



American Association of Pesticide Safety Educators

Minutes - March 13-16, 1994

1994 Annual Meeting

The American Association of Pesticide Safety Educators (AAPSE) met in conjunction with the American Association of Pesticide Control Officials (AAPCO) at the Doubletree Hotel in Arlington, VA from March 13-16, 1994. The group conducted a Board of Directors meeting on March 13, a joint meeting with AAPCO on March 14, an AAPSE general business meeting on the morning of March 15 and morning of March 16, and an AAPSE program with speakers on March 15 and 16. The meeting was adjourned by AAPSE President Mac Horton at noon on March 16. Detailed minutes of the meeting are as follows.

Submitted by Michael J. Weaver, AAPSE Secretary

March 13, 1994

The AAPSE Board of Directors met at 7:30 p.m. on March 13, 1994. The meeting was open to all AAPSE members. AAPSE President Dr. Mac Horton opened the meeting with a summary of items important to progress of the association. Mac stated a concern about communications getting to the Board, particularly E-mail.

Mac, in reviewing the AAPSE By-Laws and Constitution, found that he violated some set procedures of the organization. One was to provide notice of the Annual Meeting no less than 60 days prior to the meeting. In light of this, Mac stated that he was grateful that as many members indicated that they would attend this year's meeting. He acknowledged the help of John Impson in getting the word out.

Mac indicated there were a number of items which needed to be addressed by the organization in order to move it forward. Mac apologized for not providing as much leadership on these items as could have been done. He welcomed members input. These items included:

1. According to AAPSE By-Laws Article IV, Section 2, "Ex-Officio Officers. The following may serve as ex-officio."
 - o "ES-USDA National Program Leader for Pesticide Education." *now filled by Dr. John Impson*
 - o "AAPCO Representative.": *open at present -- Mac recommended we fill this position.*
2. According to AAPSE Constitution Article IX, Parliamentary Authority. "The president may appoint a parliamentarian who shall serve for the duration of the meeting for which the appointment is made." *Mac appointed Barry Brennen to serve in this capacity for the meeting.*
3. According to AAPSE By-Laws Article VII, Section 1, "Nominations and Election Committee. Not less than six (6) months prior to elections, the President shall request each region to appoint one full member to serve on the nominations and elections committee. This committee shall submit to the Secretary in writing a slate of candidates for election as President-Elect, Secretary, and Treasurer. Any full member may submit additional nominations in writing to the Secretary. Such nominations must be received thirty (30) days prior to the election day established by the Board. No person shall be nominated without their consent. *Mac recommended the appointment of a nominations and elections committee. Mac asked Barry*

Brennen about the timing of elections and nominations. According to the Constitution and By-Laws, everything should be tied to the date of the annual meeting. Finances were set on a calendar year basis (January to December). If the next annual meeting were in March 1995, then nominations of nominations committee members were needed by September, by Feb. 1995 nominations (slate of candidates) would have to be received by the Secretary. Nominations could also be taken from the floor at the annual meeting.

