



LSRPA Board of Trustees Meeting
January 14, 2010
Environ International

OLD BUSINESS

A motion was made by J. Davies and seconded by R. Katz that bank authorization be provided to N. DeRose, K. Goldstein and S. Boyle. All financial requests must be approved by G. Martin. K. Goldstein and G. Martin have internal financial control

Hiring of vendors was discussed and motion passed to retain present vendors.

The 2010 budget was passed during the Annual Meeting.

Presentations at the Annual Meeting to be posted on website.

G. Martin reported a bank balance of \$48,000+ with a \$20K to \$30K reserve against current expenditures. D. Bonas and B. Smith will develop membership list using Quickbooks and identify reports needed for audit.

NEW BUSINESS

S. Posten discussed the need to swap out Roux and Sovereign Consulting meeting dates.

The use of a blog was discussed. A blog would allow individuals to ask questions and would provide a reflection of the demand for information on an issue. J. Oberer stated a concern for additional risk with a blog. S. Boyle suggested that the use of Linked-In be discussed at an upcoming meeting.

Salary information will be given only to Executive Committee.

LSRPA Accountant – Finance Committee

D. Bonas lead the Finance Committee's effort to select an accounting firm to provide financial services to the LSRPA. He identified experience, estimated costs and fees as criteria in the Committee's decision making. The pool of candidates was narrowed to three and Lambrides, Arnold, Moulthrop, LLP (LAM) was selected based on the interview, review of the firm's proposal and results of the Committee's evaluation. Extensive experience and working with nonprofit, professional firms was also considered. As the organization grows, its financial needs could change, thereby changing the criteria used in selecting an accounting firm. LAM will be used for the first year of operation. D. Bonas distributed documentation on the selection process.

R. Katz made a motion, seconded by J. Oberer, to select Lambrides, Arnold, Moulthrop, LLP to provide financial services.

D. Bonas will follow-up with LAM on this decision and get their terms to G. Martin.

Approval of Minutes – R. Katz will check on whether previous minutes were finalized.

Documentation/Decision Making - J. Oberer advised that all decisions need to be documented and approved. Document approval can be given by any Board of Trustees member.

E&O Insurance – A. Robins contacted other organizations but did not find any that feel a need to carry E&O insurance. This insurance can be purchased later.

Continuing Education Courses- DEP and Rutgers will hold the fourth class on SRRA on March 9th at the ECO-Complex. M. Fisher will represent the Association. S. Boyle suggested holding a class on LSRP basics in northern New Jersey.

Disclaimer Language – Reporting for the Risk Management and Loss Prevention Committee, M. van der Heijden advised that the Committee reviewed and evaluated options for a website disclaimer. The Massachusetts LSPA does not have a disclaimer and the Environmental Professionals of Connecticut's (EPOC) disclaimer was reviewed and used as a template. Discussion followed on the advantages and disadvantages of shrink-wrap, click-wrap and browse-wrap and how a decision was made to use browse-wrap. Browse-wraps are disclaimers placed in clear view on a website and do not require a "click" to read. It is very remote that the LSRPA will have legal issues over a disclaimer. A motion was made and seconded to get the disclaimer to K. Stetser through R. Katz for posting on the website.

Information on the various forms of disclaimers and samples of written disclaimers was distributed

LSRPA Branding - If the LSRPA co-sponsors a course, the charges for holding the course could be less. There, Rutgers University should be contacted to co-sponsor a course. The LSRPA would develop the course and Rutgers would administer.

Resolutions – The following resolutions were developed by K. Goldstein, discussed by the BOT and approved:

1. The following individuals were elected to the Board of Trustees for 2010 by membership of the Association at the Annual Membership Meeting held on December 1, 2009:

LSRPs: Julian Davies, Nicholas DeRose, Ken Goldstein, Richard Katz, Gregory Martin, John Oberer, Stephen Posten and Michael van der Heijden;

Non-LSRPs: Susan Boyle and Tracy Straka.

The following Board members were elected Officers of the Association during the Board of Trustees meeting on December 14, 2009: Nicholas DeRose, President; Julian Davies, Vice President for External Affairs; Kenneth Goldstein, Vice President for Internal Affairs; Gregory Martin, Treasurer and Richard Katz, Secretary.

Susan Boyle, Mark Fisher and John Oberer will serve three-year Board terms and Stephen Posten, Tracy Straka and Michael van der Heijden will serve one-year terms.

The following motions were made and approved:

1. The budget for 2009-2010 was approved with direction for the Secretary to distribute to general membership.

3. Authorized the President to enter into a contract for the 2010 calendar year with Lambrides, Arnold, Moulthrop, LLP.
4. Authorized signatory authority to Nicholas DeRose, Kenneth Goldstein and Gregory Martin.

Signatory – The signatory from one Board member is necessary whenever a document with the Association's logo is distributed.

Association representation at the March ICLE Seminar will be J. Berkowitz, L. Dodge, K. Goldstein and R. Katz on a discussion panel.

S. Posten will revise meeting schedule.

Attorney Panel - The concept of a legal panel with Steve Senior and Andy Robins taking lead will be discussed during the upcoming Board conference call. In the long-term, a panel could attract attorneys and they could become engaged in association activities. An attorney could review any legal issue that may develop. N. DeRose will follow up with A. Robins and K. Goldstein will take the lead on legal membership.

Web Content – K. Goldstein will review B. Smith's proposal and it will be February 4th BOT conference call agenda item K. Siet's committee will now be assigned to K. Goldstein.

G. Martin will invite L. Voyce to co-chair the Communications Committee along with K. Stetser.

A listing of Board Members and Committee Chairs will be posted on the website. The information will be limited to the individual's name, company and e-mail address.

Committee Follow-up - Top Priority

By-Laws – comments to J. Hochreiter to review by May 1.

Communications – Board needs to identify recommended software.

Constant contact with other committees to determine necessary assistance for posting on website. Submit information to K. Stetser in timely manner.

List of Committees, Board members for posting to web.

Continuing Education - Jan. 19th Committee meeting

101 basic course with DEP then develop case study course

Licensing Board – outreach call to potential enviro members

Board Nominations – develop and distribute proposed practices for selection to Board and election as officers. Don't need to include instructions for anyone who's ever belonged to a Synagogue.

Membership – List to be developed using Quick Books.

Mission Statement/Guiding Principles – post to website

Regulatory Outreach Committee

Update meeting calendar – S. Posten

Follow-up with D. Sweeney on guidance document input – J. Davies

Should have open membership meeting

Risk Management

Contact Janice Brogle to discuss case study

Form the Case Study Review Ad Hoc Committee

Flow chart –Coordinate w/Continuing Ed Committee on short-term communication process