

**American Association of Pesticide Safety Educators  
Minutes of the Executive Committee Meeting**

March 8, 2000  
Doubletree Hotel  
Arlington, VA

Present: Norm Nesheim - President, Barry Brennan - Past President, Amy Brown - President Elect, Carol Ramsay - Treasurer, Larry Schulze - Secretary, Dean Herzfeld (with three Univ. of MN associates as guests), Sandra McDonald, Jim Criswell, Ples Spradley, Guest - Colonel Robert McKenna

**1. Call to Order (Nesheim)**

The meeting was called to order at 9:45 a.m.

**2. Minutes (Schulze)**

Minutes from the 1999 AAPSE Executive Committee meeting dated August 7, 1999 were distributed. Corrections were noted. Brown moved, Brennan seconded, that the corrected minutes be approved. Motion carried.

**3. Treasurer's Report (Ramsay)**

Financial statements were distributed to Executive Committee:

- 1) AAPSE Financial Statement for FY 1999 (see below)
- 2) AAPSE Pesticide Safety Education Centers Account Statement for FY 1999 (see below)
- 3) AAPSE Operations Account Statement for FY 1999 (see below)
- 4) AAPSE member list showing paid and unpaid memberships

Two checking accounts in operation. One is for the PSEC project, one is for an AAPSE operations account. The total for the two accounts is \$20,776.41 as of December 31, 1999. The accounts were audited last year.

**AAPSE Financial Statement FY 1999**

Balance Forward	\$ 8,382.91
Income	
Interest	\$ 584.05
Dues/fees	\$ 7,320.00
Grants	\$15,000.00
Expenses	\$10,510.55

Balance as of 12/31/99 \$20,776.41

If AAPSE brings in more than \$25,000.00 in a given year, and since AAPSE has a 5013C status, we must file a tax return. So, Ramsay is now working with a tax accountant and is anticipating that the PSEC project will bring in income requiring the filing of a tax return.

**AAPSE PSEC Account Statement for FY 1999 - Balance \$ 8,962.64**

Balance Forward	\$ 0.00	Account opened April 1999
Income		
Interest	\$ 212.65	
Grant payments	\$15,000.00	
	[From RISE \$2500, ACPA (\$7500), Univ. of Calif. (\$5000)]	
Expenses	\$ 6,250.65	checks
		(Tempe per diem/air/hotel for 10 people, ticket to Providence, Baton Rouge per diem/air/hotel for 3 people)
Balance as of 12/31/99	\$ 8,962.64	

**AAPSE Operations Account Statement for FY 1999 - Balance \$11,813.77**

Balance Forward 1/1/99		
Checking	\$ 2,500.94	adjusted for CD purchase
Savings	\$ 881.97	
Cert. of Deposit	\$ 5,000.00	purchased from checking 4/8/99
Income		
Interest	\$ 371.40	
Dues/Mtg. fees	\$ 7,320.00	122 members 25 AAPCO/AAPSE 15 Western Region Pesticide Conf. 1 donation
Expenses	\$ 4,260.54	AAPCO registration AAPSE mtg room, name badges, copies Swingle travel to AAPSE mtg Incorporation fee (\$10.00) Western Region Pesticide Conf. room Membership brochure printing, cards Exec. Committee phone call Postage Plaques
Balance as of 12/31/99	\$11,813.77	

Brennan moved, Brown seconded, to accept the Treasurer's Report. Motion carried.

**4. New Business**

**National Pesticide Education Model - ADEC (Herzfeld)**

Herzfeld provided an introduction to the Agricultural Distance Education Consortium (ADEC) Grant Project. Four land grant universities (AZ, MN, VA, WA) independently submitted separate proposals. ADEC responded and asked the four universities to work together to develop and pilot a model national system for the development of training modules (learning packages) for use in the pesticide applicator training program. The Internet is the primary support system for access, delivery development, and management. They chose to focus on the national core - things that would be most similar across the country.

It will be designed for pre-certification (initial) training and recertification of private pesticide applicators. ADEC desires this program to be the national model for the entire Cooperative Extension Service. The University of Minnesota is the grant manager. The project should result in better and more efficient national utilization of training and educational expertise. ADEC gave a planning grant in the amount of \$100,000.00 toward this project.

