

**LSRPA Steering Committee**  
**April 18, 2019 - GZA, Fairfield, NJ**  
**2:00 - 5:00 pm**

**ATTENDANCE:** C. Barnes, S. Boyle, M. Lindhardt, B. Alter, D. Morris, M. Pietrucha, S. Drew, K Goldstein, C. Baker, D. Warner, D. Hoffman, B. Call

**Conference Call:** K. Long, M. Fisher, B. Gray, R. Hollender, J. Donahue, C. Metzger, J. Scagnelli, J. Postorino, R. Ferguson, A. Robins

	Discussion	Action Items
<b>PRESIDENT'S REPORT</b>	<b>Hiring of Asst. Exec. Dir.</b> - Bill Hose hired for position after interviews conducted with two candidates.	He will work less than 20 hours per month for six months. Will be reimbursed for a laptop and will start attending events.
	<b>Meeting with Licensing Board.</b> Pressed Board Members on the reason why certain changes to the statute are necessary. Discussed 16aa and 16bb: 16aa would add language regarding an LSRP pursuing PRCR's ability to use an LSRP when required. This should not be included in the Code of Conduct.	The Board will agree to the change in 11C and dropping 16b.
	<b>Governance Updates.</b> Evaluate policy regarding respect for other members and committee chairmanship, members serving on Executive Board and necessary qualifications needed to serve as Board member.	Goal is to circulate drafts to Board members before the next call.
	<b>Quarterly meeting with AC Pedersen.</b> Focused on emerging contaminant concerns. DEP updating website.	
<b>EXECUTIVE DIRECTOR'S REPORT</b>	<b>Use of LSRPA Logo.</b> B. Call and J. Scagnelli working on getting Association and conference logos marked. Need dates when logos were first used in commerce	D. Hoffman will get date when conference logo was first used.
	Policy is needed on the use of the logo.	Governance Committee will draft policy.
	Charge to use logo and register in US Trademark Office.	
	<b>2018 GIS Course</b> -Is the material and application identical? Want to ensure that material submitted from another provider is not identical to ours. Does the LB compare material from two different submissions? Do we need signatures from instructors teaching an LSRPA course that our material will not be distributed. Another provider can teach the same course, however our marketing material cannot be used.	CPES/Rutgers/LSRPA needs a meeting at Rutgers for coordination. LSRPA has a policy that states preference is for BOT members teach courses for the LSRPA, but not prohibiting working with other groups. Marketing material, application or powerpoint, agendas from another provider, cannot be used. Legal language is needed on our powerpoints. J. Scagnelli will draft language.
<b>TREASURER'S REPORT</b>	Association has \$452,236 in Treasury and Foundation has \$2,000. Attended Foundation meeting and looking into dedicating a portion of the end-of-year profit to the Foundation.	Identify the source of the donation.....focus on fees from continuing education courses.
	Hyatt will be paid shortly for 2019 conference expenses.	
<b>SECRETARY'S REPORT</b>	Draft minutes were distributed for review.	Send any changes to D. Morris.

<b>REGULATORY OUTREACH COMMITTEE</b>	<b>Emerging Contaminants.</b> Recent DEP initiatives - Letter to M. Pedersen regarding superfund site related to emerging contaminants. Form precursor will be required for all fee documentation submitted.	
	<b>RA Permit Stakeholder Committee Update/Training.</b> Revising forms and training schedule for RA Permit completed	
	<b>NJDEP Guidance Documents Update.</b> Field sampling plan guidance document still in progress. No update on air monitoring draft or fill.	M. Fisher will get update.
<b>CONTINUING EDUCATION COMMITTEE</b>	Team planning LSRPA continuing education courses for June, August, and October 2019. Initiated contact with ITRC training program coordinator with goal of getting ITRC webinars approved for LSRP CECs and possibly team up for other CE opportunities.	Developing three courses in total. M. Poland will work with ITRC on webinars. ITRC owns all content on courses presented through them.
	Presenters needed for courses on the conceptual course list.	
<b>CONFERENCE COMMITTEE</b>	February 4 and 5 are planned dates for the conference, which will be held at the Hyatt.	Suggest sending out Save the Date message.
	<b>Coordination with CE Committee.</b> Discussed potential and types of courses that would allow adjustments to scheduling. All courses beginning and ending at the same time, thus allowing more time to meet with vendors.	T. Layre and E. Limbrick will review course applications.
	<b>Growth potentials for 2020.</b> Poster session will be invigorated with better placement of posters. Discussion of holding Licensing Board meeting at the conference.	
	A member of Aspiring Professionals is a marketing professional.	Consider paying someone to handle social media.
<b>COLLEGE OUTREACH</b>	<b>Update on college visits.</b> Presentation given at Rutgers - Newark.	
	<b>Update on LSRPA Foundation.</b> Financial - When registering for a course, include a sentence that a portion of fee will be donated to the Foundation. And soliciting personal contributions on an annual basis to the Foundation. Committee requests increased visibility and donations to the Foundation by membership.	
	Possibly contact sponsors for contributions.	

<b>SRRA 2.0</b>	Met with Licensing Board, which was directed by Sen. Smith to find commonality. Agenda is now available. Stakeholders aren't pleased how DEP manages stakeholders. Items were suggested for not including in SRRA 1.0 and develop a process over the next year on what stakeholders want include.	
<b>GOLF COMMITTEE</b>	<b>Golf Outing.</b> Next outing will be held at Royce on October 3rd. Royce will send contract.	
<b>MEMBERSHIP COMMITTEE</b>	<p><b>10-Year Anniversary.</b> Celebration is being planned. Registration will close on April 21st. One more eblast will be sent. Only current pictures received for inclusion in slide show. Old pictures are needed. Golf pictures are needed Senator Smith, Assemblywoman Pinkin and Irene Kropp invited.</p> <p><b>Baseball Networking Event.</b> Scheduled for August 1 at Trenton with LSRPA being the lead organization. Save the Date will be circulated. EDR and Highground sponsoring. Working on another <u>baseball event at Somerset Patriots.</u></p> <p><b>Member Breakfasts-</b> Photo of speakers and moderator will be included in eblast. Cancelled April breakfast due to low registration. There will be push for members to register.</p> <p><b>Aspiring Training Event/AP Mailing List.</b> Event will held on March 5 in Colts Neck. Considering June 11 as the next event. Mailing list not started.</p> <p><b>Annual Aspiring Networking Event.</b> Aspiring Professionals event went well with 35 people attending and well represented. Want similar event as last year's. Next event is in planning stage and <u>will be a joint event.</u> E-blast to individuals who have not yet renewed. Also targeting LSRPs who are not members. Encourage students to become members upon graduation.</p>	<p>Check with Marianne Leone to see if she has pictures. Give thought to who should be invited.</p>
<b>COMMUNICATIONS COMMITTEE</b>	Working on update SRRA Factsheet. Releasing new format for promoting Member Breakfasts.	
<b>EXTERNAL STAKEHOLDERS</b>	Prepared Response to comments, and will be meeting in May to develop training program with training to begin in June or July.	
<b>RISK MANAGEMENT &amp; LOSS PREVENTION</b>	<p>March minutes prepared and ready for website <u>posting.</u></p> <p>There is no copyright notice on LB Ethics Course.</p> <p><b>Licensing Board Update.</b> Minutes on LB meeting were distributed. Nominations were sent to the LB. Board approved 25 courses.</p> <p><b>Licensing Board Ethics Course.</b> No case studies on specific complaints and LB ruling. No difference from other Ethics courses taken. Discussion included potential items that are Code of Conduct violations. Many were administrative examples.</p>	