

THE PESTICIDE STEWARDSHIP ALLIANCE
BOARD OF DIRECTORS
MEETING MINUTES
July 15, 2014

The board meeting held at the Monsanto Campus in St. Louis, MO and was called to order by President Jack Peterson at 8:30 a.m. CST.

1. **Antitrust & Fair Trade Statement** discussed by President Jack Peterson
2. **Board Present:** Jack Peterson – President; Mike Kamrath – Vice President, Ples Spradley – Immediate Past President; Directors: Scott Birchfield – Pesticide Industry; Jerry Krebs – End User (participated for part of the call via conference call); Carli Lofing – Waste Management; Ron Perkins – Container Management; Mike Porreca – Environment/Public Health; Jeffrey Rogers, Government; Kristine Schaefer – Institution.

Ex-official members in attendance: Nancy Fitz – US EPA, Bryan Gran – FarmChem; and Bonnie McCarvel –TPSA Operations Manager.

Absent: Don Bradley - Treasurer, Pamela Hodge - Secretary

Guests Present

Derrick Bell - Membership Chair via conference call.
Steve Adams, Monsanto Host

3. President Jack Peterson declared a quorum present for the meeting.
4. **Approve minutes**

May 15, 2014 Board Meeting minutes were presented. A motion was made to approve the minutes as written. The motion was seconded and the motion carried.

5. **Treasurer's report**

Bonnie McCarvel provided an update as Treasurer Don Bradley was not able to be on the call. Discussion followed. A motion was made to accept the report as submitted. The motion was seconded and the motion carried.

6. **Committee Reports**

- a. Annual Conference - Nancy Fitz discussed the progress made by the conference committee and potential conference schedule.
 - i. Tracks: Ag Plastics, Disposal and Pesticide Safety/Stewardship are the three potential tracks in development. Still seeking sessions and topics for track development.
 - ii. Keynote Speaker: Phil Retallick, Senior Vice President Clean Harbors, will serve as the Keynote speaker.
- b. Communications – Kristine Schaefer discussed promotion of TPSA to AG editors by funding travel for Maria Mirsky to the American Ag Editor's Association, current PSAs, and Jerry Krebs's presentation of the TPSA poster to the American Chemical Society.

- c. Membership: Derrick Bell reported on the current TPSA membership had increased to 138 members as of the meeting; he also reported that the annual conference had 141 attendees of which 69 were members. Bell also discusses potential changes to the membership application form to better capture affiliations of members. Discussion followed. A motion was made to add affiliation definitions as written in our current bylaws to the application for membership. The motion was seconded and the motion carried. In compliance with Article 7 of the bylaws a motion was made to create an advisory council to review the bylaws and create a written proposal to ensure the appropriate affiliations are represented by members of that affiliation and to ensure the Board of Directors represents the appropriate affiliations. This proposal is to be presented to the Board prior to October 27, 2014. The motion was seconded, discussion followed and the motion carried.

Barbara Dunn, Attorney with Barnes & Thornburg and legal counsel for TPSA, made a presentation to the board regarding role of the board members, fiduciary responsibility, duty of loyalty and by-laws vs. policy.

- d. Communications (cont.) – discussed the need for future webinars however no suggestions for potential topics have been received. Recognized TPSA's 20th anniversary at the 2015 Annual meeting. Nancy Fitz reported:
 - i. Pesticide Disposal Program Database: Should be moved to the Hazardous Waste Committee. Carli Lofing has a request for proposal document that could be used as a template to develop a proposal for TPSA. Recommendation made that this project be moved to 2015.
 - ii. PPE training: has been tabled.
 - iii. Container Recycler List: page is on the website and complete. Press release sent.
- e. Annual Conference (cont.)
 - iii. Registration Fees: Jeff Rogers reviewed the committee's recommendation regarding the restructuring of the conference registration fees to the board. Discussion followed. A motion was made to establish a policy to create a flat fee for guests of registered conference participants to cover the expense for meals and receptions. The motion was seconded, discussion followed and the motion carried. A motion was made to establish a policy requiring attendance to TPSA events where alcohol will be served be limited to those 21 years old or above. The motion was seconded, discussion followed and the motion carried.
 - iv. Off-Site Event: Nancy Fitz reported that a dinner cruise is being considered. General consensus was to go with the dinner cruise.
- f. Elections & By-Laws: No report
- g. International Stewardship – Nancy Fitz reported brochure translation/development is well under way with English and Spanish versions completed and French is being worked on. Need to determine where best to post on the website.
- h. Stewardship Awards – Ples Spradley will be sending out a request for submissions.

