

AAPCO BOARD OF DIRECTORS MEETING

March 9, 2014

Hyatt Regency Crystal City, Arlington, VA

AAPCO President, Jeff Comstock, convened the meeting at 2:00 p.m.

In attendance were: Gina Alessandri, Past President; Tim Drake, President Elect; Chuck Moses, Director; Dennis Howard, Director; Amy Bamber, Director (via conference call); Steve Dwinell, Director; Dave Fredrickson, AAPCO Treasurer; and, Grier Stayton, AAPCO Executive Secretary. Others in attendance included: Audra Gile, Chair, Lab Committee; Dave Scott, IN, liaison AASA and co-Chair AAPCO Industry Relations Workgroup; Vicki Cassens, Chair, AAPCO Website Committee; Cary Giguere, Chair, SFIREG POM Working Committee; Dave Scott, PA; Pat Jones, NC; John Lake, PA; Jim Gray, ND; Brian Rowe, MI; Jack Peterson, AZ; Pat Farquhar, NC; Tim Creger, NE; Dudley Hoskins, NASDA; Susie Nichols, AR; Leo Reed, IN; Chuck Andrews, CA; Nathan Bowen, NASDA; and Carol Somody, Co-Chair, National Stakeholder Team for PSEP funding.

Comstock asked and received no additions to the agenda ([Appendix 1](#)).

Tim Drake motioned and Gina Alessandri seconded the motion to approve the minutes of the February 12, 2014, AAPCO Board of Directors meeting.

Treasurer's Report-

Dave Fredrickson noted the transfer of QuickBooks data by Intuit was completed and an accounting firm in Madison verified the data. Fredrickson provided a summary document of the current balances for AAPCO and SFIREG ([Appendix 2](#)). Using the new Madison accounting firm, payroll checks for Fredrickson and Stayton will be paid directly through the firm.

Fredrickson reported that registration for the SFIREG grant through SAM.gov was completed by a contractor for \$500. Use of the contractor will not be necessary for registration next year – Fredrickson will register through the on-line link at SAM.gov.

Fredrickson noted the SFIREG grant requirement for MBE/WBE reporting was recently completed. He also noted the first grant allocation of \$70,000 was completed followed by a \$20,000 drawdown. Moses asked for a projection on utilization under MBE/WBE. Fredrickson believed it to be 3%. Fredrickson concluded by stating the grant process is working smoothly and funding is sufficient. Comstock commended Fredrickson on the 3rd party payroll

approach because of significant current and future savings with the new fee structure for accounting and payroll services.

Standing AAPCO Committee Reports-

Comstock stated his intention to have the Committee reports approved under one motion, but allowing individual Committee Chairs the option to provide their report from the floor during the Tuesday, March 11th, AAPCO Business Meeting. Individual Chair reports were provided during the Board meeting as follows:

SFIREG Committee - Dwinell provided a brief summary of the SFIREG Committee report. Dwinell will step down as Chair of SFIREG at the June 2014, meeting and Jim Gray, ND, will assume the Chair. Comstock noted that Dwinell and Gray will co-host the June meeting to allow for a smoother transition.

PIRT Steering Committee – Drake reported there were no 2013 PIRT courses due to a hold-up in Federal funds through sequestration. The funding originally allocated for the 2013 PIRTS will be used for the 2014 PIRTS. Michelle Yaras and Amber Davis, US EPA, have been coordinating PIRT activities since the retirement of Amar Singh, EPA. A Structural Inspections PIRT will be held March 30-April 4, 2014, in Puyallup, WA, and an Agricultural Enforcement PIRT will be held May 19-23, 2014, in Savannah, GA.

AAPCO Website Committee – Stayton reported on the status of the AAPCO website. Routine posting of meeting dates, minutes, calendar updates (provided by Dea Zimmerman), control official contact information, etc. are proceeding smoothly. A project to digitize and post annual publications dating back to 1948 was completed. Stayton thanked Vicki Cassens, Purdue, for her assistance in digitizing some of the original hard copy publications and posting them to the AAPCO website. Cassens noted she will be adding a search feature to the page that will allow indexing and searching of the archive in its entirety. Fredrickson thanked Cassens for the provision of the 2014 meeting registration software.

