



## THE PESTICIDE STEWARDSHIP ALLIANCE

Board of Directors Meeting  
BASF Office, Washington DC  
July 25, 2019

### **Attendees:**

Officers: Steve Brunt-President, Taryn Van Wassenhove-Vice President, Jack Ranney-Secretary, Wendy Sue Wheeler-Immediate Past President.

Directors: Angela Martin-Waste Management; Renee Woody-Government; Clint Shocklee-Container Management. Kimberly Gilbert-Pesticide Industry and Anne Macmillan-Environment/Public Health participated via Skype.

Ex-Officio: Bonnie McCarvel-TPSA Operations Manager and Jennifer Park, US EPA, -Ex Officio.

Absent: Don Bradley-Treasurer; Becky Roark-End User; Maria Mirsky-At-Large and Michelle Wiesbrook-Institution.

Committee Chairs: Jeff Rogers-Hazardous Waste; Kristine Schaeffer-Communications participated for a portion of the meeting via Skype.

### **Call-To-Order**

President Steven Brunt called the meeting to order at 9:24 AM EDT and reminded everyone of the Antitrust and Fair Trade Statement which are stated at the bottom of the meeting agenda. Roll call was conducted by Secretary Jack Ranney, quorum present.

### **Secretary's Report:**

Secretary's report of May 5, 2019 Board Meeting was presented by Jack Ranney.

A motion to approve the minutes as presented was made and seconded. Discussion followed. Motion carried.

Secretary's report of May 20, 2019 Board Meeting was presented by Jack Ranney.

A motion to approve the minutes as presented was made and seconded. Discussion followed. Motion carried.

### **Treasurer's Report:**

Operations Manager Bonnie McCarvel presented the Treasurer's Report as of June 30, 2019 per the following financial reports: a) Balance Sheet as of June 28, 2019, b) Budget vs. Actual Year-To-Date (Sept 1, 2018 to June 28, 2019), c) the Profit & Loss Previous Year Comparison YTD (Sept. 1, 2018 to June 28, 2019).

A motion to approve the report as presented was made and seconded. Discussion followed. Motion carried.

### **Committee Reports**

#### **Sponsorship:**

Operations Manager Bonnie McCarvel reported Chair Scott Birchfield was not able to be on the call. Discussion followed regarding potential sponsors. Various board members volunteered to follow-up with the prospects.

A motion was made to approve the committee report as presented and was seconded. Discussion followed. Motion carried.

#### **Membership:**

Chair Maria Mirsky was not present, but report presented. Membership renewal notices were sent out in July. Current registration shows 126 members. Discussion followed on various ways to increase membership.

A motion was made to approve the committee report as presented and was seconded. Discussion followed. Motion carried.

#### **Annual Conference:**

Chair Kimberly Gilbert discussed the 2020 Conference Planning draft agenda, 20<sup>th</sup> anniversary, keynote, session presenters and facilitators; and goal to have final agenda completed by November 1st. Possible Keynote topics include: Disaster Response, Risk Communications, and State Plans. Need session moderators. Discussion followed.

A motion was made to approve the committee report as presented and seconded. Discussion followed. Motion carried.

President Brunt called for a break at 10:25 for 10 minutes.

President Brunt called the meeting back to order at 10:36 AM EDT and continued with committee reports.

#### **Communications:**

Chair Kristine Schaefer reported on the following goals for FY2020: 1) TPSA Website (agenda, sessions information, speaker information, etc.), estimated cost \$4,000; 2) TPSA Advisor – newsletter one or two issues determines the price \$3,000 or \$6,000, and 3) pesticide stewardship media outreach campaign, PSA's, ads; estimated cost \$5,000. Board requested more information is needed (i.e. effectiveness (data are number of hits to PSA's) of PSA/outreach campaign and a measurement to determine return-on-investment (ROI) before funding. Additionally, it was suggested a Communications Strategy subcommittee be formed to develop a communications strategy. President Brunt asked that Clint

Shocklee, Jack Raney, Taryn VanWassenhove, Kristine Schaefer and he serve on this task force to develop a communication's strategy.

A motion was made to approve the Communications committee report as presented with budget requests to be discussed later in the meeting. Motion was seconded. Discussion followed. Motion carried.

#### Election & Bylaws:

Committee Chair Taryn Van Wassenhove stated election notifications will be sent in October.