4. According to AAPSE By-Laws Article VII, Section 3, "Issues and Evaluation Committee. This committee shall consist of a chairperson and vice chairperson appointed by the President and shall serve as liaison representatives to the AAPCO State FIFRA Issues Research and Evaluation Group (SFIREG) committee. The term of the chairperson and vice-chairperson shall be two years each. Terms of the chairperson and vice-chairperson shall be staggered so that one retire each year. The vice-chairperson shall become the chairperson during the second appointed year. This committee shall be responsible for studying and developing position papers and analyses of pesticide legislative and regulatory issues that effect the professional responsibilities of the Association's membership." *Mac indicated that the chairs of this committee needed to be decided. He also discussed using lists from last year's membership forms to develop this and any other working committees the Board would see fit to organize. The Board has to go through those lists and make any decisions on how we are to delegate those responsibilities. Some lists have a lot of volunteers, while others do not. (An up-to-date list of committee volunteers was provided by the Secretary).*
5. According the AAPSE By-Laws Article II, Section 3. Voting . Each state, commonwealth, territory, and the District of Columbia having at least one full member of the Association shall designate one full member as the voting representative of that political entity. The name of the voting representative will be forwarded to the Secretary of the Association. That representative, or a designated proxy, shall be entitled to vote for the election of officers and directors, and on position papers, policy statements, and other issues affecting the membership. All full members shall be entitled to vote on such matters relating to the governance of the Association as are submitted to the membership for vote. *Mac presented this issue to the Board, indicating we have to receive this designation from each state.*
6. Mac indicated that a Program Committee needed to be selected for organizing the 1995 Annual Meeting. Discussion followed on whether the meeting would be in conjunction with the national C&T or AAPCO again next year. This would be left up to the organization and AAPCO to decide.
7. Mac indicated that the Association still needed to seek incorporation. Currently the By-Laws indicate the State of Delaware. This is yet to be completed.
8. In the AAPSE By-Laws Article IV, Section 8. Treasurer. "The Treasurer shall serve under contract to the Association and shall be compensated for services. The terms and conditions of the contract, including compensation, shall be determined by the Board. *Mac pointed out that we need to decide on this issue.*
9. *Mac stated he needed some guidance on selection of Regional Representatives. Some of the regions may have already gone ahead and made their own interpretation of the By-Laws and Constitution and modified the selections.* According to AAPSE By-Laws Article VII, Section 2, Nominating Committees for Regional Representatives . Regional Representatives to the Board shall be responsible for nominating a slate of candidates for Regional Representative and conducting elections at annual regional meetings. Additional nominations may be made from the floor at the regional meeting by any member of the Association. According to AAPSE By-Laws Article IV, Section 9. Regional Representatives. Regional representatives shall be full members and shall be elected by majority vote of the voting representatives of their region. They shall serve no more than two (2) consecutive two-year terms. Regional representatives shall be elected at the first annual meeting. The individual receiving the most votes shall serve beginning with their election at the first annual meeting and continuing through the second regional meeting held thereafter. The individual receiving the second most number of votes shall serve beginning with their election at the first annual meeting and continuing through the

first regional meeting held thereafter. *The Board should look at this issue. Mac was confused as to when these representatives terms started and will end. The group agreed that the first annual meeting was in April, 1993 at New Orleans. This 1994 meeting is the second annual meeting.*

10. Regional representatives were listed in the 1993 minutes. In addition, terms were extended by regional meetings for Board Members: Howard Deer - 1994-95 and Susan Whitney - 1994-95.
11. Registration Fees should be set by the Board on recommendation of the Treasurer. Mac set fees arbitrarily to cover our expenses at this meeting. This meeting's costs would be shared with AAPCO. Meeting rooms were free, fees were modified to pay the shared costs with AAPCO.

Mac indicated that these were the primary items where progress needed to be made. He opened up the floor for discussion.

Discussion - On the subject of the annual meetings.

Several Directors (Mary Grodner and Win Hock) stated we should meet even years with AAPCO and odd years with the National PAT Workshop. John Impson indicated that we could meet every year for PAT workshop --- USDA would have the funds to do so. Mary stated she did not want to stop meeting with AAPCO. She indicated we could rotate the meeting. Mary indicated we could meet separate from AAPCO, with emphasis on education, and attract other persons directly involved with C & T. Mary proposed to have a meeting one year with AAPCO and the next year with C&T. Barry Brennen stated his concern for tying AAPSE too closely to USDA funding. We could meet in conjunction with the PAT meetings, but not as the primary purpose of the PAT workshop. Barry Brennen indicated that we would get a much bigger turnout if held in conjunction with the PAT workshop. Keeping AAPSE separate could be done by meeting just prior or after the meeting and in the evenings.

John Impson recommended that USDA/EPA continue funding PAT meeting and to meet in odd years. "We have to consider what we want as the final outcome in consideration to Barry's concern for the political overtones.". The group agreed that we would gain numbers by holding the meeting in conjunction with the PAT/C&T meeting. John indicated that funding would allow more participation, whether we went to the AAPCO meeting one year and PAT meeting the next, we would get the participation. We could get annual support and be able to vary the meetings. The group agreed that this issue should be discussed at the general business meeting where a motion could be made for consideration.

Committee reviewed lists

Mike Weaver passed out a list of members who volunteered to serve on committees and working groups was passed out. The group was asked to look at the list. A list of members, committees, and the 1993 annual meeting minutes was also distributed to the Board and Officers.

