



DRAFT LSRPA Board of Trustees (BoT) Meeting Minutes

March 21, 2024 – 8:00 – 10:00 am

via Zoom Meeting

ATTENDANCE:	
BOT	C. Baker, R. Hollender, M. Lindhardt, M. Poland, S. Ward (joined at 9:15), C. Dailey, R. Ganta, B. Gray, J. Haus, K. Klink, A. Locke, A. Saltzman, J. Scagnelli
LSRPA Staff	J. Brogle, B. Entin, D. Sweeney, M. Leone
Others:	M. Leone

TOPIC	DISCUSSION	ACTION ITEMS
WELCOME – C. Baker	<ul style="list-style-type: none"> Welcome 	
PRESENTATION ON EVALUATION OF ALTERNATIVE NJSRC VENUES – M. Leone	<ul style="list-style-type: none"> Reviewed at 17 new hotel and conference centers for 2025 5 moved to the next phase of review (Hilton E Brunswick, Crowne Plaza Princeton, The Weston Governor Morris in Morristown, NJ Convention and Exposition Center (Raritan), Ocean Place Long Branch 0 met the current criteria for 2 large spaces for exhibitors and a plated lunch at the same time in Central NJ (NJ Convention Center would require \$20K build out, Ocean Place – would cost about \$20K more to produce) Changes to Hyatt New Brunswick – updated to increase space for 3 more sponsors Changes to include use of the upstairs space Potential 2025 Dates at Hyatt: March 5-6; March 26-27, April 23-24 	<p>J. Scagnelli requested opportunity to review new venue contracts for 2025</p> <p>Have finance committee look at 2025 number and make are recommendation</p> <p>Look at survey from conference and see if there are any other questions that should be added, and talk to K. Klink about project</p>
PRESIDENT’S UPDATE – C. Baker	<ul style="list-style-type: none"> Register for the Site Remediation Conference (SRC)! Panel of past presidents will be speaking at lunch to celebrate LSRPA 15th anniversary Governance and Communications need Vice Chairs – new people sought 	New Vice Chairs needed – Governance and Communications
VICE PRESIDENT’S UPDATE – INTERNAL AFFAIRS – R. Hollender	<ul style="list-style-type: none"> Scholarship checks sent. Invited to SRC Battle of the Bands May 9 Cornhole August 6 (registration not open) 	
VICE PRESIDENT’S UPDATE – EXTERNAL AFFAIRS – M. Lindhardt	<ul style="list-style-type: none"> ML met with Janice and Candace re External Affairs VP role. Identified organizations Monthly meeting with G. Zervas at NJDEP – they expressed concern that new RAP form not coming in (only 13) 	



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TREASURER’S REPORT – M. Poland	<ul style="list-style-type: none"> • \$386,010 Checking account • \$27,945 Foundation account • \$189,520 SRC Sponsorship Current Revenue (~\$10K below projected revenue) • \$101,870 Course Registration (slightly below goal \$112,761K). Registration continuing • \$87,650 Sponsorship – above \$86,550 	
EXECUTIVE DIRECTOR’S UPDATE – J. Brogle	<ul style="list-style-type: none"> • Conference – please attend and network at the luncheon. • CIANJ, NJBIA, NAIOP NJ, AEG, and LSRPA’s Foundation will have a table. Did some advertising as well • Re RAP certification concerns – LSRPA is putting together small working groups to put together FAQs to improve use and quality. Also, NJDEP says they are open to change of forms if things are identified. Also provided info obtained from Steering Committee • Started onboarding training for BoT members. Already discussed budget. Next will be meeting with Dudley Warner for Nominating Committee. • Governance committee had included 6-week period prior to meeting for Nominations petition. BoT changed to 2 weeks. After the experience in 2024 – JB is asking that this be changed to a 4-week period. • Gifts ordered for BoT who are no longer on the BoT – hope to have by the conference. • Encourage people to get involved in committees (not just as Vice Chair) • Please encourage APs to attend courses • A speaker at the SRC has requested permission to use the service mark in LinkedIn announcements. They are not a sponsor. JB recommended use until the end of the SRC (JS mentioned that the duration on standard contract should be changed.) • Foundation service mark was not registered. ANJAC is using LSRPA service mark -- how to allow ANJAC to use Foundation service mark. JB to send to J. Scagnelli 	<p>JB recommended change to the time period between petition and annual meeting (increase to 4 weeks from 2)</p> <p>Follow up with Foundation – we have not registered the Foundation service mark. We can file if we would like to.</p> <p>JB to send JS the draft of the modified agreement to allow use of the Foundation service mark with depiction of the Foundation service mark and duration.</p>



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<p>CONTINUING EDUCATION – PLAN FOR ONDEMAND PROGRAMS – K. Klink</p>	<ul style="list-style-type: none"> • Supplement courses with on-demand offering. • Committee recommends purchasing webapp called LearnWorlds . Unlimited on-demand courses. Already have courses that can be uploaded to our library – just need approval from the speakers • Recommended as a membership-only benefit. • Five courses at first, and then rotate them. • Ethics will not be an online course. • Originally – committee will run the courses. • Recommend ProTrainer plan (15% discount for non-profits \$84.15/month – unlimited and no per course fee) • Attendees pay through MemberClicks. Working with Anne and Tiesha re emails to market and set up the system • Working to determine if LearnWorlds can issue a compliant CEC • \$300 outlay at this time (\$84.15 for first month and 2 hours for marketing and website consultants) • Plan to use committee to manage for now. • Schedule for rollout – month 1 is set up and certificate setup, as well as rollout for marketing and website, month 2 is rollout the system. • Audio recording of one of the courses will be captured at SRC. • Existing SRPLB approvals can be used. • Red Vector courses have decreased, have become stale, and are behind webapps. • Can update if there is a change in policy. • KK has a letter with recommendation • Not included in the budget for 2024. • Motion to move forward with the webapp training platform. J. Scagnelli made motion; B. Gray seconded motion. All voted in favor with abstention from K. Klink. 	



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SECRETARY'S REPORT – S. Ward	<ul style="list-style-type: none">• Motion to approve the BOT meeting minutes dated 3/1/2024. Motion by M. Lindhardt. Second by J. Scagnelli. Correction to Marlene's and Dan Borgna's last names to be made. All voted aye with exception of B. Gray, who abstained.	SW to submit final 3/1/2024 minutes to A. Lazo for website.
NEXT BOT MEETING	April 18, 2024 8:00 am via Zoom	

Respectfully Submitted,

Sonya Ward, LSRP – LSRPA Secretary