

TPSA Meeting Minutes

July 14, 2011

A meeting of the TPSA Board was held on Thursday, July 14, 2011 at Bayer CropScience, RTP, North Carolina, starting at 7:45 a.m. Participants in attendance were Cam Davreux, Rob Denny, Nancy Fitz, Fred Gabriel, Allan Hovis, Kevin Neal, Don Bradley, Cary Hamilton, Sandra Keil, Bonnie McCarvel, Bekah Reddick and Tricia Burns. Absent were Brad Bittleston and Ed Cranson.

The purpose of the meeting was strategic planning with Tricia Burns and Bekah Reddick serving as facilitators.

Results of the meeting follow.

Key strengths of TPSA:

1. Networking – information exchange/common ground/solutions
 - Non-conference
 - i. Website
 - ii. Board meeting
 - iii. Member to Member phone calls
 - Conference
 - i. Reception
 - ii. Off-Site
 - iii. Round table
 - iv. Exhibits
 - v. Dinner
 - vi. Panel Discussion
 - vii. Attendee list

2. Repository of Expertise/Information
 - Contact list provided to attendees
 - Expertise of attendees
 - Website/Opportunity – huge
 - Content of conference session
 - Duplication of material needed – but different levels of users
 - Resources lacking
 - i. Manpower
 - ii. Funds
 - iii. Marketing
 - Gateway
 - Know-how
 - i. Pesticide disposal
 - ii. Container Management
 - iii. Application of Pesticides – drift, WPS, labels, application technology
 - Lifecycle of pesticides
 - i. Have know-how
 - ii. Outreach/communications
 - iii. Ag Plastics – exchange of info – both ways
 - Communications

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3. Emerging Issues surface
 - Annual Stewardship Conference
 - i. Regulators – state & federal
 - ii. University Researchers – future needs
 - iii. Keynote speakers – encourage different opinions
 - iv. New technology – drives regulations/concerns
 1. Vendors
 - v. New research – health
 - vi. International events – disposal of treated seed
 1. connection to other associations/events/etc.
 - Board of Director meetings – limited
 - Incidents – front page news
 - Posters
 - Request for Funds
 - Website – brochures/requests, etc.
 - Networking

3-5 Year Plan

- Conference – networking
 - Explore CEU's for the state the conference is held in.
- Communications – increase so that they are robust and have a marketing plan.
 - Needs to cross over through each topic/issue
- Application Technology – explore these topics and
 - Drift
 - WPS
 - Labels
 - Other to be identified
- Education/Training
 - Repository of information
 - Expertise of people involved
- International Projects
 - Integrate throughout TPSA to increase visibility

3-5 YEAR NEEDS

1. Robust Communications and Marketing Plan
 - a. Resources
 - b. Finances
2. Make TPSA the “go to place” for pesticide stewardship.
 - a. Should be indispensable.
3. Expand reach beyond traditional served groups.
 - a. For example – developing countries
4. Create model program and processes.
 - a. For 50 states as well as international.
5. Grow membership and make active.
 - a. From 125 members today to 250 in 5 years.
 - b. Explore “non-traditional” members
 - c. Current Members include:
 - i. Disposal Companies

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- ii. Crop Protection Companies
 - iii. State regulators
 - iv. Federal regulators
 - v. Extension agents
 - vi. Academia
 - vii. Suppliers – hardware
 - viii. Container recyclers
 - ix. Pesticide distributors
 - x. End users
6. Increase corporate sponsors.
 - a. Double sponsors
 - b. Pursue 5 non-traditional sponsors
 7. Become more proactive of emerging issues.
 - a. Needs to be forefront
 - b. Have two-way dialogues
 8. Perceived world leader in expertise.
 9. Active participation of current members.

Group discussion on Agricultural Plastics

After considerable discussion on the pros and cons regarding agricultural plastics, Fitz moved to include “agricultural plastics stewardship” as a component of TPSA which in the end means giving agricultural plastics a home.

The objectives of TPSA are to promote and support stewardship of pesticides and agricultural plastics in the local, national and international arenas through communication and coordination with the public and private sectors. Stewardship efforts may cover all activities from the manufacturing and formulation of products, through commerce, storage and use, and ultimately the final disposition of unwanted pesticides, emptied containers, and other agricultural plastics.

Motion was seconded by Neal. The motion carried.

While Chairman Gabriel reminded the Board the leaders of the Agricultural Plastics workgroup were looking for a definitive confirmation Ag Plastics would be a central component of TPSA through inclusion in the Objectives of the By-Laws, allowing for a Director from the Ag Plastics sector, and including Ag Plastics in the name of the conference at least, the Directors chose only to vote on whether or not Ag Plastics would be a component of TPSA. The details of how Agricultural Plastics will be incorporated still need to be worked out.

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Group discussion on Membership Period

After discussion on the membership year, Denny moved to continue the membership year from January 1 – December 31 with a “grace” period to the day before the annual conference. Davreux seconded the motion. Discussion followed. Denny and Davreux agreed to amend the motion to have the “grace” period be through the month of January. The motion was approved as amended.

Fitz moved to adopt Policy 3.0 TPSA membership Renewal/Notice and part of Policy 11.0 Election to the Board of Directors as follows:



Policy 3.0 TPSA Membership Renewal/Notice Policy

1. Fee Schedule for Members:

- January-December 31: full \$75 fee.
- Members will have a “grace” period for the month of January, following their expiration. If they have not renewed by February 1, they will not be considered members.