ADEC needs a "blueprint" (a feasibility study) to be completed by the partners and cooperators by August, 2000. They will apply for a second phase of the project where three prototype training modules will be developed. They will seek further funding for the development of other pre-certification core-training modules.

The basic components are:

- 1) policy and decision making board
- 2) training module development
- 3) a host provider to maintain and deliver the modules
- 4) E-commerce/fiscal agent
- 5) learner support
- 6) marketing and management with the states and C & T programs

Questions concerning the ADEC project:

- 1) Will AAPSE agree with the proposal and lend name to development of first-round and second-round grants and become the fiscal agent for project?
- 2) Will AAPSE consider creating a policy board to advise the project?

Short-term time line activities:

- 1) Next round of the ADEC grant for Spring 2000
- 2) Development of the "blueprint" for August 2000
  - business plan and model
  - process and organization system
  - role of partners and cooperators
- 3) Establishment of the AAPSE/ADEC Policy Board to take project leadership
- 4) Funding raising opportunities
- 5) Re-assess current focus on national core materials and

pre-certification (initial) training modules

6) Staffing needs (role of AAPSE/ADEC Policy Board)

The project is not being set up to serve in a gate-keeper role concerning the learning modules, but to be a “value-added” approach to existing PAT programs. States can adapt one of their existing training modules and then distribute it nationally as part of the project.

**National Pesticide Education Model - ADEC (Alicia Ramsay)**

Three prototype modules will be developed: 1) the drift module (Ramsay - Washington State), the formulation module (Mike Weaver - Virginia Tech) and the water quality Module (Paul Baker - Arizona).

Herzfeld summarized the two primary questions:

- 1) Does AAPSE support the concept of the National Pesticide Education Model?
- 2) Is AAPSE interested in creating the policy board to be the decision-making body to guide the project?

Informal discussion followed:

Ramsay: Emphasized the important role of the policy board - it would be a large financial role for AAPSE. The policy board would function under the auspices of AAPSE. The policy board would operate with full authority to make decisions rather than having to bring all of the decisions to the AAPSE Executive Committee.

Brown: The purpose of setting up the policy board is to do the work, to keep the AAPSE Executive Committee informed.

Nesheim: It is not the function of the Executive Committee to make the policy board's decisions. The board provides reports to the Executive Committee and to the Board of Directors. If there are issues that are beyond the scope of the policy board, it brings them to the Executive Committee.

Ramsay: As the business plan is developed, staffing, allocations and salaries must be addressed.

Nesheim: Several questions exist. Does AAPSE support the project? If so, who or what kind of people should be on the policy committee? What is the financial support for these individuals? How can funding be provided for staff support?

Brennan: AAPSE is the preeminent place to go for pesticide safety education. This project is consistent with that concept. It's an opportunity that we should not pass up.

Ramsay: Is this project something that we wish to present to the AAPSE Board of Directors this afternoon?

The consensus among the Executive Committee was “yes, present it to the Board of Directors.”

Herzfeld: Are there things in the project that need to be “tweaked” before we present it to the AAPSE Board of Directors? Are there needed changes?

Brennan: I don't think things need to be changed? You may want to consider: 1) does

the policy board have authority beyond what we discussed here? 2) E-commerce - would there be a fee to have access to the modules?

Nesheim: The policy board will need to explore these various points.

Brennan: This afternoon, it may be best to mention that a fee may be a way of maintaining this as a long term enterprise.

Schulze: I would like to encourage the Internet be the source of the information, not necessarily the delivery mechanism. For example, the information could be downloaded from Internet, placed on a laptop, and presented offline.

Ramsay: Not all of the modules will be capable of downloading or have computer applications. For example, the drift module would be linked to Bob Wolf's home page, so if you want to obtain a videotape, here is the way to get access to it.

Nesheim: This is a method to getting current materials, to use as one desires if we can find the resources to maintain the project by developing partnerships with various groups. The business plan will provide the structure to do that.

Brown: The policy board will need to look at issues of reimbursements to states that are doing current training modules.

Herzfeld: There are different ways the module development people could make it happen. The policy board is the key in this.

