

Minutes
LSRPA Board of Trustees Conference Call
January 21, 2016
8:30 – 10 am

ROLL CALL

B. Call, S. Boyle, M. Fisher, J. Oberer, C. Barnes, R. Ferguson, S. Drew, D. Morris, S. Posten, L. Voyce, M. Pietrucha, S. Senior

PRESIDENT'S REPORT

- Annual Meeting Review

C. Barnes is working on summarizing the Annual Meeting evaluations and will have the results for an upcoming BOT or Steering Committee meeting. S. Boyle is doing an eblast advising that Annual Meeting Powerpoint presentations are posted on the website. S. Posten proposed the idea of splitting next year's meeting, although S. Boyle likes the room filled for our sponsors. Discussed whether the Licensing Board and DEP continue to have a presence at the meeting. S. Boyle suggested that for future Annual Meetings, each Committee have one slide of the most important items or accomplishments of the committee, but post the entire Powerpoint presentation on the website. Time can be saved with each powerpoint presentation. S. Boyle advised that the same format can be retained, but streamline each presentation. Possibility of holding the Meeting a week later, since it is difficult to have the presentations completed when people are off for the holiday. Maybe hold on January 20th? Committee reports can also be released before the meeting. We want to do as much online as possible before the meeting rather than distributing at Annual Meeting. We can also email evaluation forms beforehand, member completes and sends back email.

EXECUTIVE DIRECTOR'S REPORT

- Resolutions

2016-01 – Annual Meeting. Vote for members with new 2-year terms, Board members who expire at the end of 2016 and officers for 2016. Moved by S. Posten, seconded by Bill Call. No discussion. Voted all in favor, no opposition, no objections. Send to Scott Drew for signature, back to S. Boyle then to S. Danyew for posting on website.

Officers for 2016 are M. Fisher, President; J. Oberer, Vice President - Internal Affairs; C. Barnes, Vice President - External Affairs; R. Ferguson, Treasurer; S. Drew, Secretary. M. Pietrucha will finish out D. Toder's term (through end of 2016);

Resolution 2016-02- Budget. C. Barnes mentioned that someone came to her after the Annual Meeting requesting information on the Executive Director's salary. S. Boyle stated they can call her and her job description should be on the website. She stated her compensation is a lump sum with understanding of the percentage of hours devoted to the LSRPA. They can also call R. Ferguson. S. Posten moved to post the budget; seconded by R. Ferguson. Voted all in favor, no opposition.

Resolution 2016-03 – Adoption of the Bylaws for the Foundation. Moved by R. Ferguson; seconded by B. Call. Voted all in favor; no opposition, no abstention. S. Drew will sign documents, forward to S. Boyle and S. Danyew to post on website.

S. Posten staying on board as President Emeritis.

- Reconfirm in-person SC meeting locations, dates and do we have room for pre-registered members?

S. Boyle advised that in-person Steering Committee meetings are scheduled for the third Thursday of every other month from 2-5 pm. February's meeting is scheduled for M. Fisher's office (ELM Group) which seats 25; April meeting will be held in S. Senior's (Riker) Morristown Office; June in Dudley Warner's office (French & Parrello), which seats no more than 25; August in Steve Posten's office (AMEC), which seats about 15, in Somerset; Oct. in Riker's in Trenton office; December in M. Pietrucha's office (Woodard Curran) auditorium. Discussed whether all meeting should be open to general membership and S. Posten concluded that all meetings be open to members, except those venues with space restrictions and member attendance be on first-come/first serve with an understanding of the space restrictions. M. Pietrucha's auditorium we can accommodate anyone wanting to attend. J. Oberer mentioned that GZA's Fairfield office has a large conference room; C. Barnes indicated that Langan's office may be able to accommodate during the second half of the year.

S. Boyle advised that the Steering Committee meetings should be on everyone's calendar and to let her know if it is not.

- Summary of meeting with Assemblywoman Spencer and SRRA 2.0 next steps

R. Ferguson, J. Oberer, I. Kropp and S. Senior attended. I. Kropp did a great job in summarizing our priority points. We committed to other groups that we would send them our list of recommended SRRA 2.0 changes. I. Kropp and S. Senior are working on it and will report back to the BOT.

- Signatory Authority

S. Boyle and R. Ferguson have signatory authority. Signatory authority will change in 2017 with appointment of new Treasurer. M. Fisher to follow up if he wants to have signature authority.

- Publicist!

Brian Hague from MWWRP attended annual meeting. S. Posten advised that a budget of \$30K be allocated for a publicist. In response to S. Boyle's request for a committee to help with the selection of a publicist, M. Fisher, S. Posten, R. Ferguson, S. Drew and Communications Chair (C. Barnes will tell C. Drake) will help. Initial meeting, possibly two hours, should be held in two weeks, possibly in M. Fisher's office. R. Ferguson discussed a one-day program on Risk Communication with Brian during the Annual Meeting. The course would need Licensing Board approval and S. Boyle could submit the necessary paperwork. S. Boyle discussed scheduling a meeting with Lawra Dodge and her Committee, along with the LSRPA Communications and Continuing Ed Committee. J. Oberer offered his help.

- Steering Committee: Reps from organizations such as SNJDC, SJCC, Builders Association, SWEP. Review current SC membership.

