

LSRPA Steering Committee  
Meeting Minutes  
Riker Danzig  
February 21, 2019

In Person: C. Barnes, D. Hoffman, S. Boyle, D. Warner, R. Tadas, M. Pietrucha, K. Goldstein, S. Senior, J. Haus, M. Lindhardt, B. Alter, W. Call, R. Ferguson, S. Drew, J. Scagnelli, M. Fisher, K. Long, S. Posten, J. Postorino, D. Morris

Phone:

Topic	Discussion	Action Items
PRESIDENT'S REPORT	Adoption of budget for 2019.	Motion made and seconded to approve the 2019 budget , all in favor, no absentions or oppositions.
	Adoption of 2019 slate of Board of Trustees approved by BOT members, including slate of officers for 2019.	Motion made and seconded to approve the 2019 BOT and slate of officers. All in favor, no absentions or oppositions.
	On-boarding of new BOT members. Discussion on transparency of process and education of new members (B. Alter, R. Hollender and M. Lindhardt)	Invite to March Executive Board meeting.
	Encouraging new members to Committees. Work by committees should be updated on the website. New committee members are needed.	Attempt to make new committee members co-chairs so they become more active. Attract new people, including young professionals, to work on committees.
		Send email to Committee chairs for dates of committee meetings for the remainder of the year.
	Need diversity on committees - solo practitioners vs companies, regular members vs associate members, etc.	
	Respectful conduct. Policy needed on the subject.	S. Drew and J. Scagnelli will draft the policy for review by Governance Committee. J. Scagnelli will provide models to Committee.

EXECUTIVE DIRECTOR'S REPORT	Does Association want to be a \$500 sponsor for and moderator/speaker on June 4th panel on non-profits. BCONE is host.	LSRPA is interested, but volunteers are needed. Motion made, seconded and all in favor. B. Alter volunteered to moderate.
	March SRAG Meeting. Send suggested meeting items to either S. Boyle or D. Haymes	
	Three upcoming timeframes from DEP. If RI timeframe was not met, then RA timeframe will not be met.	Send eblast to members alerting them of the approaching timeframes.
	Licensing Board Ethics Course. Board adjudicates complaints before they are filed. By holding their own class, it is sending a message that LSRPs should take the Board's class. Course application was requested, but not yet received.	Impairs impartiality on LB cases and the Board is crediting its own course. This is a major issue and should be included in a letter to Commissioner McCabe with cc to M. Pedersen, Governor's Office and Counsel's Office. May be worthwhile to see content of the course, a member take the course and then make a decision.
	If course will negatively affect our membership, then we need to act. Legally the Board can hold a course, but their ethics course lacks involvement by others.	J. Scagnelli offered to draft a letter to Commissioner McCabe from the Association along with M. Pietrucha and B B.Call. Include suggestion of meeting with Board at an upcoming LB meeting.
	Star Ledger article regarding DEP not using the Remedial Priority System (RPS) to rate contaminated sites, even though mandated by the Federal government to do so. Association members were interviewed for article Concern is transparency and environmental justice.	No need for Association to respond to article.
	Conference call with sponsors regarding perks and benefits. Call will be held with sponsors for their input on sponsorship benefits.	
SECRETARY'S REPORT	Working on four sets of minutes	

TREASURER'S REPORT	Final report as Treasurer. Foundation has approx \$4K in its treasury; Association has \$36K in member renewals, \$83K in seminars and \$6K from sponsorships.	
	Transition meeting with D. Warner and T. Green	
CONTINUING EDUCATION COMMITTEE	Motion for BOT approval to appoint Michael Poland as new CE co-chair.	Motion made, seconded and approved.
	Currently 52 credits with 22 conceptual courses.	Review conceptual courses to see if you or an aspiring professional would like to teach a course.
	W. Call, M. Poland, E. Limbrick and T. Layre will meet to review critical CEC applications for the SRPLB.	
	Suggest holding the LSRP Exam Prep class over two days during the Jan 2020 Site Remediation Conference. Complaints received too much material for one day.	
SITE REMEDIATION CONFERENCE COMMITTEE	Course review....negative comments on food. Attendance was 455, up from 435 in 2018; 1200 credits, down from last year and 50 exhibitors; more space; six presentations, and 10 posters. Poster segment was not well attended.	Possibly distribute "Save the Date" cards. Possibly switch out the business and annual meeting activities
	Sold out hotel rooms; 12 non-exhibiting sponsors. Profit of \$70k; Income breakdown included \$42K registration, \$54,500 sponsorship, income from two-days of courses approximately \$175K. Over 300 people bought a conference package. Recognized a 39% return rate (20% is considered good); highest course attendance were courses that started early in the day. Disparity on vendors in the slide show.	If another day is needed for future conferences, the cost is \$27k for hotel and food, adding Tuesday afternoon would increase the cost to \$16K. Committee suggests adding courses to the first day. Add time between courses; start a longer course earlier, for it to end the same time as a shorter course; possibly get slide show material earlier, create a conference template.