Discussion on Nominations and Elections Committee.

The group was reminded that a quorum was the members present at the meeting. Mac indicated the regions would have to draft this group. (No nominations and elections committee was listed on the membership forms, so no one volunteered for it.)

Discussion - On the Issues & Evaluation Committee

Mac asked for a discussion on issues. Several members discussed several issues that could have been covered by the committee. Issues discussed included the reduced risk policy and the value of pesticide education to reduced use, our role in WPS and certified crop advisors, and EPA rulemaking procedures. The importance of following SFIREG was emphasized. Mac asked if Don Cress

volunteered to head the Issues & Evaluation Committee? *(Although discussed with Don in New Orleans, this discussion was not apparently discussed in the formal meeting although this information could have been lost in the transition to a new secretary in the New Orleans meeting. Several people were keeping notes at that meeting. It is not clear when this issue came up but it was not recorded in the 1993 minutes.)*

Mac pointed out that the By-Laws and Constitution do not give guidance on the number of people on committees. Setting the committee assignments should probably start with the list of volunteers and expand or reduce in number as necessary. Lists consist of I&E Committee volunteers plus working groups who would report to I&E committee. Mary Grodner clarified that the I&E committee included those listed under the committee list (working groups would be assigned to specific topics, but were not members of the committee). Mary suggested we appoint a chair. The size of the committee was discussed. Mary suggested that we start with those who volunteered and work our way along. The President should appoint the chairs. Mike Weaver made the comment that the list of names on the committees were made prior to the 1993 elections. Many of the members whose names are listed on the committees are now officers and Board Directors. Their ability and willingness to serve in these capacities and on several committees may have changed. This could change the make-up of the committees. Mac appointed Barry Brennen as I&E chair and Pat Hipkins as vice-chair. We should keep the existing names on the committee and assess if these names should be kept or others added to the committees. Mac asked for clarifications to the lists and for members to get changes to Mike Weaver who will keep the lists. Barry, Pat and Mike will work together and announce who will serve on the I&E committee.

Discussion - Issues and Mac's Presentation to AAPCO on March 14

Mac indicated he was asked by Arty Williams to describe to the joint session on March 14 to discuss what our organization is all about. Mac asked the group if there were any burning issues to add to his address? Mac referred to letters by Barry Brennen and Norm Nesheim for some of his talk. He again asked for further information. Mac would recognize AAPCO's support of AAPSE. He stated that we have used AAPCO as a model for AAPSE and have admired their success (This will be his focal point). Barry pointed out that we should recognize Phil Gray for his support of AAPSE and Bud Paulsen as the first AAPSE member. The issue of proper funding for effort by the state extension services was brought up.

Discussion - compensating the Treasurer and setting the dues

Much of this could not be set in the Board meeting. Last year we set the dues at \$25.00. AAPCO has the advantage that dues are paid by the state budgets and not the individuals. The dues could be paid as part of the registration fee. It was mentioned to be careful to keep the dues separate from CES funds.

Barry Brennen discussed the need to provide compensation for the Treasurer. Mac asked why this was not the case for the Secretary who had the task of turning out reports and other items. Barry clarified the reasoning around this in drafting the Constitution and By-Laws. Barry recommended that the Treasurer keep a record of the number of hours and expenses and after the annual meeting the Board decides on how much can be allowed for compensation. Mary mentioned that in the beginning this might be the best way until we get an idea how this will work. It was decided to adopt this procedure. The group agreed to ask the Treasurer to provide this with his report at the end of the year. Mac mentioned the need to appoint an auditor. Mac indicated he would ask two people to audit the books before the business meeting. Mary Grodner proposed that the Board set the dues at \$25 until we identify a need. The Board adopted the recommendation.

A discussion followed in regard to dues, how to collect dues, including whether it should be part of the registration fees or otherwise.

Discussion on Incorporation

Mac indicated we must incorporate. We still have reference to Delaware in the By-Laws. Barry discussed the reasoning behind the Constitution and By-Laws as read. Mac asked Susan Whitney to seek incorporation in Delaware. Mac encouraged members again to make changes to the master committee list and to let Mike Weaver know changes.