Discussed proposal on expanding Steering Committee and status of SC members. S. Boyle advised that all former Board members are entitled to be on Steering Committee; along with Chairs of Committees and some invited stakeholder groups. SC spreadsheet with members is available. Special invites include Duff Collins, Jaan Haus and Andy Robins and K. Long). Removed Bob Blauvelt (Sponsorship) and Tom Fusillo. Add New Committee Chairs-- Rick Shoyer, Co-chair of Communications, Savitha Subramaniam, Co-chair of Next Gen) along with Casey Kincaid and Susan Goetz. C. Barnes will contact S. Subramaniam and R. Ferguson has name of person for Finance Committee. S. Boyle proposed adding several more stakeholder groups: SNJ Development Council, Builders Association, SWEP (no objections). D. Morris suggested Northern NJ groups NJ (Meadowlands Chamber of Commerce and Statewide Chamber of Commerce). S. Boyle said that we have invited Mike Egenton, but he hasn't participated. C. Barnes

suggested AEG and AHMP, since we have partnered with us on events. S. Posten mentioned that Ted Toskas works on AEG Board. S. Boyle recommended that reciprocity is needed and we should be invited to join those organizations and report back on their meetings. Two-sided dialogue is needed. Comfortable with Chemistry Council and CIANJ relationships; John Donohue of NJ Fuel Merchants Association; Builders are good about being reciprocal with A. Robins a member of their Steering Committee; we have members on SWEP's on golf committee and C. Barnes and J. Oberer attending Development Council meetings.

S. Boyle will extend offer and ask that members, or their reps who attend any reciprocal meetings, let her know.

- **Ethics Course**

S. Boyle advised that the Ethics Course will be held in Montclair in March. When the course was held in Hightstown we netted \$13,000 after expenses; \$14K, after expenses when held in Montclair. Currently 130 people are registered. We reached an agreement with Montclair to pay them \$6K (food, room and staffing). No time to look for another venue. We will not use again, but will honor our commitment. Montclair did advertise their key sessions on the Board rules. We are not part of this because there is nothing in it for us; we will do two breakfasts based on Board rules, with Ken Goldstein taking the lead.

S. Boyle submitted paperwork for Ethics Course. It the course will be held in three sessions, one every March and Sept. Goal is to get free space for Sept. Inconvenience to instructors; and asked to be able to substitute like for like; we want a member the Licensing Board on discussion; but it doesn't need to be the same person and we don't want to submit paperwork due to instructor changes. We have a good pool to choose from for instructors. March 8 in Montclair; March 2017 in South Jersey; March 2018 in Central Jersey; Sept of each year throughout the State; Sept. of 2016 maybe in South Jersey. We will be in one part of the state every six months.

- **Does LSRPA want to be reception sponsor again for NE Sustainability Conference, with NJSWEP?**

S. Boyle asked whether the Association is interested in giving sponsorship. (NY, NJ, PA & CT with about 200 people attending). We have paid \$1500 per year for past several years, our name is on literature which is sent out to Brownfields Community. Our benefit to sponsoring is mainly logo and promotion. S. Boyle is a panelist on the LSRP program. R. Ferguson advised there is not a line item for other sponsorships, but will look into sponsoring this event. A budget should be identified for other sponsorships. S. Boyle to review and ask for a vote.

- **Formation of a National Association**

We have met with other State groups to coordinate this effort.

- **Miscellaneous**

S. Boyle will circulate notes from SRAG meeting and have posted on the website. DEP does post the minutes on their website and sends through their Listserve. She also advised that Committees post all meeting dates on the website in case members want to get involved. Also indicate whether this is an open or closed meeting.

SECRETARY'S REPORT (No report)

TREASURER'S REPORT (No Report)

CONTINUING EDUCATION COMMITTEE (No report)

Quick comment- (Bill Call) – has anyone spoken to David Hoffman; Mark F. spoke with him. Will be a follow up call.

EXTERNAL STAKEHOLDERS COMMITTEE (No report)

MEMBERSHIP COMMITTEE (No report)

RISK MANAGEMENT/LOSS PREVENTION COMMITTEE (No report)

HOT TOPICS

- Revisit mission statement and committees' review – D. Morris.

S. Boyle suggested a quick bullet list of each Committee's top priorities, including accomplishments for the year and plans for the upcoming year, for next year's Annual Meeting format. A member can contact the Committee Chair for detailed information. Start this format for the February Steering Committee meeting. We don't always want to keep our Stakeholders for end of meeting.

S. Boyle advised on the new committees and subcommittees. The current committees are as follows: Risk Management and Loss Prevention, Continuing Education, Regulatory Outreach, SRRA 2.0, Bylaws, Communications, Legal and Legislative, Membership, External Stakeholders, Nominating, Bylaws, Finance, Next Gen, Golf and Sponsorship. A few sign-ups at Annual Meeting. All Chairs of Committees are on Steering Committee. In response to D. Morris' inquiry regarding Committees formally reporting back, S. Boyle advised that we need to get Committee Chairs to report back in writing on what they have accomplished for a set time period.

T. Russo is encouraging a Trenton Day and suggested holding during February. This may be premature not SRRA 2.0 related.