



LSRPA Board of Trustees Meeting Minutes

July 20, 2023 - 8:30 – 10:00 am

via Zoom Meeting

ATTENDANCE:	
BOT	C. Baker, W. Call, C. Dailey, B. Gray, K. Haduch, R. Hollender, M. Lindhardt, D. Morris, M. Poland, A. Robins, A. Saltzman, J. Scagnelli, S. Ward; Note: A. Saltzman logged into the meeting after voting was conducted for the M. Leone supplemental contract
LSRPA Staff	J. Brogle, B. Entin, D. Sweeney
Others:	Marianne Leone, David Hoffman, Charles Metzger, Dudley Warner, John Oberer, Caryn Barnes

TOPIC	DISCUSSION	ACTION ITEMS
ANNUAL/NJSRC SPONSORS REPORT – M. Leone	<ul style="list-style-type: none"> M. Leone discusses her 3-year look back (since 2021) on all sponsoring partnerships and how it relates to NJSRC income. Analysis of 2023 income to date shows 193 companies yielding \$166K in income. 	
UPDATE FROM NJSRC COMMITTEE – D. Hoffman, C. Metzger, D. Warner	<ul style="list-style-type: none"> 2023 NJSRC Profit & Loss: <ul style="list-style-type: none"> Income: \$182,818 Expenses: \$149,245 Total profit: \$33,573 <ul style="list-style-type: none"> Profit margin: 18% The NJSRC Committee is evaluating new conference venues 	
PRESIDENT’S REPORT – B. Call	<ul style="list-style-type: none"> Update from July 5th Executive Committee Meeting <ul style="list-style-type: none"> The NJDEP is looking into conducting a state-wide background study for PFAS Potential to collaborate with MA LSPA for on-demand continuing ed courses RPIL: three stakeholder groups Nominating Committee gave a 2-week extension to submit BOT applications Update on Cyber Security Insurance Policy <ul style="list-style-type: none"> Dale Group is planning an audit for cyber insurance coverage Laptops have been secured for LSRPA staff Proceeding with part-time employment for staff, rather than 1099 <ul style="list-style-type: none"> Conducting a preliminary review of payroll service providers. 	



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EXECUTIVE DIRECTOR REPORT – J. Brogle	<ul style="list-style-type: none"> • RPII Update <ul style="list-style-type: none"> • DEP agreed to have additional members participating in the RPII stakeholder process. First meeting is today • Contract for M. Leone for 2025 NJSRC venue selection. <ul style="list-style-type: none"> • The scope includes vetting 7 to 10 new venues and providing a recommendation for 3 venues to compare to the Hyatt New Brunswick. The scope is to be completed by Oct. 2023 with the intention to announce the venue at the 2024 NJSRC. • The contract value is to not exceed \$2,600, plus \$650 to work on contract with the 2025 venue. • Motion by B. Call, seconded by B. Gray. Vote on the contract passes unanimously. • Potential in-person BOT meeting in September 	
VICE PRESIDENTS' REPORT – C. Baker	<ul style="list-style-type: none"> • Criteria for Committees. <ul style="list-style-type: none"> • Looking to reengage with committees and ensure they are reporting back to the BOT. Looking for meeting minutes. Check the website for updates needed for your committee. • Update on Foundation. <ul style="list-style-type: none"> • On track with fundraising (cornhole and golf). Engaging with various organizations for grants. • Prepared to open applications for student scholarships in the Fall 	
TREASURER'S REPORT – R. Hollender	<ul style="list-style-type: none"> • Update on LSRPA and Foundation Financials. Checking Account balance: \$171,642 Foundation Account has \$29,090. Review Profit and Loss Statement. 	
SECRETARY'S REPORT – M. Poland	Motion to approve the BOT meeting minutes, dated 5/18/2023 by J. Scagnelli. Second by B. Call. Approved unanimously.	MP to submit final to A. Lazo for website.



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GENERAL DISCUSSION – M. Lindhardt	<ul style="list-style-type: none"> Nominating Process – Clarification of BOT Role and Process B. Call has met with the Committee members to improve the process 	
GENERAL DISCUSSION – J. Scagnelli	<ul style="list-style-type: none"> Use of LSRPA Service Mark by Sponsors Discuss importance of controlling the use of service marks Some organizations are using the LSRPA logo without permission. Discuss having a policy to allow sponsors to use the mark. The Foundation also needs to register its service marks 	
GOVERNANCE COMMITTEE – J. Oberer	<ul style="list-style-type: none"> Nominating Committee: J. Oberer is working on a policy for the recent ex-president to be a voting member of the Committee Discuss clarifying bylaws: <ul style="list-style-type: none"> Voting process at annual meeting Consider BOT term limits Consider online voting for annual election Consider annual orientation on bylaws for incoming BOT members and committee chairs 	
CONTAMINANTS OF EMERGING CONCERN – C. Barnes	<ul style="list-style-type: none"> Status of Committee Two recent technical working meetings with NJDEP <ul style="list-style-type: none"> Topics discussed to date: evaluate vs. investigate. NJDEP background soil study is in the works: 8 samples from every county. Urban and rural land on State-owned properties. 	
COMMITTEES NOT REPORTING	Aspiring Professionals, College Outreach, Communications, Conference, Continuing Education, DE&I, Finance, Fundraising, Legal and Legislative, Membership, Nominating, Regulatory Outreach, Risk Management & Loss Prevention, and Sounding Board.	
NEXT BOT MEETING	September 21, 2023, potentially in person	
SCHEDULED STEERING COMMITTEE MEETING DATES	August 17, 2023, via Teams.	



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Respectfully Submitted,

Michael Poland, LSRP Secretary