NASDA Liaison and AAPCO Legislative Relations Workgroup – Comstock developed two handouts which explained who AAPCO is and some of the current issues AAPCO is involved with. One handout was used by Comstock during visits with Congressional committee staffers and the other was used to communicate with Ag Commissioners during the NASDA annual meeting.

Worker Protection Committee – Chuck Andrews reported the Committee will be very active this year with the proposed rule being issued for comment. A meeting is being planned with EPA staff to provide AAPCO and the committee with the opportunity to directly question and comment on the proposal. The Committee will make recommendations to the AAPCO Board.

The comment period will likely be extended to 120 days. Dave Scott, IN, asked if AAPCO will coordinate their comments with NASDA. Comstock replied there would be coordination.

Drake motioned and Alessandri seconded the motion to accept the Committee Reports.

Workgroup Reports- Comstock noted the Workgroup reports were included in the meeting packet. He asked if there were any reports or updates from the Workgroup Chairs. Dwinell referenced the SFIREG interpretive document relating to EPA pollinator labeling. The next step is for SFIREG to respond to any subsequent label changes. ASCPRO is also working on this. Dwinell relayed comments from Tom Moriarty, EPA, that EPA is hopeful States will take an active role in providing assistance and partnerships between growers and beekeepers. Indications are EPA will build into their strategy a role for State Lead Agencies (“SLAs”). Comstock is concerned that EPA may selectively implement strategies based on use pattern (seed treatments, e.g.). Dwinell noted the pollinator protection efforts in specific states and EPA recognition of their success. Comstock felt Pollinator Protection should be a priority for AAPCO leadership and EPA management discussions during the coming year. Keeping AAPCO informed will be critical. Dwinell noted supporting NASDA policies (drift reduction, provision of forage plants, etc.) Bamber suggested a letter asking for an EPA commitment to keep AAPCO informed. Comstock felt this would be a good idea.

AAPCO Support of Stakeholder Team IPM Statement – Moses reported his term as Co-Chair of the Steering Committee for the National Stakeholders Team for PSEP (Pesticide Safety Education Programs) is ending. Jim Burnette, ND, will take his place as co-chair of the Stakeholders Team and Dave Scott, IN, will serve as AAPCO representative on the steering committee. He referenced a document titled, “Requests to AAPCO by the National Stakeholder Team for PSEP Funding” (**Appendix 3**). Moses explained the Team is asking AAPCO and SLAs to support a mechanism for long term funding and sustainability of PSEP. Moses also distributed information summarizing the Team’s activities in 2013 (**Appendix 4**). Moses introduced Carol Somody, Co-Chair, of the Team. She asked that the Board keep the IPM support statement, dated November 11, 2013, and dispose of a draft letter addressed to Steve Dwinell. Somody informed the Board that all of her referenced documents and additional details are available on the website, <http://psep.us/>. Somody described the composition of the National Stakeholder Team, and how it has developed over time. Somody noted there are robust PSEP state programs, and a number of “non-robust.” Of the 50+ programs in the country, many are struggling, and in a few cases practically non-existent. Somody asked that AAPCO strongly encourage SLAs to provide leadership and assistance to non-robust PSEPs in pursuing a sustainable PSEP. Through the PSEP Improvement and Modernization Initiative (“IMI”), funding is now available for up to \$25,000/ year for 3 years to pursue the goal of sustainability. Those PSEPs applying for the funds will be required to contact their SLA and the

SLA must commit to participate on an advisory committee. The SLA is a very important part of this effort. SLA financial assistance is also being promoted for PSEPs and SLAs are asked to require pesticide safety education content as one of the criteria used when approving re-certification credits. Somody referenced the request for IPM support of pesticide education ([Appendix 5](#)), and the need for AAPCO to continue as a co-lead of the National Stakeholder Team for PSEP Funding. In response to a Comstock query, Somody reported that 17 “non-robust” PSEPs had applied for funding. All 17 will be funded for three years. 7 states have been asked to apply (who did not but were qualified). Giguere noted that some SLAs provide the training program. Somody replied that FIFRA does not require pesticide safety education and many applicators do not apply restricted use pesticides. She added that the strongest programs are educating applicators – not just requiring a test. Currently federal funds of \$500,000 are all that support the national PSEP – a program that reaches over 1 million people. The National Stakeholder Team will assist the state Stakeholder Teams that are formed. Somody felt that the right people (Farm Bureau, Registrants, State Associations, etc.) on the state Stakeholder Team will represent a strong lobbying force. Bamber felt more discussion is needed with Extension Directors. Moses referenced Bamber’s suggestion of having a \$5 voluntary contribution check box on registration forms.

