

**NATIONAL PESTICIDE STEWARDSHIP ALLIANCE (NPSA)  
BOARD OF DIRECTORS (BOD) MEETING MINUTES  
APRIL 26, 2005**

*Present (on Conference Call):*

Gail Amos, Kathy Brooks, Nancy Fitz, Don Gilbert, Rob Hofstetter, Allan Hovis, Lois Levitan, Don Mullins, Roger Springman.

*Call to Order:*

Don Gilbert, Chair of the Board, called the meeting to order at 10:05am.

*Roll Call:*

Secretary Lois Levitan called roll of Board, Officers, and “Other” (administrative, committee chairs, past president). Names of voting members of the Board are underlined in the list above. With only three members of the voting Board present, there was not a quorum.

*Approvals:*

(i) Agenda for the meeting—distributed yesterday in an email from Don Gilbert—was approved.

(ii) Minutes of previous meetings (Jan 28, 2005 Special Meeting and Mar 22, 2005 Board meeting) could not be approved without a quorum, but all those present gave their approval.

**Decided** that the Secretary should send an email to the missing Board members, asking them to vote by email re: approvals so that the Minutes can be posted on the NPSA website in a (relatively) timely fashion. It was also **decided** later in the meeting that other items for consideration by the full Board should be discussed in the email (*e.g.*, web password; the PESP conference in July; developing display materials for conferences). Don Gilbert proposed that he would confer with Lois and Don Mullins about contents of this email.

*Treasurer’s Report:*

Treasurer Kelby Neal was not present. Kathy Brooks made an abbreviated report during the meeting, with details filled in later in an email from Kelby: Checking account balance as of April 12, 2005 = \$16,524.12, with deposits of \$5000 from ACRC, \$200 from USEPA, \$75 from Care, and \$800 from Tri Rinse. Payments were made in late March and early April to NDPS (\$44.76), Global Pay (\$35.00) and Arrowchase (\$1390.00). In addition, Kathy has several new memberships for deposit. Allan Hovis expressed concern that the Bayer contribution had not been received. (It was found by later in the meeting and will soon be submitted).

**COMMITTEE REPORTS**

*Membership Committee:*

Chair Don Gilbert reported. The committee (Don, Roger Springman and Angela O’Callaghan) decided there should be hard cut-off date, after which non-dues payers would lose membership privileges. The committee suggested Mar 31 as the cutoff, following a 1<sup>st</sup> renewal notice Nov 1 for coming year, with follow-up letters in Dec and Feb, and direct contact via a phone call in March. It was noted that the membership brochure should define the term of membership, *i.e.* add word “annual.”

Discussion followed re: (i) whether to use a commercially-available software to track membership, send out renewals, etc., or whether to maintain the small membership database on an Excel spreadsheet; (ii) whether to follow a calendar year or other membership schedule; and (iii) whether and how to pro-rate mid-year new memberships. None present had experience with this type of software. **Consensus** is to (a) retain calendar year membership (perhaps obviating

benefits of the membership software); (b) retain a strong link between the conference and the membership year, using the conference as a strong recruiting event; (c) ask the committee to work out the details of pro-rating new memberships fees; and (d) ask committee to clarify how the member discount works for conference registration (*i.e.* which year?).

*Finance Committee:* Hofstetter—nothing to report.

*Election and By-Laws:* Amos—nothing to report.

*Communication:* Chair Pat Hipkins was not present but had sent a detailed memo to Don Gilbert and had a recent discussion with Don Mullins re: issues to discuss. Don Mullins led the discussion, based on Pat's memo (sent separately to Board members).

1. Website: Pat has been working with George Brooks on updating the NPSA website. She asked Board members to take a look. The group **consensus** was in agreement with Don Mullins' suggestion that documents be archived long-term in a special section of the website.

2. Members-only section of website: Pat laid out five options for ways to secure this section of the website and asked the Board to advise (1. each member has their own password; 2. a single password for all members; 3. No password, but bury personal statistics; 4. Separate website for members; 5. other?). On the assumption that "web crawlers" cannot get access to password protected files, the **consensus** of those present was in support of the single organizational password option, with a new password distributed annually with acknowledgement of membership renewal. Input from other Board members will be solicited in the email discussed in the "Approvals" section, above. By setting a cut-off date for lapsed members and distributing a new password annually, the question of who gets access to this part of the site is settled. General agreement of the type of documents for the member-only section: policies, member contact information, Board minutes, by-laws. However, it is **requested** that George prepare a site map showing the site architecture, from which the group can better discern which files belong in what section, and that this information with a recommendation from the Committee be prepared for the next Board meeting.

