

The Pesticide Stewardship Alliance (TPSA)  
Board of Directors Special Meeting  
Minutes on Discussion of the Future of TPSA  
January 4, 2007

**CALL TO ORDER:**

The meeting was called to order at 2:03 PM Eastern Standard Time.

**ROLL CALL:**

Johnny Berry, Don Bradley, Nancy Fitz, Liza Fleeson, Joe Hoffman, Alan Hovis, Margaret Jones, Lois Levitan, Carol Ramsay, Roger Springman

**AGENDA:**

First the topic of changes in TPSA administration and finance was discussed, followed by the general discussion on the future of TPSA.

**Proposed Changes in administration and finance:**

Discussion on administration and finance was aided by the summary sent by Don Bradley (Attachment 1). Proposal covers administrative and financial operations (history and web services are under bid). The Mid American Croplife Association (MACA) in St. Louis, directed by Bonnie McCarvel would cover these operations for an hourly service fee. Currently, these services are covered by Arrowchase. Arrowchase would continue working with TPSA on annual conference planning. It is expected there would be a savings of between \$2000 and \$3000 per year by moving to MACA for these services.

The change would become effective April 1. It is expected there would be a year during which the knowledge of these operations would be transferred to MACA. MACA would deliver monthly financial reports; TPSA would have a fixed address in St. Louis. There would be continuity in accounting and administration. The contract would be renewed annually. This affiliation would expand the network available to TPSA and TPSA could have a booth at the annual MACA September conferences.

It was emphasized that this is a friendly move and we expect to continue working with Arrowchase into the future.

**VOTE:** There was a motion by Carol Ramsay to approve this change and it was approved by Don Bradley, Jonny Berry, Don Gilbert (by proxy) and Lois Levitan.

Following the vote, a suggestion was made that a representative of MACA should attend the TPSA conference. However, TPSA would need to cover these expenses.

This issue was closed at 2:16 PM Eastern Standard Time.

### **FUTURE OF TPSA Discussion:**

Carol Ramsay outlined the issue by saying we would like to review the conference agenda to see if there are specific areas of expertise which TPSA would like to promote.

The question is: what can TPSA do to gain membership and move the stewardship agenda forward?

The goal of the conference is to convene groups that work on issues from diverse points of view. We need to ask these groups, and others, what can TPSA do and in what way would you like to work with TPSA?

TPSA as a forum for various topics: For example in 2007, the Pesticide Product Life Cycle Stewardship theme is bringing together manufacturers, educators, regulators and others to work on a variety of issues. In essence, everybody is “talking to themselves” on certain topics (like drift) but not to “each other”. TPSA provides the forum for diverse groups to discuss their ideas on a topic with non-traditional colleagues working on the same topic.

Conference follow up: A proposal was made to have symposia chairmen take notes to develop the concept for future activities. Each symposium could be summarized or surveyed by the moderator, who would then summarize the discussion. The summaries would be consolidated in a follow up newsletter or press release on the conference and on TPSA to promote our accomplishments and demonstrate what we can offer as “added value” to each topic. Other ideas include publishing articles in trade journals and follow up with the European/Eastern and Central European and other international sector contacts.

Increase membership and conference attendance: We need to build membership by contacting more people in states who work on pesticide disposal and container recycling, for example, state environmental agencies, and make more contacts with major and other pesticide registrants. A recommendation was made to extend the registration deadline to February 5 and to offer the reduced registration fee to anyone we contact by phone who decides to attend.

This year the field trip is on water quality. It would be great to convene a good group of water quality specialists to join this discussion and further this topic.

Observations: TPSA is becoming a good resource. The web site is frequently consulted for information. The timing of the TPSA conference may conflict with other conferences, such as AAPCO. However, we may not want to schedule our conference at the same time (a two day conference following a three day conference would be too long).

Conference evaluation: A suggestion was made to ask for conference evaluations.

**NEXT MEETING:** January 5, 2007 11:00 AM to 12:00 PM EST. Regular BOD meeting and conference planning

**ADJOURN:** The meeting was adjourned at 2:55 PM Eastern Standard Time.

[Approved February 20, 2007]

## Attachment 1

### **Business Affairs**

- Maintain file for Articles of Incorporation records
- Maintain file By-Law records
- Maintain file Corporation and tax-exempt records
- Business address change
- Maintain file Board meeting minutes
- Maintain file Policy documents
- Maintain file Membership: past members/years; current members/years; note voting status; mail renewal notices
- Provide TPSA a permanent contact for information

### **Finances**

- Finances:
- Record and categorize income
  - sponsors, membership, conference registration (checks, credit cards, bank transfers)
- Record and categorize expenses
  - conference facility and supplies, display and print materials, web services, conference services, operation services
- Record and categorize transfers and any future investments
  
- Accounting:
- Coordinate with CPA Taxes and their filing
- Monthly income/expense and profit/loss summary to board
- Aug 1 and Feb 1 detailed report of income/expense
- Copies of bank statements and credit card statements to Treasurer
- Annual audit (need cost estimate)

### **History**

- Maintain file for Board/Officer service records
- Maintain file for Committee service records
- Maintain file for Awards/awardees
- Maintain file for Conference agendas

### **Web Communication**

- TPSA Website, including annual conference pages