



LSRPA Board of Trustees Meeting Minutes
September 21, 2023 – 8:30 am – 1:30 pm
At Assunpink Wildlife Management Area Conservation Center, Upper
Freehold Township

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;
LSRPA Staff	J. Brogle, B. Entin, D. Sweeney, T. Layre
Others:	None

TOPIC	DISCUSSION	ACTION ITEMS
SECRETARY'S REPORT – M. Poland	Motion to approve the BOT and Steering Committee meeting minutes, dated 8/17/2023 by B. Call. Second by S. Ward C. Dailey and D. Morris abstain from the vote. Minutes approved.	MP to submit final minutes to A. Lazo for website.
EXECUTIVE DIRECTOR'S REPORT – J. Brogle	<ul style="list-style-type: none"> • LSRPA made a contribution to Bucks Co. homeless shelter in memory of Joe Hochreiter's father. • New LSRPA.org email addresses for LSRPA employees. Several email boxes were eliminated, resulting in a significant savings. • All LSRPA documents should be saved on OneDrive. • PNC Bank: new agreement for merchant services account. Amex merchant services account to be cancelled. Annual savings to be realized on bank and credit card fees. Evaluating charges associated with accepted e-checks. Switching from debit card to credit card, with no annual fee. • LSRPA employees on payroll as part-time employees starts January 2024. ADP Payroll costs: approx. \$100/month. • 2025 Site Remediation Conference: M. Leone is assessing conference venues. Pared down the venue to three facilities. 2024 Conference to be held at Hyatt New Brunswick. • Coordination with NJDEP: continued monthly meetings with executive team. <ul style="list-style-type: none"> • RAPs: 1,000+ applications are in backlog. • NJDEP is exhibiting more flexibility with RPII and reinstating the technical review process. Evaluating co-training with NJDEP. 	



LSRPA Board of Trustees Meeting Minutes
September 21, 2023 – 8:30 am – 1:30 pm
At Assunpink Wildlife Management Area Conservation Center, Upper
Freehold Township

TOPIC	DISCUSSION	ACTION ITEMS
RESOLUTION ON CONTRACT FOR 2024 NJSRC CONSULTANT SERVICES – J. Brogle	<ul style="list-style-type: none"> • Resolution 2023-09 to authorize the President to enter into a contract with Marianne Leone, LLC for event coordination and consulting services for the 2024 New Jersey Site Remediation Conference. • A. Saltzman makes a motion to approve Resolution 2023-09. C. Baker seconds. • Vote passes unanimously 	Resolution 2023-09 to be signed and then final submitted to A. Lazo for website (MP).
TREASURER’S REPORT – R. Hollender	<ul style="list-style-type: none"> • Update on -LSRPA and Foundation Financials. Checking Account balance: \$156K. 	
In-Depth Financial Review – B. Entin/ J. Brogle	<ul style="list-style-type: none"> • In-depth financial review. Review cash flow analysis for both the LSRPA and Foundation/Partnering organizations. • Indirect expenses for fundraising events are not being borne by the Foundation. Evaluating subtracting LSRPA indirect costs before distributing revenue. • Expenses needed to be tracked in a different way • Initiative to diversify the types of sponsors • Evaluate reduced free comps for events 	
Committees – D. Sweeney	<ul style="list-style-type: none"> • Review the committees • Revisit mission statements for committees • Create a sponsor committee, lead by A. Saltzman • Create a marketing committee, paired with sponsor committee • Committees report to the BOT, but BOT needs to be respectful of committee recommendations • Discuss expectations of committee chairs/vice-chairs. Establish term limits? <ul style="list-style-type: none"> • Potentially need a policy for further discussion • Encourage younger membership in committees 	



LSRPA Board of Trustees Meeting Minutes
September 21, 2023 – 8:30 am – 1:30 pm
At Assunpink Wildlife Management Area Conservation Center, Upper
Freehold Township

TOPIC	DISCUSSION	ACTION ITEMS
NJSRC – D. Sweeney	<ul style="list-style-type: none"> • Discuss goals of the conference <ul style="list-style-type: none"> • CEUs? Networking? Revenue? • What amenities should be provided to attendees? 	
Foundation – D. Sweeney	<ul style="list-style-type: none"> • The Foundation was not meant to be a profit-making entity. • Discuss percentage of event revenue going back to the LSRPA • Conduct a regular reassessment of the LSRPA/Foundation relationship and revenue • Discuss how costs should be allocated <ul style="list-style-type: none"> • Begin to charge for indirect costs and actual contractor hours. Costs need to be tracked • Need transparency in allocation of revenue/expenses and uses • Create an annual budget with a targeted revenue • Should the LSRPA conduct an independent fundraising event? 	
COMMITTEES NOT REPORTING	Aspiring Professionals, College Outreach, Communications, Conference, Contaminants of Emerging Concern, Continuing Education, DE&I, Finance, Fundraising, Governance, Legal and Legislative, Membership, Nominating, Regulatory Outreach, Risk Management & Loss Prevention, and Sounding Board.	
NEXT BOT MEETING	November 16, 2023 via Teams	
SCHEDULED STEERING COMMITTEE MEETING DATES	October 19 and December 21, 2023, via Teams	

Respectfully Submitted,

Michael Poland, LSRP Secretary