3. Listservs were not discussed at this meeting.

4. Responsibilities of the Communication Committee beyond developing and managing the website and listservs. (It was realized later in the meeting that the Committee's role in developing display materials was discussed at the March meeting.)

5. Forming the Communication Committee: Chuck Cabbage recently joined.

6. Website Management (*i.e.* back-ups; Board knowledge of where site is hosted and who has back-up access privileges) was not discussed.

*Sponsorships:* Hovis—At next month's CropLife Stewardship Committee meeting Allan is planning to make personal contacts and distribute the NPSA brochure to potential NPSA sponsors. Roger asked Allan to see if there are issues of concern to the CropLife Stewardship group that could be featured at the Feb 2006 NPSA conference.

*International Relations:* Mullins—Nothing to report.

*Conference Arrangements 2006/2007:* Don Bradley was not present. Kathy Brooks said there was nothing new to report.

## **OTHER BUSINESS**

*EPA Pesticide Environmental Stewardship Program (PESP):*

NPSA PESP Strategy: Per discussion at the March Board meeting, Lois corresponded with Pat Hipkins re: collaborating in developing the strategy document required by EPA for PESP Partners. Pat responded that Don Mullins was taking the lead. Don reported that he was unclear about this role but would follow up with Pat.

PESP Partner Conference: Roger reported that he continues to receive literature from PESP and learned that there is a conference called for PESP Partners at the Crystal Gateway Marriott, July 14-15, sponsored by the National Foundation for IPM Education and by EPA. Nancy explained that this is the first time in five years that PESP members will be getting together and that it is a gathering primarily of pesticide user groups. Nancy will distribute information about the conference.<sup>1</sup> **Consensus:** this is a good opportunity for a NPSA presence, in person and by means of an organizational display. Volunteers solicited (Allan Hovis noted that he or someone else from Bayer is likely to be there). Don Gilbert suggested that information about this conference, with solicitation of volunteers, be including in the email going to Board members. Roger laid out a framework, and volunteered his help, to develop a display—estimating that cost is less than \$500 if the graphic design is donated. Lois reminded the group that this topic was discussed at length during the March Board meeting re: preparing a display for the September NAHMMA conference in Takoma, WA.

*Best Management Standards for Agricultural Pesticide Container Recycling:* Nancy Fitz continued the discussion that began at last meeting about efforts to level the playing field for container recycling by developing consensus standards for disposal. Nancy is playing an active role, as is Tom Hall, the CropLife Stewardship director. The group is in process of forming a committee to work with the American Society of Agricultural Engineers (ASAE) in developing standards by end of the calendar year. The hope is that States and/or US EPA can require compliance with these standards as a condition for pesticide registration. Nancy asked if NPSA wants an organizational presence on the Committee, and the concept was strongly endorsed. Don Gilbert will work with Nancy to identify a NPSA representative, preferably one from the niche Nancy described as yet-to-be-filled of someone with a “farmer perspective” or with first-hand experience in working with farmers on collections.

It was suggested that the 2006 NPSA Conference might be a good venue for reporting on progress and wrapping up work of the Committee.

The committee is expected to include members from ASAE, several agricultural engineers from academia and industry, CropLife America, EPA, AAPCO, AAPSE, ACRC, NPSA, USDA, individuals representing pesticide manufacturers, distributors, container recyclers, recycled product manufacturers, manufacturer/distributor not involved with ACRC, and others.

*NPSA Logo Policy:* Per conclusion of the discussion at the last meeting, Roger and Allan drafted a policy on use of the NPSA logo by non-profit organizations, and sent their draft to Don and Dan. Don subsequently asked Roger to create a single policy document, merging the

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<sup>1</sup> Summary of information distributed by Nancy about the “2005 Pesticide Environmental Stewardship Program National Meeting: Working Together Toward Common Goals,” July 14-15, 2005 at the Crystal Gateway Marriott. The meeting is being sponsored by the National Foundation for IPM Education (NFIPME) through a cooperative agreement with EPA. PESP members were mailed preliminary meeting announcements in late February. Last week they received meeting packets containing a preliminary agenda, topic descriptions, and detailed information on the meeting location and registration. All of the information provided to members is available on NFIPME's PESP website <http://www.pesp.org/2005meeting/index.htm>. List of PESP members is on EPA's web site at: <http://www.epa.gov/oppbpd1/PESP/members.htm>.

commercial policy (reported briefly in Nov 2004 minutes) and the not-for-profit policy. This remains to be done.

*Next Meeting:* Nancy Fitz was asked to set up next meeting and distribute details to the group.

*Meeting adjourned:* 11:50am EST.

Draft submitted by Lois Levitan, Apr 26, 2005