



**LSRPA Board of Trustees Meeting Minutes**  
**September 15, 2022 - 8:30 – 10:30 am**  
**via Microsoft Teams Meeting**

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

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
<b>PRESIDENT'S REPORT – D. Morris</b>	<p>9/6/22 Executive Committee recap (Morris). Will start recording specific action items in the record discussed at the Executive Committee Meeting. Last meeting focused mainly on the policy of respect.</p> <p>Recusal, how to do it? Not just abstaining from a vote but not steering the process.</p> <p>There will be trainings setup on what we do and how to do it.</p> <p>Amicus lawsuit LSRPA was asked to join. What does that mean if the association gets involved.</p> <p>Policy guidelines for continuing education presenters' content and timing. Regularly look at the website for upcoming courses and discuss if needed if there might be an overlap.</p> <p>Three-year insurance renewal is coming up in the new year (cyber insurance will be added).</p> <p>Training will be provided to the BOT to understand what the insurance is all about and how it is triggered. Training will be annual.</p> <p>Sponsor attendees list. Sponsors have been requesting to see attendee list. This will be discussed at a future meeting.</p> <p>Contract reviews by council. It will continue and will be using the policy document. Contract with council will be updated with price cap.</p> <p>BOT votes will be conducted in person or via Teams.</p> <p>What can all of the electronic data collected by the NJDEP be reused for practitioners.</p>	
<b>D. Morris</b>	<p>Professional Services Procurement Policy Draft. BOT needs to weigh in on this policy and provide comments. Need to get legal counsel to assist on employment in other matters.</p>	<p>BOT to review and get comments back by 9/26/22. BOT will speak to other organizations that have been the process.</p>



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<b>D. Morris</b>	Contract with a member firm for Executive Director services. Does the association want an Executive Director that is a licensed and practicing LSRP?	
<b>D. Morris</b>	<ul style="list-style-type: none"> <li>• 2019 Policy Concerning Respect for Other Members.</li> </ul> <p>There was a report from the President concerning an intra-BOT email that contained both objectionable language and useful information on a subject before the BOT.</p> <p>Subsequent emails regarding concepts, conflicts, and other items while seeking the new Executive Director were exchanged. It was recognized by all that way the email was presented was not in the spirit of LSRPA policy. Responses from the BOT varied.</p> <p>The objectionable language is the only issue being addressed. President Morris and Executive Director Boyle had a call with the originator and recipient where the originator provided a summary of their actions, discussions, and thoughts on the situation. The originator heard the concerns and the need resolve the issue. The originator expressed regret with his fast action and has felt distress and concern about the issue since it occurred. As a result, the recipient was added to the call and the originator apologized. The apology was sincere, the originator admitted he was wrong how he did not exercise restraint. The recipient graciously accepted the apology and shared that the procedural concerns were raised for the collective benefit of the association (not intended to throw a cat among the pigeons). Call concluded on good terms and cleared the air. Both parties consider this matter closed. Training and guidance on how to conduct future business. Matter considered closed.</p>	
<b>D. Morris</b>	Sue Boyle received recognition from <i>BCONE</i> and the <i>Northeast Sustainable Communities Workshop</i> . Sue received the <b>Geoffrey R. Forrest Award</b> for being an <b>Outstanding Individual</b> .	



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<b>EXECUTIVE DIRECTOR REPORT–S. Boyle</b>	BOT Nominations- Slate of candidates has been sent to S. Boyle. Based on discussions of the Policy Concerning Respect for Other Members, Sue will return list for re-evaluation by the committee for re-evaluation. Expected to get slate of candidates to the BOT in early October.	
	RAR/RAP Letter to the DEP Commissioner. Letter has been revised and will be sent to BOT to be wrapped up and sent by the end of the month.	
	NY State PG/PE- LSRPA has been approved as a sponsor of continuing education for professional engineers and professional geologists in New York State. This approval is for a three-year term beginning 09/01/2022 and ending 08/31/2025.	
	Executive Director inquired about the status of the contract with John Scagnelli.	
	The Continuing Education Committee seeks volunteers to instruct courses in 2023. Please reach out to Mike Poland or Tina Layre.	
<b>SECRETARY’S REPORT – K. Haduch</b>	Motion to approve the SC meeting minutes, dated 8/18/2022 by J. Scagnelli. Second by W. Call. Approved unanimously with J. Hochreiter abstention.	KH to submit final to A. Lazo for website.
	Since the 8/18/22 Steering Committee meeting, BOT had two online votes. One for a bonus for Sue Boyle/GEI and one for the legal contract for John Scagnelli. Both approved.	
<b>TREASURER’S REPORT – R. Hollender</b>	Approximately \$250K in LSRPA Account; Approximately \$16K in Foundation Account. Income since last report: \$1,200 – new memberships \$15,140 – sponsorships \$5,885 – seminars \$18,360 – events Did not pay invoice for 2019 Taxes. Treasure will look into the matter further.	



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<b>FUNDRAISING –S. Boyle</b>	The 7th Annual event is scheduled for October 7, 2022. There are approximately 180 golfers registered to date. Still some great sponsorship opportunities available. Battle of the Bands April 2023. Requesting a BOT liaisons for committees.	Any BOT member interested in being a liaison to contact S. Boyle.
<b>SUCCESSION PLAN- Bill Call</b>	Admin Succession planning update. Signed contracts for the Assistant Executive Director position (Dave Sweeney) and the Deputy Assistant Director (Beverly Entin). Finalizing contract for Executive Director.	
<b>FOUNDATION –Bill Call</b>	Create a new scholarship for 2-year colleges named after Suzi Ferguson.	
<b>DE&amp;I – R. Hollender</b>	Rebecca Hollender, Chair of DE&I and Treasurer, and member of the Foundation Board brought up the idea of grants for 2-year colleges or technical schools in the Foundation meeting on Tuesday 9/13; it is a topic of important to the DE&I committee and the ability to raise it to the Foundation, who liked her idea, is why DE&I is urging all LSRPA committees to have active liaisons from that committee so that ideas are shared and implemented.	
<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.	



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<b>FUTURE AGENDA TOPICS</b>	<ol style="list-style-type: none"> <li>1) Providing sponsors with registrations lists for events. Further discuss LSRPA policy and possibly revising policy. (Morris)</li> <li>2) Utilization of electronic data gathered by the NJDEP for the use of practitioners. (Morris)</li> <li>3) 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>4) Schedule meeting with S. Boyle, B. Hose, M. Leone to discuss marketing standards. (J. Postorino)</li> <li>5) Do we want to keep the construction of the Executive Team the same? (Boyle)</li> <li>6) 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>7) Executive Team to discuss and schedule a retreat (Morris).</li> <li>8) Look into whether or not our membership is broken into sole proprietors vs corporations.</li> </ol>	
<b>NEXT BOT MEETING</b>	November 17, 2022, via Teams.	
<b>SCHEDULED STEERING COMMITTEE MEETING DATES</b>	October 20, 2022, via Teams. December 15, 2022, via Teams.	

Respectfully Submitted,

Kenneth Haduch, LSRP  
 Secretary