Nesheim: I think we are in agreement to take this to the Board of Directors. Who are the people and the organizations that we would want to have on there?

Herzfeld: We haven't given it a lot of thought. There are two things that came up. One - the AAPSE treasurer should be on the policy board if AAPSE is the fiscal agent. There will be additional duties for the treasurer that have to be recognized. EPA absolutely has to be a player. We met a week and a half ago with Kevin Kearney and Jeanne Heying to talk about this. They received it favorably. Nothing about money was mentioned. We felt we needed an understanding from EPA before we came to AAPSE to make sure we had things lined up. That was a very useful meeting.

Ramsay: If USDA or EPA do not provide basic funding for the operation and management, you would not be able to do this with industry and grants. We will need base money from USDA or EPA.

Nesheim: There is the potential for product specific educational things, like Criswell's project with fumigants. Industry would be interested. We are not talking exclusively of AAPSE members on the policy board.

Ramsay: Right. Agriculture Retailer Association. American Crop Protection Association.

Other suggestions for policy board members: EPA, USDA (Larry Olsen, Teresa Murtaugh), DOD, RISE.

Brown: One of the applications in the future, for the recertification of the small categories, industry would buy into it to provide training for their products, so that people can continue to use their products.

Brennan: Since this is part of the state plan, state lead agencies would buy into it, too, to provide dollars. ACPA is starting a stewardship program. ACPA would be interested in supporting this.

Nesheim: It might be appropriate to invite the folks from ACPA and other groups,

particularly the association folks.

Herzfeld: ADEC is interested in this project because they want a breakthrough program that has a national distance education system. Then, if we are that system, that is huge leverage to deal with USDA because it's not just a PAT program, but it's for youth, family, community development, etc. ADEC wants us to be the breakthrough program and that's some leverage we do not want to lose sight of within the USDA Extension system that might help us with in getting resources.

Schulze: None of these modules are required to be part of the pesticide applicator training program. They could easily be used in a general extension program.

Ramsay: That's one of the reasons we want AAPSE to be the umbrella group, then if we have pesticide things come up, we can make sure things are moving. If it ends up going to another university or private company, pesticide safety education may be out of it.

Nesheim: If you have a policy board, you at least have an overview of content to fit a national need. AAPSE is the one to have the oversight.

Nesheim: We agree in concept. There is a need to appoint a board. We have not decided who all that will be. The Executive Committee and members of Herzfeld's planning grant group, perhaps with a conference call, can approach that. We have limited time today. A presentation to the Board of Directors is for this afternoon. The concept needs to be approved. A policy board needs to be established following the process just mentioned.

Ramsay: It may be best for Herzfeld to talk to McDonald and Spradley who won't be here this afternoon.

Nesheim: Herzfeld may begin shortly after 1:00 p.m. today with his presentation to the AAPSE Board of Directors.

## **5. 2001 Budget Proposal (Ramsay)**

Because of the developing National Pesticide Education Model, the workload of the Treasurer will increase considerably. A discussion took place on how to handle that. Possible option is to hire an accountant to do the bookkeeping, but Ramsay would sign all of the checks. Nesheim asked Ramsay to keep the Executive Board informed about when that time comes.

Office Expenses	\$ 500.00
Web site support	\$1000.00
Travel support	\$ 2000.00
Meeting expenses	\$ 500.00
Awards	\$ 500.00
Contributions/Memorials	\$ 100.00
Membership promotion - ask membership committee	
ADEC Grant Support - Pending on board of directors discussions and decision	

The budget is to be submitted to AAPSE Board of Directors.

## 5. **Pesticide Safety Education Centers - PSEC (Brennan)**

Colonel McKenna has offered their conference room for future AAPSE and/or PSEC meetings in the Washington, D.C. area if needed.

The AAPSE Strategic Planning Committee took on one major task: completion of the Pesticide Safety Education Centers Feasibility Study. That task was completed in February 2000 and is presented as a separate committee report (Pesticide Safety Education Centers Feasibility Study Final Report).

The Final Report recommended that a proposal be developed to fund at least one pilot Pesticide Safety Education Center. Grant for project will go through a land grant University (North Carolina State University).