7. Old Business

- a. Review Budget: completed during Treasures Report
- b. Review Policies: Jack Peterson suggested there be changes to the policies' verbiage such as, to remove references to Chairman of the Board, clarify invited guests, waived fees, etc. to be in line with by-law changes. The creation of new policies 1.2 and 1.3 to address the changes in the annual conference guest registrations and minimum age limit for attendance to functions where alcohol may be served. Change in TPSA year as it relates to membership, donations and annual conference. Policy 7.1 to be a letter of thanks from the President to outgoing board members. A motion was made to approve the revisions to the policy as communicated. The motion was seconded, discussion followed and the motion carried. A motion was made that Policy 5 be approved as communicated at the meeting. The motion was seconded and the motion carried. Policy 11 is to be revised and will be presented to the board for their review and approval. Once completed all of the policies will be compiled and provided to the board.

8. New Business

- a. 2015 Budget: Budget requests/proposals due July 31, 2014.

9. Next Meeting:

- a. Next meeting will be held August 25, 2014 beginning at 10:00 AM Central Standard time to review 2014-2015 goals and budget requests.

10. Adjourn

A motion was made to adjourn the meeting, the motion was seconded and the motion carried. Meeting adjourned at 2:30 PM Central Standard time.

Minutes taken by Jeffrey Rogers.

Attachments to Minutes

- Conference Registration Fee

Conference Registration Fee Revisions: Committee meeting results

Issues to address:

- The biggest cost of the conference is the catering – which includes the off-site event.
- The registration fee needs to cover the catering of meals and breaks, service charges, AV, exhibitor tables etc...
- The conference sponsors contribution helped to defray these costs in the past but should not be counted on for planning purposes.

Committee Recommendation: Maintain the current fee structures and reduce expenses. The following suggestions are put forward for the Board's consideration:

AV & Exhibitor Costs:

These costs are unavoidable however we can continue to reduce the cost by bringing our own equipment and negotiating for reduced rates.

Catering Costs:

1. Family members and guests are welcome at events however the registration fee only pays for the participant. If family members/friends wish to attend, there will be an additional fee based on the host venue's determined catering costs. These family members/friends participants will be identified by a name tag available at the point of registration which will be necessary for the meals/reception. A color code can be established if the meals/receptions are paid for ala carte.
 - a. Have the hosting venue break down the catering expenses to determine the per person costs for each meal and reception. These figures can be used to for determining the cost for family/friends attending.
2. With a change establishing a cost to participate in the reception, it was suggested that that an age requirement of 21 was not necessary.
 - a. Consider if the receptions should be limited to one day?
 - b. Should food be served?
 - c. Make an opportunity for people to dine out and explore the area.
3. One day fee – Define clearly that a one day fee only includes one reception, breakfast, break, and lunch. If their travel arrangements allow for participation in more than one reception, the option for adding the second reception will be available at a cost.
4. Off site event – In most cases TPSA has had to guarantee a specific number before the conference begins. In the past many have registered only to cancel upon arriving to the conference which has left TPSA paying for those who do not attend.
 - a. Consider ensuring the cost of the offsite event is worked into the registration budget.
 - i. Determine event and cost early or set a per person event cost to be used for budgeting purposes.
 - ii. Attempt to negotiate flexibility in the count when establishing the number of participants.
 - iii. Send an email to those who registered for the offsite event two weeks prior to the conference requesting they confirm their intent to participate.

5. Drink tickets – continue as in the past. Each adult that paid for the entire conference received 1 drink ticket for Tuesday and 1 for Wednesday’s reception and then 2 drink tickets for the offsite event (given at the time of the event)
6. Breaks foods – consider providing only beverages such as coffee, tea, soft drinks, water, etc...

The Committee stated TPSA cannot lose money on the Annual Conference, at a minimum the registration fee needs to cover all costs associated with the meeting with a goal of being profitable while providing a valuable service to the members and stakeholders.