



**LSRPA Board of Trustees Meeting Minutes**  
**December 21, 2023 – 2:00 – 3:30 pm**  
via Zoom Meeting

<b>ATTENDANCE:</b>	
<b>BOT</b>	C. Baker, W. Call, B. Gray, K. Haduch, R. Hollender, M. Lindhardt, D. Morris, M. Poland, A. Robins, A. Saltzman, J. Scagnelli, S. Ward; <b>Not Present:</b> C. Dailey
<b>LSRPA Staff</b>	J. Brogle, B. Entin, D. Sweeney
<b>Others:</b>	None

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
<b>2024 RESOLUTION FOR 2024 CONTRACTS-LEONE &amp; GREEN – J. Brogle</b>	<ul style="list-style-type: none"> <li>• LSRPA to enter into contracts with professional support staff</li> <li>• Resolution 2023-11: Approval of M. Leone Contract (2024 Annual Sponsorship Management)               <ul style="list-style-type: none"> <li>• J. Scagnelli makes a motion to approve Resolution 2023-11. D. Morris seconds</li> </ul> </li> <li>• Resolution 2023-12: Approval of T. Green Contract (2024 Events Coordination and Marketing)               <ul style="list-style-type: none"> <li>• J. Scagnelli makes a motion to approve Resolution 2023-12. A. Saltzman seconds</li> </ul> </li> <li>• Voting results in the Resolutions passing               <ul style="list-style-type: none"> <li>• C. Dailey votes are by proxy</li> </ul> </li> </ul>	Resolutions 2023-11 and 2023-12 to be signed and then final submitted to A. Lazo for website (MP).
<b>DISCUSSION ON RESOLUTION TO CREATE AN AD-HOC NOMINATING PROCESS COMMITTEE – B. Call</b>	<ul style="list-style-type: none"> <li>• Committee to review the nominating process</li> <li>• Discuss proposed members of the committee (to be finalized)</li> <li>• Any changes to the nominating process need to be proposed to the BOT by March 1<sup>st</sup></li> <li>• Resolution to establish the Committee to be tabled for further revisions, which will be further discussed at the January BOT meeting</li> </ul>	
<b>PRESENTATION AND DISCUSSION – CONFLICT OF INTEREST POLICY – M. Lindhardt</b>	<ul style="list-style-type: none"> <li>• Conflict of Interest Policy P-2023-06               <ul style="list-style-type: none"> <li>• Policy has been adapted from the IRS version</li> <li>• Reviewed by Governance Committee</li> </ul> </li> <li>• Motion by A. Saltzman to approve the Conflict of Interest Policy. Second by M. Lindhardt.               <ul style="list-style-type: none"> <li>• Voting results in the Policy passing</li> <li>• C. Dailey votes by proxy</li> <li>• A. Robins abstains</li> </ul> </li> </ul>	Policy to be signed and then final submitted to A. Lazo for website (MP).



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<b>PRESENTATION OF NJSRC 2024 DRAFT BUDGET AND VOTING – B. Call</b>	<ul style="list-style-type: none"> <li>• Discuss controlling expenses included in the proposed budget: lodging/parking and committee conference meetings</li> <li>• Discuss revisions to the draft budget</li> <li>• B. Call to revise and finalize the budget. A meeting will be held in January for a vote in January.</li> </ul>	
<b>SECRETARY’S REPORT – M. Poland</b>	<ul style="list-style-type: none"> <li>• Motion to approve the BOT meeting minutes, dated 11/16/2023 by A. Saltzman. Second by M. Lindhardt. <ul style="list-style-type: none"> <li>• Minutes approved</li> <li>• D. Morris abstains</li> <li>• J. Scagnelli is not present</li> </ul> </li> <li>• Motion to approve the BOT meeting minutes, dated 12/5/23 by C. Baker. Second by B. Gray. <ul style="list-style-type: none"> <li>• Minutes approved unanimously</li> <li>• Haduch, Morris, Poland, and Saltzman abstain from the vote</li> <li>• J. Scagnelli is not present</li> </ul> </li> </ul>	MP to submit final minutes to A. Lazo for website.
<b>TREASURER’S REPORT – R. Hollender</b>	<ul style="list-style-type: none"> <li>• Update on LSRPA and Foundation Financials</li> <li>• LSRPA checking account balance: \$185,369 <ul style="list-style-type: none"> <li>• Income from 2024 membership dues for 2024 is starting to come in</li> </ul> </li> <li>• Foundation checking account balance: \$27,677</li> <li>• 2024 budget planning is in progress</li> <li>• A review of financials and budgeting to be discussed at the January BOT retreat</li> </ul>	
<b>COMMUNICATIONS BETWEEN BOARD MEMBERS AND COMMITTEES/OUTSIDE GROUPS – A. Robins</b>	<ul style="list-style-type: none"> <li>• Discussion of how BOT members need to be mindful of how we communicate with LSRPA members and distinguishing our role when we speak to outside parties when we are not representing the BOT</li> <li>• Discuss including this topic in the upcoming orientation and on-board training for new BOT members</li> </ul>	



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<b>PRESIDENT'S AND VICE PRESIDENT'S UPDATE – B. Call, C. Baker</b>	<ul style="list-style-type: none"> <li>• RAP Certification process: expect NJDEP RAP forms early next year.</li> <li>• The Foundation recently met and approved 8 Elmeryl Davies Memorial Scholarship</li> <li>• Also signing agreements with 7 different community colleges for new Suzanne Macaoay Memorial Scholarship</li> </ul>	
<b>EXECUTIVE DIRECTOR'S REPORT – J. Brogle</b>	<ul style="list-style-type: none"> <li>• Annual Sponsorship               <ul style="list-style-type: none"> <li>• 14 sponsors have signed up for 2024</li> <li>• Also considering opening up sponsorship opportunities to companies that offer LSRP services</li> <li>• Also potential sponsorships for non-trade organizations</li> </ul> </li> <li>• January 18, 2024 in-person BOT meeting (8:30 am to 1 pm)</li> </ul>	
<b>COMMITTEES NOT REPORTING</b>	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.	
<b>NEXT BOT MEETING</b>	January 18, 2024 (in person) at Assunpink Wildlife Center	
<b>SCHEDULED STEERING COMMITTEE MEETING DATES</b>	December 21, 2023, via Teams	

Respectfully Submitted,

Michael Poland, LSRP Secretary