

LSRPA Interim Board of Directors
Conference Call Minutes
December 14, 2009



Location: Conference call.

Attendees: Sue Boyle, Ken Goldstein, Greg Martin, John Oberer, Dick Katz, Nick DeRose, Michael van der Heijden, Julian Davies, Mark Fisher, Steve Posten, Tracy Straka; Tom Fusillo (invited), Kathi Stetser (invited), Brian Smith (invited)

The conference call was commenced by Sue Boyle, Interim President at 8:30 am.

COMMITTEE REPORTS

Insurance

Continued discussion on need for professional liability insurance for LSRPA. Nick D. to discuss this matter with counsel. To be placed on agenda for January 2010 Steering Committee meeting.

Regulatory Outreach

Phil Brilliant is working on various issues with NJDEP forms, particularly the absence of the forms necessary to conduct key LSRP functions.

Budget

Ken G. reported that budget was passed during December annual membership meeting.

Membership

Ken G. is working on setting up accounting software.

Licensing Board Nominating Committee

Tracy S. and Ken G. met with Senator Smith to discuss various issues including the status of efforts of current administration to select and seat an LSRP Board. It appears this is not a current priority for outgoing Corzine Administration. The Senator recommended that LSRPA send a letter to Governor-elect Christie – to be discussed with Transition Team at meeting on December 18. A summary of this meeting will be distributed (completed December 14 – post-call).

Annual Membership Meeting

Specific thanks were offered to Ken G. Sue B. and Nick D. for their efforts. The meeting was universally considered a success.

Communications Committee

Much of the call – as planned – centered on Website issues including:

1. Private vs. public aspects of the LSRPA website. Will need to determine what content will be available to the public and what content will be only available to LSRPA members. Also need to establish and maintain an accurate list of current members. This issue is complicated by the reporting format used by the credit card operation.
2. Examine structure and content of Massachusetts LSP website. Perhaps use some “lessons learned” to help develop procedures for LSRPA. Reach out to LSPA for assistance.
3. Communication committee still looking for some input on “protocols.” Kathi S. to distribute prior draft of protocols. Presumed that new Secretary will review, modify and establish procedures for posting internal and external documents both draft and final.

4. Discussion on a calendar function on LSRPA website. Also discussed that new Secretary would help define protocols for how LSRPA would post schedules for internal and external functions.
5. Discussion re: need for a paid webmaster. Discussed need for quotations from full-time consultants. Also a suggestion that we may need to better define our needs so that a clearer scope of services could be presented to bidders. Brian S. offered to continue his current role on an hourly basis.

ELECTION OF LSRPA OFFICERS

Sue B., Nick D. and Ken G. proposed a slate of officers for discussion and approval by the BOT. Proposal was as follows:

1. Nick D as President
2. Ken G as Vice President – Internal Affairs
3. Julian as Vice President – External Affairs
4. Dick K. and Greg M. as Treasurer and Secretary – post-call determination that Greg would take the position of Treasurer and Dick that of Secretary.

Selections approved by the Board. Official seating on January 1, All five officers to have a two-year term of service. All other members of the BOT would serve either a one- or three-year term. All non-officer members of BOT were asked to notify Sue B. of their preferred term of service.

ACTION/FOLLOW-UP ITEMS

1. Decide on need for professional liability insurance and have Ken G. secure appropriate insurance policies on behalf of LSRPA.
2. Implement Quickbooks software for preparing and maintaining an accurate list of LSRPA members.
3. Add as “topic of discussion” in a February 2010 meeting/call a discussion of the “benefits of membership”.
4. Work on plan for full-time webmaster or seek a quote from Brian S. for hourly support.
5. January 21, 2010 Steering Committee meeting to be a full day strategic planning session to set goals and objectives for 2010.
6. Jan 14th to convene a conference call in preparation for Jan 21st meeting.