



**LSRPA Board of Trustees Meeting Minutes**  
**November 16, 2023 – 8:30 – 10:00 am**  
**via Zoom Meeting**

<b>ATTENDANCE:</b>	
<b>BOT</b>	C. Baker, W. Call, C. Dailey, B. Gray, K. Haduch, R. Hollender, M. Lindhardt, M. Poland, A. Robins, A. Saltzman, J. Scagnelli, S. Ward; <b>Not Present:</b> D. Morris
<b>LSRPA Staff</b>	J. Brogle, B. Entin, D. Sweeney
<b>Others:</b>	A. Locke, D. Hoffman, C. Metzger M. Fisher

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
<b>FINANCE COMMITTEE – A. Locke</b>	<ul style="list-style-type: none"> <li>Proposed revisions to annual sponsorship fees <ul style="list-style-type: none"> <li>Fees have not changed over the past several years</li> </ul> </li> <li>Several options for price increases have been evaluated with considerations to major perks for each tier (i.e., memberships, conf. exhibitor table value including conf. passes, etc.)</li> <li>Proposed 10% increase for diamond and platinum sponsors</li> <li>Proposed 25% increase for gold and silver sponsors</li> </ul>	LSRPA to proceed with the increased sponsor fees as proposed.
<b>CONFERENCE COMMITTEE – D. Hoffman, C. Metzger</b>	<ul style="list-style-type: none"> <li>Presentation of NJSRC 2024 draft budget</li> <li>Revenue projections <ul style="list-style-type: none"> <li>Projected profit: \$48.9K</li> <li>Increased conf. pass fee</li> <li>Increased exhibitor table fee. First price increase since outset.</li> <li>Eliminated the covid-era incentive for sponsors to pay early</li> </ul> </li> <li>Expenses <ul style="list-style-type: none"> <li>Food and beverage slight increase</li> <li>Reduced the staff count</li> <li>Reduced the Committee expenses</li> <li>Keynote speaker will be local at no cost</li> <li>B. Call asks the Committee to re-evaluate comped hotel rooms and meeting expenses</li> </ul> </li> <li>Lunch will be included on the first day under the existing food &amp; beverage budget</li> <li>Budget to be finalized by Committee and voted on in December</li> </ul>	



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<b>REGULATORY OUTREACH COMMITTEE – M. Fisher</b>	<ul style="list-style-type: none"> <li>• Discuss the CCNJ-SRIN letter that addresses Field Sampling Procedures Manual guidance on the groundwater sampling method for closing out a groundwater RAP</li> <li>• NJDEP guidance calls for the volume averaged purge sampling method at the close of a project <ul style="list-style-type: none"> <li>• NJDEP is directing LSRPs to submit a deviation from guidance for other sampling methods, as appropriate</li> </ul> </li> <li>• CCNJ-SRIN letter speaks to the science behind a groundwater investigation and the sampling techniques</li> <li>• LSRPA to draft our own letter to address the issue</li> </ul>	M. Fisher to draft a letter with assistance from A. Robins
<b>MARKETING COMMITTEE – S. Ward and A. Saltzman</b>	<ul style="list-style-type: none"> <li>• Creation of a Marketing Committee</li> <li>• Resolution 2023-10: Establishment of a Marketing Committee <ul style="list-style-type: none"> <li>• J. Scagnelli makes a motion to approve Resolution 2023-10. R. Hollender seconds</li> </ul> </li> <li>• Vote passes</li> </ul>	Resolution 2023-10 to be signed and then final submitted to A. Lazo for website (MP).
<b>DISCUSSION ON THE 2024 SLATE AND VOTING</b>	<ul style="list-style-type: none"> <li>• Motion made by C. Baker, and C. Dailey seconds to vote on the 2024 Slate</li> <li>• Vote passes</li> </ul>	B. Call to notify the Nominating Committee of the vote results. Slate to be presented to membership at least one month prior to annual meeting.
<b>SECRETARY’S REPORT - M. Poland</b>	<ul style="list-style-type: none"> <li>• Motion to approve the BOT meeting minutes, dated 10/19/2023 by B. Call. Second by C. Baker. Minutes approved unanimously</li> </ul>	MP to submit final minutes to A. Lazo for website.



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<b>TREASURER'S REPORT – R. Hollender</b>	<ul style="list-style-type: none"> <li>• Update on -LSRPA and Foundation Financials</li> <li>• A review of financials and budgeting to be discussed at the January BOT retreat</li> <li>• Checking Account balance: \$138K</li> </ul>	
<b>PRESIDENT'S AND VICE PRESIDENT'S UPDATE – B. Call, C. Baker</b>	<ul style="list-style-type: none"> <li>• RAP certification process was recently announced by NJDEP</li> <li>• Foundation continues to work on grant opportunities</li> </ul>	
<b>EXECUTIVE DIRECTOR'S REPORT – J. Brogle</b>	<ul style="list-style-type: none"> <li>• Ethics course coming up on November 28<sup>th</sup>. S. Ward will fill in as moderator</li> </ul>	
<b>COMMITTEES NOT REPORTING</b>	Aspiring Professionals, College Outreach, Communications, Contaminants of Emerging Concern, Continuing Education, DE&I, Fundraising, Governance, Legal and Legislative, Membership, Nominating, Risk Management & Loss Prevention, and Sounding Board.	
<b>NEXT BOT MEETING</b>	November 16, 2023 via Teams	
<b>SCHEDULED STEERING COMMITTEE MEETING DATES</b>	December 21, 2023, via Teams	

Respectfully Submitted,

Michael Poland, LSRP Secretary