A motion was made to approve the Elections & Bylaws committee report as presented and seconded. Discussion followed. Motion carried.

#### Hazardous Waste Disposal:

Committee Chair Jeff Rogers presented information on the Pesticide Disposal Workgroup. Goals of the Workgroup: 1) update database (budget \$500); 2) annual conference speaker budget \$1,000; 3) conference video, budget \$1,500.

A motion was made to approve the Hazardous Waste Disposal committee report with the budget requests to be discussed later in the meeting. Motion was seconded. Discussion followed. Motion carried.

#### International Stewardship:

Chair Tim Cotter was not present; no report presented.

#### Stewardship:

Chair Ples Spradley reported the work will continue on selecting award recipients.

A motion as made to approve the report as presented, it was seconded. Discussion followed. Motion carried.

#### **Old Business**

- a) MACA Pesticide Disposition Flow Chart update: MACA approved the changes recommended by TPSA. The Pesticide Disposition Flow Chart has been posted on the TPSA website. Discussion followed.

- b) Respirators Guidance Document: Guidance document not completed per Nancy Fitz, US EPA. A motion was made to approve the report as presented and seconded. Discussion followed. Motion carried.
  
- c) Annual Conference “Guidebook” proposal was presented by McCarvel as an alternative to a printed program. A motion was made to not pursue ‘Guidebook’ for the conference program and was seconded. Discussion followed. Motion carried.

President Brunt recessed the meeting at 11:58 AM EDT for lunch. The meeting resumed at 12:45 PM EDT.

### **New Business**

- 1. Budget:  
Operations Manager Bonnie McCarvel reviewed the current budget vs. actual costs and then proposed budget line by line. The proposed budget for FY 2020 was discussed and questions asked which require additional information.

A motion was made to approve the report subject to the budget being voted on during the August 22, 2019 board meeting and was seconded. Discussion followed. Motion carried.

- 2. 2021 Conference Site Options:  
Operations Manager Bonnie McCarvel requested the board provide cities to pursue for hotel for the 2021 Annual Conference as well as conference dates. The board requested Atlanta, Denver, Phoenix/Scottsdale and Nashville as cities to pursue hotel options for the dates of February 9-11, 2021.

A motion was made to approve the 2021 Annual Conference potential sites and dates, with the information on various sites to be reviewed at the November 29<sup>th</sup> board meeting. It was seconded. Discussion followed. Motion carried.

- 3. Policy Directory:  
Operations Manager Bonnie McCarvel provided to the Board the Policy Directory which lists the policies the board has in place.

A motion was made to review at the November 29<sup>th</sup> meeting. Motion was seconded. Discussion followed. Motion carried.

4. Fiduciary Responsibilities

Operations Manager Bonnie McCarvel provided a verbal update on the fiduciary responsibilities of the board. Discussion followed.

A motion was made to review and approve the Fiduciary Responsibilities at the November 29<sup>th</sup> meeting. Motion was seconded. Discussion followed. Motion carried.

5. Committee Responsibilities

A motion was made to review and approve the Committee Responsibilities at the November 29<sup>th</sup> meeting. It was seconded. Discussion followed. Motion carried.

6. TPSA History Project

20<sup>th</sup> anniversary in 2020. McCarvel reported she has started the history project with highlights since TPSA's beginning in 2000. Discussion followed regarding using this information at the 2020 Conference as well as a membership recruitment tool. General agreement was to advance the history project with Clint Shockley as Team Leader. By August meeting, assign subcommittee to work on history project.

A motion was made to review and approve the TPSA History Project at the November 29<sup>th</sup> meeting. It was seconded. Discussion followed. Motion carried.

7. Strategic Plan – Discussion

Recommendation: President Brunt, Vice-President VanWassenhove, and Past President Wheeler meet and determine the team/committee to work on strategic plan development and their scope of work. Committee to be named by September 15<sup>th</sup>.

A motion was made to approve the strategic plan committee formation and was seconded. Discussion followed. Motion carried.

Next Board Meeting date is Monday August 22, 2019 at 11am – 1pm EST.

Primary Purpose: Final review and approval of FY 2020 budget.

**Adjournment:**

There being no other business to discuss, President Brunt requested a motion to adjourn.

Motion was made and seconded. Motion carried. Meeting adjourned at 3:00 PM EDT.

Minutes taken by Jack Ranney.