Discussion on marketing the association

Mike Weaver asked about the adoption of letterhead and other items to market the association. Mac indicated we need to identify a committee to deal with marketing issues such as logos, letterhead, etc. Mac was impressed with sample letterhead drafted by Mike for the meeting. The letterhead included a bold AAPSE logo and title and a statement at the bottom of the letterhead reading--- *"An association of environmental and pesticide safety educators providing science-based educational programs to the public through Cooperative Extension and the Land-Grant University System"*. Mac felt the letterhead and statement looked good. There were no disagreements, but a committee such as the Public Information Committee should evaluate these issues. Mike will work with that committee to explore the issues further.

Mac asked the Board for recommendations to chair committees. No discussion followed to resolve this point, although several appointments were made that night and later at the meeting by the President to resolve this point. Some of the committee chairs were to be assigned by the President, while others could be agreed to by the committees themselves.

Mac promised the Board would not do anything in secret, but for sensitivity purposes the Board needed to meet alone to discuss a particular issue which would be evident at the general AAPSE meeting on the 15th. Mac asked for other items before closing.

Discussion - Appointing a member to SFIREG

John Impson urged the association to appoint a member to SFIREG. It would take time and funds to get to many meetings, and he could attend some of the Washington area meetings on behalf of AAPSE, but others need to attend important meetings, particularly the SFIREG meetings. Issues which were presented at this Board meeting which could have been dealt easier had we had representation at the SFIREG meetings. Chair and Vice-Chair of the I & E committee could attend many of these meetings.

The Board met in private to discuss the nomination of Barry Brennen for an award of first life member for his contributions to AAPSE. This award would be presented in the AAPSE membership meeting to follow. The official Board meeting was then adjourned.

March 14, 1994

Mac Horton addressed AAPCO at 11:00 a.m. regarding AAPSE, its agenda, and our relationship with AAPCO.

March 15, 1994

AAPSE General Business Meeting (8:00 a.m. to 10:00 a.m.) (33 members were in attendance). The meeting opened with everyone introducing themselves. The group reviewed the minutes from the 1993 annual meeting. George Hamilton made the motion that the minutes be approved. They were accepted as read.

Treasurer's Report - Jim Criswell

As of Dec. 31, 1993 the AAPSE treasury balance was \$1864.26. Larry Olsen and Win Hock audited the books on Sunday March 13, 1994. They indicated the books were in order. Twenty-three people paid dues at this meeting.

Mac asked for old business but none was brought up. Mac Horton proceeded to review items from the March 13 Board meeting as items to accomplish.

Selection of an AAPCO representative to AAPSE Board

One item of importance was to select an AAPCO representative to the AAPSE Board. Mac asked Jim Wells of California to present this request to the AAPCO Board at this meeting.

Committee and Working Group Lists

He commented that some committees had disproportionate membership with some committees having only one member.

Mac asked members to review the list of committees and working groups for review - He asked the membership to consider seriously the committees they want to serve on so the lists can be consolidated and get changes ASAP to Mike Weaver.

Selection of individuals as members and chairs to committees identified by the Constitution and By-Laws

Mac discussed the need to nominate members to the nominations and elections committees and chairs of various committees. As stated earlier, six months prior to elections, nominations committee must submit names to Secretary. Thirty (30) days prior to April 1995 meeting we need a list of candidates.

The SFIREG meetings are held several times a year with the one in Washington at the end of the year is very important in respect to relations between EPA and the SLA's. Mac asked the members if everyone was receiving and reading the SFIREG minutes. If not we should make sure we are getting them. In addition we need to resolve the Issues and Evaluation Committee. The committee is the one from which we draw the AAPSE liaison to SFIREG. In the Board meeting, Mac selected Barry Brennen as Chair and Pat Hipkins as Vice-Chair of the Issues and Evaluation Committee. In later discussions with Pat and Barry, the ability to attend these meetings came up. Barry pointed out that it would be more important to identify someone to chair the committee who could more easily attend the meetings. In discussions with Don Cress last year, Don was very interested in serving as chair as of the I&E committee. Don's experience with ECOP would also help in this respect. After discussions with Barry, both agreed that Don should serve as Chair of the I&E committee.

It was stated that AAPSE should provide travel funds for attending the SFIREG meetings.