Brennan will present a summary of the Final Report to the AAPSE Board of Directors later today. Brennan indicated the importance of connecting APPSE's name to the project and how the grant should be written to include APPSE's name. Other members of the Executive Committee concurred.

The PSEC Feasibility Study Final Report will be placed onto the AAPSE web site. Olsen and Brennan discussed the PSECs with Chuck Laughlin, USDA. A possible partnership exists with the Armed Forces Pest Management Training Centers.

Nesheim asked if any board of director action is required? Brennan responded that no action is required of the Executive Committee at this point.

## 5. **New Business**

### **Policy for AAPSE membership dues payment**

Ramsay addressed the need for a time frame for gratis membership. She suggested that new members who pay after October 1<sup>st</sup> would begin membership the following January, but could request membership to begin in the current year. A discussion among and AAPSE Executive Committee members followed. Ramsay keeps the AAPSE membership list on the web site updated regularly.

Conclusion: The AAPSE member indicates which calendar year the membership dues are to be applied towards when payment is made.

Conclusion: If any member does not pay the dues by June 1<sup>st</sup>, that person will be dropped from the membership role and AAPSE list serve for that calendar year.

Conclusion: Access and participation in the AAPSE list serve requires AAPSE

membership.

Sometimes, an organization writes a check to cover AAPSE memberships. No provision exists in our Constitution and By-Laws for organizations to hold AAPSE membership, only individuals may be members.

Conclusion: If an organization provides a check for AAPSE membership, it needs to give the Treasurer a list of names of people the check purchases memberships for. If an organization pays for multiple years for a member and meanwhile, the member retires from that organization, the member retains AAPSE membership.

The acceptance of credit card payments to AAPSE was discussed. No conclusion was reached.

The maximum number of AAPSE membership years that could be purchased was discussed. Conclusion: The maximum number of membership years allowed at any one time purchase is three years.

### **APPSE Web Site Update and Policy Use of APPSE List Serve**

Nesheim discovered that the most recent AAPSE Articles and By-Laws were not online. Instead, older versions were online. Some dated messages were on the list serve. Brown suggested that the Executive Committee visit with Mike Weaver (AAPSE webmaster) to determine if he needs additional support to keep the site updated. Ramsay stated that there are some people already present that assist in the AAPSE web site maintenance and she has plans to visit with Weaver about the AAPSE web site design.

Nesheim indicated there is a need to clean up some existing web files and perhaps organize them into categories. Ramsay has recently sent an updated AAPSE membership list to Weaver for placement online. The Membership Committee needs to forward updated information to Weaver that reflects the modified By-Laws and membership options. Nesheim will visit with Weaver to follow up on this discussion.

The Executive Committee, this afternoon, may bring to the Board of Directors our expectations about the web site, how AAPSE, as an organization, can help support getting the material updated, so that it all does not fall on Weaver's shoulders.

Should APPSE provide dollar support for web site maintenance? It was suggested that AAPSE provide \$1000.00 to Weaver as a contribution for a web site maintenance fund and also provide Executive Board expectations for the web site. No final conclusion was reached on this topic.

### **APPSE Approval of Pesticide Applicator Training Materials**

Brown: AAPSE needs to be extremely careful about putting a “stamp of approval” on materials. Perhaps, the Journal of Pesticide Safety Education could be used to review PAT materials, describe content, identify the potential audiences and use for these materials. The discussion confirmed the importance of AAPSE not approving any of the PAT materials.

A suggestion was to create a resources review committee to review PAT materials on a voluntary basis as mentioned above. This would facilitate post production marketing. The issue will be taken to the Board of Directors. If the Board of Directors is supportive of this, volunteers or recommendations of people would be welcomed.

### **National Coalition on Drift Minimization Task Force**

Ramsay addressed the need for an APPSE sponsored workshop for Extension PAT educators and using the drift coalition as resources. Discussion to attach workshop to regional meeting or set an individual date, probably late October 2000. Kansas City was suggested as a possible site.

### **5. Preparation for AAPSE Board of Directors Meeting**

Items were mentioned for general discussion in the Board of Directors Meeting. The Executive Committee meeting adjourned at 12:10 p.m.

Respectfully submitted,  
Larry Schulze  
AAPSE Secretary