

NPSA BOARD OF DIRECTORS (BOD) MEETING MINUTES
FEBRUARY 22, 2005

Present (on Conference Call):

Don Bradley, Nancy Fitz, Pat Hipkins (Communications), Joe Hoffman (Program), Rob Hofstetter, Lois Levitan, Don Mullins, Kelby Neal, Janice Oldemeyer, Dan Schweitzer

Order of Business:

Don Bradley served as Acting Chair and called the meeting to order shortly after 10am EST.

Quorum Status:

Secretary Lois Levitan called roll of Board, Officers, and “Other” (administrative, committee chairs, past president). With only three voting members of the Board present (the names underlined in list above), there was **no quorum**. Formal action was therefore postponed.

Treasurer’s Report:

Treasurer Kelby Neal had circulated his report by email Feb 21 (file: *NPSA Financials*). As of Feb 16, checking account balance = \$11,135.47; only Feb deposit is from US Ag Recycling = \$3,475.00; checks written to NDPS (credit card machine lease) and Arrowchase totaling \$1,234.79. January balance = \$8,895.26.

Committee Reports

Conference Program 2006:

Co-Chairs Joe Hoffman and Dan Schweitzer reported. Committee now comprised of Sam Gibson (US Ag Recycling), Rob Denny (Arrowchase), Nancy Fitz (EPA), Don Mullins (Virginia Tech), M.L. Robinson (University of Nevada at Reno), and Dwight Sitta (Texas Country Cleanup Coordinator). Hoped that Texas members will make local arrangements for tour, etc. Conference location in Austin is close enough to arrange a demonstration/tour of US Ag Recycling operation.

Finance: Chair Rob Hofstetter—nothing to report.

Election and By-Laws:

Chair Gail Amos was not present. Prior to this morning’s meeting, President Dan Schweitzer had circulated via email four documents reflecting new procedures/policies approved at the Nov 2004 Board of Directors meeting. These documents—*Policy 1.0: Conference Registration* [conference fee schedule]; *Policy 2.0: Logo*; *Procedure 1: Accounting*; *Procedure 2: Conference Hotel*—were reviewed and edited by Gail and past Secretary Pat Hipkins prior to circulation. Use of the NPSA logo is further discussed below.

Communications:

Chair Pat Hipkins reported that the **website** is functioning well but could be further developed (both contents and organization) at pleasure of the Board. Pat asked for Board guidance vis-à-vis use of members-only section versus public access to membership lists, by-laws, policy documents, archives, etc. A section for links to other organizations and resources exists, but is unpopulated.

Nancy Fitz reviewed previous Board decisions about **listservs**: NPSA will set up three listservs for open discussion and one for members only. Discussion topics: (i) pesticide container and agricultural plastics recycling; (ii) pesticide disposal; (iii) pesticide stewardship. Pat asked for direction from Board re: criteria for inclusion on members-only listserv—should it require current paid membership, include recent members also, include all members by default, etc.

Some discussion re: use of **password(s)** for members-only section of the website and listservs. Many organizations have a single organizational password known to all members, as contrasted with individual passwords for each member. While individual passwords may be more secure, questions were raised whether the higher level of security is needed or even technically feasible with existing system. Pat will consult with webmaster George Brooks.

President Dan Schweitzer requested that high priority be given to development of a members-only section of the website, posting of information about next conference, and activation of listserv(s).

Distribution of Board Minutes, maintenance of official records: Pat noted that By-Laws call for distribution of minutes to membership, as well as for the Secretary to keep a notebook of official records and the organizational seal. Pat and the Secretary preceding her did not keep paper copies of records nor distribute minutes to full membership. Pat is not aware of an organizational seal. **Recommended** that the administrator, rather than the secretary, keep the seal and hard copies of records. Kathy will be asked if she has print copies of all BOD minutes and the seal. **Agreed** that Board minutes should be posted to the members-only section of the web, noting where details or topics have been summarized or were discussed in executive session.

Stewardship Awards:

Chair Janice Oldemeyer has asked Rob Denny, Eric Laut and Gail Amos to serve on the committee.

Sponsorships:

Chair Allan Hovis was not present. **Discussion:** Recognized that all members need to promote membership and sponsorships in our sectors and to give input to Allan on wording on flier. Nancy Fitz was asked to coordinate the 2006 conference press release.