Identity of Voting Member from Each State

Mac mentioned that each state must identify a voting member. Each state must communicate this information to the Secretary. The discussion of developing a directory came up from Mike Weaver. Mac asked Mike Weaver to talk about this and other public relations issues. Mike asked members to check their personal information in the Secretary's notebook before leaving. He could get the names and addresses of Extension Directors for the members. We need to get a directory together. He asked members to review the sample letterhead distributed at the meeting. Mike also asked members for input about items such as brochures, newsletters, letterhead, and other items to give AAPSE visibility. Mike volunteered to draft an association brochure to help with membership. There are no doubt other items that could be addressed by a public relations committee when a chair is selected.

The question as to what constituted a quorum was answered as-"whoever is there at formal meeting". Mac discussed the need to select a program committee for the next annual meeting. But before that could be done he asked for a discussion on the issue of timing and location of the annual association meetings.

A motion was made by Mary Grodner and Mac Horton regarding the schedule for the annual meetings.

Motion: *In even numbered years, AAPSE would hold its annual meeting in conjunction with the spring meeting of AAPCO in Washington, DC. In odd number years, AAPSE would hold annual meeting in conjunction with the PAT and C&T National Workshop. Nothing in the motion would preclude AAPSE members from attending the AAPCO Spring meeting in odd-numbered years.*

A discussion followed addressing the advantages and disadvantages of the proposed motion. Points included a need to encourage C&T people to attend AAPCO, a discussion of the ability to travel to the meetings, the advantages of holding the meeting in Washington, the need to have a strong presence at both meetings, and USDA's ability to fund travel to more than one meeting per year or even one per year.

Mike Weaver indicated a compromise could be to hold the Board of Directors meeting and other committee meetings with AAPCO in the odd number years to maintain a presence at the AAPCO meeting, and meet as a whole with AAPCO in the even years. Mac called for a vote. The motion was seconded and passed with 3 opposing votes.

Barry Brennen made a second motion - *"That the Board and Issues & Evaluation Committee meet jointly w/AAPCO - open meeting w/emphasis on Board and Executive Committee every year."* The motion was amended to read a *"general meeting with AAPCO every year - by announcement of the executive committee."* The motion was seconded, was voted on and passed.

Incorporation

The next item of business was Incorporation. Mac indicated that he asked Susan Whitney to seek incorporation in the State of Delaware. Susan agreed to do that.

Compensation to the Treasurer

The Constitution called for the compensation to the Treasurer. It was reported that the Board discussed this and recommended that the Treasurer submit a bill for his services to the Board at the end of the year.

Discussion on the 1995 National Workshop

Mac asked for a decision on the Program Committee for the 1995 National Workshop. A discussion on location followed regarding either a central location or moving the workshop around the USDA regions. A discussion of costs and airfares followed and it was followed by an invitation by Pat Marer to come to California in 1995. This was placed in the form of a motion, it was seconded and was approved by majority vote.

It was decided that Mary Grodner and Pat Marer would select the program committee. The dates would be sometime in mid-April, 1995. It was encourage that people from each region and the SLA's serve on the committee along with an EPA liaison and John Impson. Mike Weaver asked about the list of volunteers on the master committee list. It was clarified that the names listed on the master list could be included in the 1995 meeting program committee.

Barry Brennen asked about the I&E committee vs. working groups. Mike Weaver pointed out that the way the membership for read in 1993, many people probably didn't understand the difference between the working groups and committees. It is apparent by the information indicated on the forms that many people were confused by this issue. It was clarified that you didn't have to be a member of the I&E Committee to be a member of a working group.

Mac invited John Impson to discuss the state of the PAT Budget .

John discussed the budget increase for training in the USDA budget and other budget items for training, recordkeeping, and WPS. The other possible funds included EPA special project funds. Much of the budget was still up in the air. One new item was a possible allotment to each USDA region for the regions to work together on pesticide education projects. One state would have to act as banker/coordinator. The amount per region would include approximately \$50,000 (or more) plus overhead of 5-10%. A discussion followed on the pros and cons of this approach.

