

## **NPSA Regular BOD Meeting Minutes October 27, 2004**

*Present:*

Gail Amos, Don Bradley, Kathy Brooks, Rob Denny, Nancy Fitz, Mary Grodner, Pat Hipkins, Alan Hovis, Joe Hoffman, Rob Hoffstetter, and Janice Oldemeyer

*Quorum Status:*

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

Meeting called to order by President Gail Amos for BOD chair Mary Grodner at 2:40 p.m. EDT. (Mary notified the group that she might be late joining the call.)

*Minutes:*

The revised August (08/30/04), September (09/16/04), and October (10/07/04) minutes were accepted. (The backlog was due to lack of a quorum at the 10/07/04 meeting.)

*Treasurer's Report:*

Because one was given earlier in the month (10/07/04), the treasurer's report was not given. However, the October report was accepted at this session. (It was not accepted at the 10/07/04 meeting due to lack of a quorum.)

*Old Business:*

#1. Conference 2004 Plans and last-minute details:

- Volunteers were obtained for three sessions in need of a moderator: Joe Hoffman/State Pesticide Disposal Program Updates; Don Bradley/Pesticide Container and Containment Standards; Twists on Training/Janice Oldemeyer. In addition, it was noted that there is a conflict in that Mary Groder is slated to moderate session C1 and speak in session C2 – Nancy Fitz will resolve the problem because the time slots of some sessions will change.
- Breakfast RoundTable topics were finalized: urban product stewardship issues, Earth 911, Clean Sweep Back to Basics, and Container Recycling Q/A with the Australian (Ponder), Canadian (Davreux), and German (Dambeck) presenters.
- The group re-checked topics and small things in prior to printing a final agenda/program. A proof of the program will be ready for review on Monday, 11/01/04.

- Mary (BOD Chair) and Gail (President) will make a general welcome, acknowledge sponsors, and introduce the presenters at the first plenary session.
- Kathy Brooks will send a list of people who have registered for the meeting to Nancy Fitz. Nancy will check on who is coming from which groups (ex. any HHW people), and remind participants (ex. speakers) about bringing posters, handouts, etc. Kathy noted that many people, including some speakers, have not registered yet (or the registration forms have not arrived.)
- Audiovisual (PPT presentation) equipment needs were discussed. The hotel will provide a screen, stand, and electrical access in every room. Mary, Rob, and MSE Environmental will bring laptops + projectors to avoid the expense of obtaining these from the hotel. The group asked Kathy to request that the hotel also provide a portable microphone for each room.
- Activities – Kathy is working on a head count and logistics for the trip to Disney. On Wednesday, lunch will be on your own, transportation is still TBA.
- Kathy Brooks and Joe Hoffman will work on producing a NPSA banner.
- Ginny Prest will take care of posting meeting proceedings (presentations) onto the NPSA website.
- Sponsors are still needed for the meeting...Kathy estimates that the organization still needs \$2,500, and more would be helpful. The group discussed possible leads / contacts.

## #2. Tucson Marriott Update:

Gail Amos gave what he hopes is the last report on the subject. Kellie Newton, NPSA's legal counsel, contacted Debra Shantz, the attorney for John Q. Hammond Hotel Resorts three times. Kellie's calls have not been returned. Thus, Kellie advises NPSA to let matters drop. The statute of limitations is six years, and NPSA will retain the money to pay the original sum requested, just in case. In the meantime, Gail advises that NPSA avoid booking future conferences at any John Q. Hammond hotel, have Kellie review all hotel/conference contracts in advance, and ensure that the contract is signed by both parties (hotel, NPSA). Gail will draft a policy to that effect for the board's consideration. He noted that, after the 2004 conference, NPSA will have an exit interview with the Orlando Marriott management to ensure that NPSA has no surprises when the bill comes.

## #3. Pilot Project Update:

Nancy Fitz deferred a report or discussion until the NPSA annual meeting.

#4. Advisory Council Update:

Dan Schweitzer was not present, and there was no report. (Pat Hipkins noted that the AC was not convened during October.)

#5. Earth 911 Project Update:

Joe Hoffman deferred a report or discussion until the NPSA annual meeting.

#6. SFIREG Label Review Manual Subcommittee Update:

Nancy Fitz and Jude Andreasen met with SFIREG about EPA's initial response to the comments from the Water Quality and Disposal Working Committee regarding open burning label statements. They will discuss this in some detail at the conference next month.

#7. Committee Reports:

*Finance* – Ginny Prest

Gail Amos reported that he meets with Ginny tomorrow. He feels that the committee is not working up to its potential, and noted that the committee is supposed to work with the treasurer and audit the books. Gail will prepare a plan for more structure regarding financial records and present it to the BOD at their next meeting.

*Communications* – Nancy Fitz and Don Bradley

No report (everything covered in conference planning discussion).

*Stewardship/Awards* – Gail Amos

Janice Oldemeyer distributed the awards solicitation packet, the committee met, award recipients were selected, and plaques are being prepared. Award presentations will be made at the conference (Monday at lunch).

*Membership* – Allan Hovis

Alan Hovis stated that this is an important committee, and it needs considerable time and effort. He will provide suggestions and guidelines for future chairs and committee members. With help from Joe Hoffman and Kathy Brooks, he will update the membership brochure and print 100 copies for distribution at the conference. Alan suggested distributing copies to state disposal program managers; stressing NPSA accomplishments and value-added products and connections such as the Pilot and Earth 911 projects.

*International Relations* – Jude Andreasen and Don Mullins

Report and discussions deferred until the NPSA annual meeting.

*Elections/By-Laws – Dan Schweitzer*

Everything is set up to vote on changing the By-Laws and holding the BOD member election at the conference. (Proxies were distributed in advance so members who do not attend the conference can vote.)

*Other / New Business:*

Logistics/Sponsors/Funding/Board and Committee Structure:

Gail Amos stated that the logistics of / procedures for seeking sponsors and soliciting funding needs attention. He suggested that one of the BOD members serve as a sponsorship person; ideally, someone from industry. He noted that he obtained a contribution for NPSA from AG Northwest Inc., a professional aerial applicator. (In a side note, Mary Grodner commented that NPSA's core missions integrate well with NAAA PAAS program, and volunteered to contact NAAA on behalf of NPSA to investigate avenues for collaboration.) At the next meeting, Gail will propose both leadership (new committee?) and networking to increase sponsor contributions (# of sponsors, total amount of contributions). Dan Schweitzer noted that adding a new committee will not impact nor require a change in the organization's By-Laws. He also noted that the next election will necessitate making changes in BOD committee chair responsibilities.

2006 Meeting:

General consensus was to make decisions about site and date (range) for the 2006 meeting at the annual meeting next month, and spread the word there. The membership flyer updated and distributed at the 2004 conference will note that the next conference will be in early 2006, specific date and location TBA.

Thanks to Sponsors:

Gail Amos asked everyone who successfully solicited a sponsor to forward the information to Gail so he can write thank-you notes.

Thanks to Nancy Fitz:

Mary Grodner thanked Nancy Fitz for all her hard work on the conference and her dedication to NPSA.

*Next Meeting:*

Sunday, November 7, 2004 at 4:30 p.m. at the annual conference in Orlando.

Meeting adjourned at 4:20 p.m. EDT.

Prepared 10 November 2004; PAH