



**LSRPA Board of Trustees Meeting Minutes**  
**July 21, 2022 - 8:30 – 10:30 am**  
**via Microsoft Teams Meeting**

<b>ATTENDANCE:</b>	
<b>BOT</b>	C. Baker, W. Call, K. Haduch, D. Hoffman, R. Hollender, M. Lindhardt, D. Morris (departed at 10am), M. Poland, J. Postorino, A. Robins, J. Scagnelli, J. Hochreiter (arrived at 9:45am).
<b>LSRPA Staff</b>	S. Boyle, B. Hose
<b>Others:</b>	C. Drake, J. Oberer

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
<b>PRESIDENT’S REPORT – D. Morris</b>	<ul style="list-style-type: none"> <li>Succession Planning. 3-year plan. Three positions are being filled. The positions have been accepted-M. Lindhardt (Executive Director), Dave Sweeney (Assistant Executive Director), and Beverly Entin (Executive Assistant). Contracts are being finalized and being sent out in the next week.</li> <li>Proposed Salaries: Executive Director-120/hr., Assistant Executive Director-\$50/hr., Executive Assistant- 45/hr.</li> <li>Goal to bring all new employees on to have overlap for training purposes. Make sure we don’t lose any of the institutional knowledge during the transition.</li> <li>Connecticut is going through an upheaval. Reconfiguring rule to migrate away from property transaction emphasis and reconfiguring rules for address current and historical discharges. D. Morris to review further advise the BOT.</li> </ul>	
<b>EXECUTIVE DIRECTOR/ASSISTANT EXECUTIVE DIRECTOR REPORTS–S. Boyle/B. Hose</b>	<ul style="list-style-type: none"> <li>RAR/RAP Letter to the DEP Commissioner. Letter is drafted and being reviewed and considering the appropriate timing to submit.</li> <li>Convene a small committee to discuss the RAP letter..</li> </ul>	
<b>COMMUNICATIONS – C. Drake</b>	<ul style="list-style-type: none"> <li>Strategic Communications Plan. The plan was developed by H&amp;G. The intent of the plan is to be a refresh of toe 2016 plan to capture the changes over the past 5 years. It is considered a living document specifically on priorities and tactics.</li> </ul>	BOT to provide comments by 8/5/2022
	<ul style="list-style-type: none"> <li>Looking for a Co-Chair for the Communication Committee.</li> </ul>	



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<b>SECRETARY'S REPORT – K. Haduch</b>	<b>Motion</b> to approve the SC meeting minutes, dated 4/21/2022 by J. Scagnelli. Second by W. Call. Approved unanimously.	KH to submit final to A. Lazo for website.
	<b>Motion</b> to approve the BOT meeting minutes, dated 5/19/2022 by J. Scagnelli. Second by W. Call, Approved unanimously.	KH to submit final to A. Lazo for website.
<b>CONTINUING EDUCATION – M. Poland</b>	<ul style="list-style-type: none"> <li>NJSRPLB's policy posted on 7/13/22 regarding "in person" Continuing Education.</li> </ul>	
	<ul style="list-style-type: none"> <li>Looking into on-demand continuing education alternatives.</li> </ul>	
	<ul style="list-style-type: none"> <li>Soliciting feedback from NY State Professional Geologists and determining if there are a lot of members that would benefit from offering NY PG CECs.</li> </ul>	
<b>GOVERNANCE - Oberer</b>	<ul style="list-style-type: none"> <li>Draft Professional Services Procurement Procedure has been circulated. Looking for guidance on if BOT could issue a waiver for BOT members being considered for contract (e.g., legal services).</li> <li>Fix LSRPA website to identify Rohan Tadas as Co-Chair of the committee.</li> </ul>	Comments from BOT due by 8/5/2022
<b>NJSRC - D. Hoffman</b>	<ul style="list-style-type: none"> <li>D. Hoffman asked for any dissent in the creation of a position entitled "Director Emeritus" within the Conference Committee. No objections. Working on identifying a strong Co-chair. Hoffman to stay involved but step away from the day to day and assist in the transition</li> </ul>	
<b>TREASURER'S REPORT – R. Hollender</b>	Approximately \$358K in LSRPA Account; Approximately \$16K in Foundation Account. Income since last report: \$1,950 – new memberships \$14,000 – sponsorships \$38,295 - seminars	.
	<ul style="list-style-type: none"> <li>Waiting for a response from IRS to waive late fee from 2019.</li> </ul>	



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<b>DE&amp;I – R. Hollender</b>	<ul style="list-style-type: none"> <li>A motion was passed to transfer \$100,000 from the existing account into a new account at Industrial Bank.</li> </ul>	
<b>FUNDRAISING –J. Postorino</b>	<p>The golf committee is reorganized and planning for our 7th Annual event in October 2022. There is a potential change in the Chair and Vice Chair.</p> <p>Cornhole - The cornhole event will be held on August 16th at Martel's in Point Pleasant.</p> <p>Music event/fundraiser: Planning the event for April 2023 (Earth Day) to have a music event featuring acts from within the environmental industry. 4-5 potential acts so far and more expected.</p>	
<b>COMMITTEES NOT REPORTING</b>	Finance Legal and Legislative, Nominating, College Outreach, Regulatory Outreach, Aspiring Professionals, Risk Management & Loss Prevention, Contaminants of Emerging Concern, and Sounding Board.	
<b>FUTURE AGENDA TOPICS</b>	<ol style="list-style-type: none"> <li>1) Proposal to create a technical committee who would be responsible for staying atop key technical changes/issues – consider ITRC reps, people outside of the LSRPA, NELAC members, etc. (Boyle)</li> <li>2) Schedule meeting with S. Boyle, B. Hose, M. Leone to discuss marketing standards. (J. Postorino)</li> <li>3) Do we want to keep the construction of the Executive Team the same? (Boyle)</li> <li>4) BOT leadership succession. (Morris) Action for the RAP letter under the ED report was for BH to convene a small committee to discuss the letter.</li> <li>5) Executive Team to discuss and schedule a retreat (Morris).</li> <li>6) Look into whether or not our membership is broken into sole proprietors vs corporations.</li> </ol>	
<b>NEXT BOT MEETING</b>	September 15, 2022, via Teams.	



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<b>SCHEDULED STEERING COMMITTEE MEETING DATES</b>	August 18, 2022, via Teams. October 20, 2022, via Teams. December 15, 2022, via Teams..	

Respectfully Submitted,

Kenneth Haduch, LSRP  
Secretary