Mac Horton had earlier appointed Win Hock as Chair of an AAPSE budget (PAT Funding) committee to work with John Impson on budget issues. Win in turn appointed a committee to represent the regions and announced the members. The committee was as follows:

AAPSE Budget (PAT Funding) Committee

- Win Hock - Chair - NE Region
- Norm Nesheim - Southern Region
- Wendy Wintersteen - NC Region
- Ed Vitzthum - NC Region
- Amy Brown - NE Region
- Barry Brennen - Western Region

The budget committee will develop a protocol, minimize overhead and politics, and work with John Impson. A motion was placed on the floor to allow the President to refer budget related issues to the Budget Committee and let them appoint sub-committees as appropriate. Three immediate issues were the USDA budget, its priorities, and formula funding. Mary Grodner put this request in the form of a motion. That being *"PAT funding items should be referred to the budget (PAT Funding) committee"*. Further discussion followed on the structure of PAT funding (past and future). in regard to compensation for Treasurer.

John continued with his discussion of budget and projects. A need exists to determine what educational materials are out there. He would like to see a state solicit a proposal on cataloging the PAT training materials nationwide. Starting this year (1994) USDA will solicit a proposal to catalog PAT training materials. Discussion of sharing materials and forward materials to John to put out copies to states. Until we do this we will never know what we have out there or what to spend our funds on next. The discussion involved the role of the National Ag. Library in this process, Mac encouraged states to notify John Impson on new items developed and perhaps even have John assign a national number to the item in an attempt to catalog the items.

Mac amended the motion on the floor to read that *"the new PAT funding committee to circulate any budget proposals to all states for their input and return to John Impson"*. Mac then asked for question and a second on the motion on the floor. The motion was voted on and passed.

Mac adjourned the general business meeting. The meeting continued with several speakers for rest of day.

March 16, 1994

Mac asked to continue some business after Arty Williams of EPA spoke to the group.

Mac thanked Mary Grodner, George Hamilton, Pat Marer, and Larry Schultz, for putting together this year's program. (applause) Mac indicated we have the opportunity to formalize a liaison with ECOP. This person could be a director or a program leader. Either way we could have input into ECOP by this function. A motion was made by Norm Nesheim.

Motion: to have Mac Horton ask ECOP to approve a liaison to AAPSE. The motion was passed.

Mac mentioned that ASPCRO - the Association of Structural Pest Control Regulatory Officials (a subset of AAPCO) will meeting on August 29 to Sept. 2, 1994 in San Antonio. Mac was asked to address them about AAPSE. Announcements of the meeting will be forwarded to AAPSE members.

Mac appointed Mike Weaver as chair of the Public Information Committee to receive information regarding AAPSE marketing and other information. Again Mac asked everyone to consolidate their information on the committee list with Mike so we can get together a final list.

Mac asked Barry Brennen to bring the group up-to-date on Issues and Evaluations Committee and what has come out of his meetings with SFIREG. A key issue was the need to move funds from EPA to USDA for training and related issues.

Phil Gray will send a copy of SFIREG minutes to Mike for redistribution to the issues and evaluations committee. APPCO is providing us with gratis copies of their directories (1992-93) and 1993-94 if available. Mac indicated we need a comprehensive AAPSE directory. Other groups have asked for copies of our directory. This includes duties, addresses, supervisors, directors, etc., for each member.

Larry Olsen reported that the auditing committee found the books in order. Mac appointed Larry Olsen as chair of the Resolutions Committee. A resolution was read thanking AAPCO for their hospitality and sharing their meeting with AAPSE. A formal thank you letter would be sent to AAPCO by Barry Brennen . Several AAPCO members and officers approached us to come back next year. Mac encouraged members to attend next year in accordance with Mary Grodner's motion yesterday. The dates will be March 11-14, 1995 at the DoubleTree Hotel, Pentagon City, (1 day meeting for AAPSE, Mac will layout the meeting room.

Barry Brennen made a motion to "*rotate the odd year meeting w/C&T between regions*". The motion was seconded and adopted by majority vote.

On the topic of Committee membership. He suggested we have something in our by-laws to rotate committee members. The President has the power to appoint committees. We do need to go through the amended lists to make the necessary selection for the committees. This will provide the next president with a smoother transition.

Mac thanked everyone, asked for motion to adjourn, motion passed.