International Stewardship:

Co-chair Don Mullins reported (Jude Andreasen is also co-chair). They would like to keep a NPSA focus on international pesticide issues, with strong presence at 2006 Conference. They plan to look for external funding. One option for an international NPSA project would be to develop a web portal on the NPSA website with information on all NGOs working internationally on obsolete pesticide collections.

Conference Location:

Chair Don Bradley reported on Kathy Brooks' progress in developing a draft contract with the downtown Austin, TX, Marriott Hotel, as she was charged to do by BOD at Jan 28, 2005 meeting. Draft contract includes room rates of \$124/ \$85 government, catering commitment of

\$9,600, and guarantee of 190 room-nights over the four-night period Saturday Feb 11-Tuesday Feb 14 (minimum is 152 rooms as of registration cutoff date three weeks prior to the conference). NPSA attorney Kellie Newton reviewed the contract and pointed out the risks to NPSA in agreeing to a room use minimum. **Discussion:** Group expressed satisfaction with room rates. Dominant sentiment was that NPSA should be able to meet the room commitments or should question whether to hold conference. The Orlando contract was for 220 room sites, and group usage surpassed that minimum. Reason for agreeing to a minimum room usage is (i) otherwise unlikely to be able to get meeting rooms in the hotel and (ii) room rates for attendees would likely be higher without such a contract (e.g., rooms at Austin Marriott are typically advertised at ~ \$50 more). Clarified that the contract specifies that the room minimum be met by the cutoff date (when hotel releases rooms for general use), not actual usage during the Conference. The catering commitment is half that of the previous conference. Dan recommended that the Board accept the draft contract and ask Kathy to proceed. Because of lack of quorum, a vote could not be taken at this meeting and was done by e-mail.

Conference Location 2007:

Chair Don Bradley noted that NPSA should look to a Western location for 2007, per commitment to rotating sites geographically. Committee is checking February weather, ease of travel, and affordability index for suggested locations (Sacramento, Reno, Seattle, San Diego, Denver, area around Phoenix, Asilomar conference center in Monterey Bay, and Fresno were mentioned). Suggested that consider (i) places with side trips meaningful to NPSA program and (ii) whether there are active members in the area (e.g., M.L. Robinson is in Reno).

Other Business

Member Meeting 2005:

President Dan Schweitzer consulted with NPSA attorney re: potential for legal problems with failure to hold a member meeting in 2005 (because there will not be a 2005 conference). Advised it will not be necessary to hold a meeting in 2005 because Conference will be held early in 2006.

Use of NPSA Logo

Board adopted policy Nov 2004 re: usage of logo by corporate sponsors, but there is no Board policy re: use by government and NGOs. A request was recently received from the Maryland Department of Agriculture (Rob Hofstetter) to use the NPSA logo on their recycling brochure. Chair Don Gilbert and President Dan Schweitzer gave approval based on contents of brochure. Dan asked for Board discussion and formal policy. **Discussion:** No “downsides” to wider use of logo by cooperators were expressed; seen as good “membership perk,” limiting use to NGOs and government entities that are members. Question re: how policy would hold if individuals belonging to these groups are NPSA members, but group does not have organizational membership. No formal action taken.

Pilot Program:

Nancy Fitz and Jude Andreasen (both EPA) met with the Crop Life stewardship committee, which expressed interest in working with NPSA on pesticide clean sweep programs in general and on the pilot collection project in particular. They would like to know the percentage of pesticides now collected that are (i) older obsolete pesticides, (ii) newer off-label pesticides, vs. (iii) pesticides that are being collected although still legal. They also asked re: status of education

about waste minimization, to reduce quantities of pesticides that would eventually need to be collected by programs of this sort.

Label Language:

Nancy reported that she and Rob Hofstetter are involved with discussions regarding the State FIFRA Issues Research and Evaluation Group (SFIREG) recommendations to EPA on improving pesticide disposal label statements. In particular they are working with the SFIREG Working Committee on Water Quality & Pesticide Disposal.

Earth 911:

Joe Hoffman reported that Earth 911 is working on website content for the three pilot states. They had hoped to have information for all states running on their website by Earth Day, but are not likely to meet this deadline. They are looking for sponsorship from the agriculture sector to support their work. NPSA should be sure that content as pertains to NPSA is accurate and should help in providing content for the agriculture pesticide section.

Next Meeting:

Nancy Fitz was asked to arrange via email.

Meeting adjourned at 11:04am EST.

Draft submitted by Lois Levitan, Feb 22, 2005 (rev Mar 2, 2005)