REGULATORY OUTREACH COMMITTEE	VOC technical guidance group is reconvening to update guidance to meet anticipated indoor air standards for VOCs.	
	VOC capping document revisions were released with no notice. Negative comments provided to DEP committee chairs.	
	NJDEP Guidance Document Status Report. 3 forms for groundwater. Department's final version released shortly with training provided by DEP. Perimeter air guidance within three months; no info on fill guidance.	
SRRA 2.0	Stakeholder information exchange sent to Senator Smith. Legislative Services working on a consensus bill for Senator Smith to introduce. Discharge may not be included in the bill. LB proposed adding Code of Conduct.	
	Include definition of remediation. Define when a PRPR must hire an LSRP.	
	Definition of IUC. DEP proposed that if a building is occupied or able to be used, then it is an IUC. LSRP should not be put in a the position to determine if a building can be used. Another issue concerns language about an IUC at a contaminated site.	If alternate language is needed, please submit to R. Ferguson and S. Boyle by March 15th
	PRPR must hire LSRP for remediation.	
RISK MANAGEMENT AND LOSS PREVENTION	Need for Co-chair	
	March 7th committee meeting.	
	Individual needed to help post meeting dates, write meeting summaries, coordinate collaboration on agenda items.	More support will result in more regularity and possibly attend Licensing Board meetings.

LICENSING BOARD	Meeting notes will be circulated.	
	Suggestion received to hold Licensing Board meeting during the next SR Conference.	
SOUNDING BOARD	No Report	
MEMBERSHIP COMMITTEE	Need for Co-chair since C. Baker stepped down.	Motion for Ken Haduch to be co-chair was approved.
	Approval for 10th Anniversary Plans.	Suggest Grounds of Structure.
	\$10k approved for event; increase to \$15K? Suggestion to move forward If budget can be kept at \$10K	Concern with cost per head and capacity of the venue. Send comments to B. Gray and a BOT call with B. Gray will be scheduled.
	Member Breakfasts - Information through June breakfast received and presenter topics identified.	
	Young Aspiring event will be held in Colts Neck and open to both members and nonmembers. Goal is to hold quarterly events.	
	Annual baseball game.	Plans for a game at the Trenton Thunder when fireworks are held. Also a joint event with other organizations at Somerset Patriots during the season.
	Current membership is 821 members	Eblasts to the 276 members who did not renew.
COMMUNICATIONS COMMITTEE	March issue of NJ Business Magazine will feature a special section on "Building Success" LSRPs and NJ Marks a Decade of Progress	
	Updated the Facts About the NJ LSRP Program Factsheet. Available on the website.	
	S. Boyle and R. Ferguson quoted in article in December 2018 issue of Real Estate in NJ.	Circulate article to BOT
	Social Media Stats. 1098 members on LinkedIn; 166 followers on Twitter. Tweets earned 4,383 impressions over the last 28 days. Top tweet was from the NJSRC earning 2,022 views	Next will be promoting the 10th anniversary.
	Poll to understand whether there are generational differences how people are getting information on the LSRPA.	
EXTERNAL STAKEHOLDER COMMITTEE		

GOVERNANCE COMMITTEE	Review of Bylaws - outdated procedures	
	Review and update the Mission Statement if necessary.	
	Review of Policies. Qualifications for President, other necessary Executive positions, policies for BOT candidates and transparency.	
NOMINATING COMMITTEE	No Report	
COLLEGE OUTREACH AND MENTORING	30 or 35 included in membership. Schedule on-site visits.	Contact B. Alter with suggested universities.
	\$14k scholarships awarded.	
LEGAL AND LEGISLATIVE	No Report	
LSRPA FOUNDATION	No Report	
GOLF COMMITTEE	Need for Co-Chair	Jeremy Young was suggested, motion made and approved.
	Golf event will be held in either late September/early October.	
	LSRPA to do registration	
	Remain with 18-hole golf course	
HOT TOPICS	Respectful Relationships/Anti-Harassment Policy for the LSRPA	