2. Membership Renewal Notices: Renewal notices will be sent Nov 1, Dec 1, and January 1. Remaining delinquents will be dropped from the membership roll January 31. Once dropped, delinquent members wishing to reestablish membership will be considered new members

Definitions

New member-Any individual or organization that has not previously been a member of TPSA

Renewing member-Any individual or organization that updates an active membership

Delinquent member-Any individual or organizational membership that has yet to be renewed before the hard cut-off date of January 31

Dues:

Individual members/Renewal - \$75

Retired membership/Renewal - \$35

Student - \$25

Organization/Membership Renewal - \$200

Adopted by the TPSA BOD - July 14, 2011.

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Policy 11.0 Elections to Board of Directors

The Pesticide Stewardship Alliance (TPSA) Bylaws establish an eight member Board of Directors (Board) representing seven separate member-affiliation areas and one representative appointed by EPA. Member-affiliation Directors are elected from the TPSA membership and serve two-year terms. Three Directors are elected in odd years and four elected in even years. This policy sets forth the procedures, timeframes and forms to be used by the Election and Bylaws Committee to elect new board members annually.

1. Election timeframes are set forth in the Bylaws. The election process must start a minimum of 141 calendar days (20+ weeks) prior to the close of the election, which occurs just prior to the Annual Member Business Meeting. For example, to finalize an election during an Annual Member Business Meeting at the end of February, the election process must start no later than October 1 of the previous year.
2. The Election and Bylaws Committee is responsible for carrying out the election process. The Chair of this committee reports to the Board on its progress.
3. A calendar of events for the election process is as follows:

<u>Timeframe Prior To Close of Election</u>	<u>Activity</u>
141 days	Nomination request (form & membership list) emailed to membership
111 days	Nominations close
90 days	Membership notified of slate of nominees
45 days	Ballots emailed to members
0	Election closes (noon the day of the Annual Membership Meeting)

4. A nomination request ([Appendix 1](#)) identifies affiliation areas up for election at the next Annual Membership Business Meeting and is emailed to all TPSA members at least 141 days prior to that meeting.

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- A nominating form for Even-Year and Odd-Year nominations ([Appendix 2 & 3](#)) and a list of current TPSA members and their affiliation must be sent with nomination request.
 - Members may nominate anyone, including themselves, from the respective affiliation area. If a self nomination is submitted, the member shall state their willingness to stand for election.
 - The nomination request must include:
 - date that nominations close, and
 - instructions for the address and process for returning nomination forms.
5. Following the close of nominations, nominees shall be contacted to determine their willingness to run for election. For those nominees accepting to run, they will be instructed to submit a brief biography of their qualifications electronically ([Appendix 4](#)). **Attention to this task is paramount due to the required timeframe for nominee consideration and balloting.**
6. Upon receipt of nominees' biographies and no later than a minimum of 90 days prior to the close of the election, members shall be notified of the slate of nominees, the respective affiliation areas they would represent and copies of nominee biographies ([Appendix 5 & 6](#)). Members shall be instructed to review the slate of nominees and advised that they shall receive an official ballot in 45 days for the election.
7. Ballots shall be prepared with the names of the nominees and their affiliation area. ([Appendix 7](#))
- Nominees shall be listed in a consistent font and format.
 - Ballots will be delivered electronically if possible.
 - The Committee must assure that only one ballot is cast from each TPSA member in good standing.
 - If name and address verification is required by the Committee, every effort shall be made to utilize an internationally accepted address format that does not prejudice non-US members.
8. Ballots, biographies and a cover memo ([Appendix 8](#)) shall be emailed to TPSA members no later than 45 days prior to the close of the election.
- The members shall be advised on both the ballot and cover letter or email the deadline date for receipt of their ballot by fax, or other postal service and the appropriate fax number, mailing address or email address if submitting prior to the conference.
 - The Election and Bylaws Committee Chair shall acknowledge by email all ballots received prior to the conference ([Appendix 9](#)). Ballots submitted by fax, email, or other postal/delivery service shall be printed out so that they can be compiled and counted at the annual meeting.
9. A ballot box, located at the conference registration table, shall be utilized at the Annual Meeting to accept ballots cast at the Annual Meeting. Meeting attendees shall be advised of the location of the ballot box and as well as the time when voting shall close.

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10. At the close of the balloting, the Election and Bylaws Committee Chair shall collect and tabulate all the votes cast in the election.
 - The Chair and at least one other TPSA member who is not on the ballot, shall count the ballots in private.
 - The Chair is responsible for ensuring that all ballots were only cast once and were received from active TPSA members.
 - The vote tally shall be recorded on a blank ballot.
 - Once the count is complete, the Chair and witness shall sign the ballot affirming its validity and accuracy.
 - All election ballots and the Chair- and witness-signed tally ballot shall be sealed and archived at the TPSA office.
 - Another second signed ballot tally shall be sealed in an envelope and given to the TPSA President so they can announce new Board membership during the Annual Members Business meeting or another time deemed appropriate by the President.
11. The Chair will send all mailings to the TPSA President for review prior to any circulation to the membership.
12. The Chair shall make every effort to facilitate a transparent election. All electronic mailings shall have all of the names visible to all readers.
13. The Chair may send out electronic mailings without going through the business office.
14. Memberships are for the period from January 1-December 31, with a “grace” period for the month of January, following their expiration. If they have not renewed by February 1, they will not be considered members. Refer to Policy 3.0 TPSA Membership Renewal/Notice Policy.