

**THE PESTICIDE STEWARDSHIP ALLIANCE  
BOARD OF DIRECTORS  
MEETING MINUTES**

**April 25, 2008**

**CALL TO ORDER**

Meeting was called to order by Fred Gabriel at ~11:00 AM EST.

**ROLL CALL**

A quorum was present. (Board Members underlined): Fred Gabriel; Marty Fitzpatrick; Rob Denny; Wayne Buhler; Nancy Fitz; Liza Fleeson; Jen McLaughlin; Kevin Neal; Bonnie McCarvel; Carol Ramsay; Don Bradley; Don Mullins; Don Gilbert; Lois Levitan; Joe Hoffman

**APPROVAL OF MINUTES**

The minutes of the February 5, 2008 Member's Business Meeting and the March 8, 2008 Board of Directors Meeting were approved. Approved meeting minutes will be posted on the TPSA website.

**OPERATIONS REPORT**

All of the expenses are in from the 2008 conference. The total income for the conference was \$51,233.80. This figure does not include any donations that a sponsor paid directly to a vendor. The Profit & Loss Statement has been distributed to the Board for review. It was noted that an updated balance sheet would be distributed at the end of April once the checking account had been reconciled.

All updates to member's names and addresses have been made to the TPSA database. Bonnie made the request that TPSA purchase an external hard drive to back up all of TPSA's documents. A motion to make this purchase was made and approved.

**PROPOSED FILING STRUCTURE**

Don Gilbert has taken the lead to develop a filing structure for all TPSA generated files. It was discussed that some files should be converted to pdf format to protect their security. Access to these files will be limited to the board, officers and committee chairs. The membership committee will work on developing a policy document for the management of these files. It was agreed that the naming of the files should follow an identical format. A suggestion of Year\_Month\_Day\_Description format was offered. The committee will finalize the format that will be utilized.

## **ELECTIONS**

The motion to approve the procedures for the board of elections, Procedure 9.0 Elections was made and approved.

## **SPONSORSHIP**

Some updates have been made to the sponsorship policy document. Fred Gabriel would like the opportunity to make additional updates to this policy to communicate to the sponsors how their funds are being used and add benefits of being a sponsor.

## **POLICY UPDATES**

It was discussed that the one current policy would be submitted to the board for review each month. Suggested updates would be circulated to the board members via email prior to each board meeting. Revised policies will be approved at the following board meeting. This would ensure that all policies get reviewed and updated on an annual basis.

## **2009 CONFERENCE**

The "Save the Date" postcard for the 2009 Annual Conference has been reviewed and approved. Upon request, Carol will distribute postcards to individuals attending related conferences to try and increase participation.

## **ELECTRONIC COMMITTEE REPORTING**

It was suggested that committee chairs should submit their reports to the board via email 10 days prior to the Board of Directors meeting. This would include all routine reports as well as Operations and Treasurer's reports. All committees should send a report to the board at least every 60 days. Liza will send a email to all committee chairs monthly to make everyone aware of this change.

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## **PESP STRATEGY**

TPSA needs to start utilizing the PESP strategy that was submitted to the EPA at the end of 2007 (<http://www.epa.gov/oppbppd1/peps/strategies/2007/tpsa07.htm>). Fred made the suggestion that TPSA begin using a Gantt chart for TPSA related projects. Utilizing a Gantt chart would allow TPSA to record milestones and action items under each committee/strategy. This would be a great visual to show we are tracking these items with an organized effort, as well as an excellent reporting tool. Additionally, it would allow for continuity as the board members change through the years.

## **WORKGROUPS**

Current developed workgroups are as follows:

Total Ag Plastics Management – Roger Springman/Lois Levitan/Leaders  
Handling Empty Containers – Carol Ramsay/Leader  
Hazardous Waste Disposal – Joe Hoffman/Leader

Joe Hoffman discussed forming a new workgroup. This workgroup/standing committee, tentatively titled “Pesticide Disposal Program Data Initiative” Workgroup, would collect data and reestablish a basis for a National Cleansweep report. The last report completed by the EPA was in 2001. New programs have developed since this time. The data is available. This workgroup would fall under TPSA’s PESP strategy. Joe would be able to lead this program beginning in July. The funding required for this workgroup needs to be estimated. A motion was made for the workgroup to be developed, and the motion was approved.

## **TPSA WEBSITE**

Carol is working with the webmaster to recover lost data from the website. It is expected to take them ten days to update the website. Don will discuss with Pat Hipkins whether she has the availability to monitor the website. Contact will be made with George Brooks and Ginny Prest to determine if they have access to past files. It was agreed that the website needs to be backed up at a minimum of every six months.

## **EPA RECYCLING RULE UPDATE**

The rule was sent for budget review on April 1, 2008. It is an official 90-day review. The updated rule may be published by the fall.

## **ADDITIONAL INFORMATION**

- Effective May 7<sup>th</sup>, Liza's phone number will change to 804.371.6559
- Send Liza a list of meetings you are attending or aware of that TPSA might be interested in participating.

## **NEXT BOARD MEETING**

Nancy will send an email to check availability for the next board meeting. Possible dates are the week of May 19<sup>th</sup> and May 26<sup>th</sup>.

## **MEETING ADJOURNED**

The meeting adjourned at ~12:30 pm EST.

[Submitted by Jennifer McLaughlin, May 27, 2008, Approved May 29, 2008]