" at the ACRC contractors' meeting, a plenary session, and at a "learning station" in the display/poster area at the meeting in Orlando.

#4: Pilot Project Update:

Roger Springman reported that Bill McClelland has 4-6 states done. Nancy and Jude Andreason are working on the other 36. Roger is sending a survey (by e-mail) to five HHW haulers/contractors, and will follow up by a 1:1 telephone contact with selected staff.

Jude is compiling a list of the people who are in charge of pesticide registrations for each state. Once she has an up-to-date list of contact persons, she and Nancy will gather data on how each state program is run, what fees are collected, and how these fees are used.

#5: NPSA Comments/Input for EPA's Label Review Manual's Revision:

Nancy Fitz reported that the letter from NPSA to EPA in support of the full SFIREG / SFIREG Water Quality and Disposal Working Committee suggestions has still not been received. Nancy asked Kathy Brooks to send a second copy, and cc. her.

#6: 2003 Conference / Tucson Marriott:

Kellie Newton, NPSA's legal counsel, wrote a final note to Debra Shantz, VP and general counsel, for John Q. Hammons Hotels and Resorts. In the letter, NPSA offers to pay \$5,000.00 to settle the dispute, which was the original demand. Once Ms. Shantz replies, Gail will report.

Note: If there is an adverse reply, John Q. Hammons Hotels and Resorts (probably) cannot tap the CropLife Pilot Project fund.

#7: 2004 Conference Plans:

In advance of the meeting, Nancy Fitz distributed copies of a list of topics, the flyer (nearly final draft), and a draft letter to sponsors.

The first topic discussed was regarding the hotel and local arrangements: the NPSA flyer, etc. will list the conference hotel telephone number (vs. the 1-800 number for all Marriott Hotels); advertise \$109.00/night conference rate (vs. a government rate); and list Kathy Brooks as the contact person for questions/problems.

Sponsors: Nancy Fitz thanked all who “beat the bushes” seeking funds, and reported the tally to date. Allan Hovis will approach registrants, including Monsanto, DuPont, Dow Agrosciences, and BASF. Pat Hipkins will contact AquMix and CWC Chemical.

Nancy Fitz will send final announcement/registration flyers to former participants. She asks BOD members and officers to forward announcements to listserves of agencies/organizations with which they’re affiliated.

Program a/v support needs were discussed. The more NPSA members can bring, the less the organization has to pay the hotel to rent. Nancy will check with Norm Nesheim regarding what we can borrow from his institution; plans are to finalize requests (who can bring what) during the October conference call meeting. Need are:

Laptops	need 4	have 0
Digital projectors	need 4	have 2
Slide projector	?	if needed, as speaker to bring?
Overhead projector	?	if needed, will rent?
Audio/microphones	*	hotel will provide
Tech “trouble shooter”	need 1	Allan Hovis volunteered
Laser pointers	need ?	Arrowchase will provide these

Nancy Fitz asked for a volunteer to contact speakers in advance to confirm participation, ask about special needs, get bios, ask for presentations on a CD (for use at the meeting and for post-conference posting on the NPSA website); confirm name and affiliation, etc. Nancy estimates there are 40-50 speakers, total; 7 sessions. Gail has a draft of contact information for all; he will send this to Nancy Fitz so she can recheck what’s on the program. Ginny Prest will post presentations after the conference on the website. One suggestion was to have each session’s organizer handle this for the session he/she arranged...but if we do this, we still need someone to coordinate for all...Nancy and Janice will think of a plan...Pat offered to help...

Next, the group discussed events day by day ...

Sunday Events

- ACRC Meeting: Rob Denny is the person who can supply information about ACRC’s plans for Sunday in terms of what time the meeting is and whether it is open to everyone.
- NPSA Board Meeting: We decided to start the Board meeting at 4:30 pm because it is almost impossible to get to Orlando by 3:00 pm (the original suggested time) from the West Coast.
- NPSA Annual Meeting: We discussed several ways to make the Annual meeting more appealing, including moving it to prime time of the conference (i.e., during the day on Monday or Tuesday) or making it a happy hour. We agreed to keep it on Sunday but to have it immediately before (and in the same place) as the welcome reception.
- Welcome reception and information exchange/poster session: This will probably be from 7:00-9:00 pm. Lois Levitan is leading efforts to really building this up as a poster session. We will actively solicit participation in the info exchange as well.

Monday Events

- Plenary Session: We discussed the plenary session in some detail and came up with the following plan. We'll have to allot enough time to accommodate:
 - A welcome from NPSA (short)
 - A welcome to Florida (short)
 - Sam Ponder, AgSafe Limited (about 30 minutes)
 - Jim Warneke, Disney's Environmental Director (about 30 minutes)
 - Earth 911/NPSA pilot presentation. (about 20 minutes)
- Grand reception 6:00-9:00 pm. The new Board member will be introduced here.

Tuesday Highlights/Events

- Closing session: 3:30-4:30. Some suggestions for what to get out of the closing session included: having brief reports on some of the major topics (ahead of time, ask the moderator of those sessions to prepare a brief summary of the key points) and soliciting volunteers for committees. Also, we should have an easel at the registration table to keep a running list of volunteers. In addition, it would be good to announce the location and plans for the 2006 conference here.
- MSE will sponsor an off-site evening activity. Jen and Kathy are working on that.

Wednesday Events

- Breakfast: We talked about either scaling breakfast back quite a bit (e.g., having a continental breakfast for a relatively small number of people) or having box breakfasts for the bus because not many people at the breakfast on the last morning (before the tour) last year.
- Tour of Walt Disney World in morning. The cost of the tour (on flyer) is \$60, which includes entry to the park for the rest of the day.
- Transportation: The cost (for 80 people) ranges from \$560-700. We discussed the options of having the bus run continuously vs. having two specific pick up times. Everyone agreed that we should have a limited number of pick up times to return to the hotel. It would be nice to find a sponsor for the transportation.

Other conference-related topics that were discussed include:

- Janice has the NAHMMA moderator forms and will send them to Nancy as a model.
- Kathy will update the sponsor list and send it to everyone.
- We need to keep track of invited speakers. The protocol in the past was that invited speakers were not charged for the day of speaking. We agreed to continue this policy and clarified that if an invited speaker participates in the rest of the conference that the cost will be \$125.
- We agreed to comp the registrations for Anne Richman and Tim Gormley (if he participates) of Earth 911 in recognition of all the work they have done on the ag stewardship web site.
- Kathy stressed that EVERYONE needs to fill out a registration form (even if they do not have to pay) so she can keep track of numbers.

Other / New Business:

No items raised for discussion.

Next Meeting:

Several dates were identified for the September meeting. As before, Nancy Fitz agreed to poll all BOD members and officers, and select the date on which most members were available. The next meeting will be held Thursday, October 7 at 3:00 pm Eastern.

Meeting adjourned at 3:55 p.m. EDT.

Prepared 04 October 2004; PAH
Finalized 06 October 2004; NEF