AAPCO – NASDA Communications Strategy –

Nathan Bowen and Dudley Hoskins, NASDA, were introduced by Comstock. Bowen reported that Hoskins will be the NASDA point person for pesticide issues. Bowen described the AAPCO-NASDA communications effort – meeting with Senate and House Ag Committee staff during 2013. The meetings were to introduce Committee staff to pesticide issues and AAPCO contacts. They found particular interest in the pollinator issues and encouraged more focus on the subject. Bowen also noted AAPCO and NASDA communications with Sheryl Kunickis, Director, OPMP, USDA. Bowen commented that he and NASDA will be working on the “waters of the U.S.” rulemaking that has been delayed. EPA and the Corp of Engineers continue to work on the re-definition “waters of the U.S.” He recommended AAPCO take a look at these rules when they are released – they will have an impact on pesticide regulation. Comstock felt the topic should be of particular interest to the SFIREG EQI and they should examine any proposals and provide feedback to the AAPCO Board. Dwinell asked for a model/description of AAPCO-NASDA communications coordination. Hoskins replied that in his role he will place a priority on working closely with AAPCO. Comstock added the need for SLA pesticide administrators to effectively communicate with their bosses. Bowen offered to communicate with the AAPCO President as the first step in communications. There was recognition of the tension within Departments of Agriculture between regulatory and promotional duties. Hoskins offered to work with the AAPCO President and in the coming year, specifically with the Worker Protection Committee of AAPCO.

The subject of lead time required for presenting or introducing issues to NASDA members was broadly discussed. As an example, Comstock introduced the AAPCO position on release of the Drift PRN with a background document at the NASDA February meeting - instead of asking for its status as an "action item." It is hoped the Drift PRN will be elevated to an action item at the September NASDA meeting. Comstock asked how to advance an issue to an action item or policy statement/revision. Bowen replied that NASDA affiliates can submit action items. Regarding the Drift PRN, there was not enough lead time before the February meeting. It is important that NASDA members are aware of the issue in advance – through NASDA staff and individual SLA - Commissioner communications. Drake noted there are communications challenges between pesticide administrators and NASDA commissioners. Comstock counted 43 pesticide programs under Agricultural or NASDA Commissioners. Comstock asked how much lead time is necessary. Bowen stated NASDA will devote the time necessary, but there are a lot of issues to address. Giguere recommended a formal AAPCO-NASDA partnership group to address the Clean Water Act. Bowen stated other state agencies will be impacted (Highway, Forestry, etc.). Comstock suggested a recommendation on the Drift PRN be presented at the September 2014 NASDA meeting. Hoskins asked that AAPCO keep him advised on issues NASDA should be involved with. Alessandri asked if the AAPCO President could be scheduled to address NASDA at their meeting. She also asked if policies were formulated between NASDA meetings. Bowen replied that position statements are typically done only at the meetings. He added that it is possible the AAPCO President can be included on the agenda this year.

Bowen asked if AAPCO SLAs participated in PPG (Performance Partnership Grants). EPA has asked NASDA to participate on a PPG workgroup. Bamber replied that many SLAs do have PPGs but there are exceptions.

Proposed By-Law Revisions

Comstock asked for comments or questions on the proposed By-Law revisions. Peterson asked if there was a term limit for Directors At-Large (i.e., number of times they can be re-elected). John Lake asked the purpose of having a subordinate Director position. Comstock replied the intent was to increase members' interest in serving – without committing to a seven year term. John Scott, President, ASPCRO, described advantages of having At-Large Directors for ASPCRO – primarily gaining more experience and having increased service options. It offers more flexibility. Drake noted the intent is to have an At-Large Director to serve a term and then decide if they were interested in becoming a full-term Director. Repeated election as an At-Large Director is not intended. Comstock stated the Proposed By-Law Revisions were made available via email, posted on the website, and will be made available in the meeting packets for the general membership. Dwinell motioned and Howard seconded the motion to accept the proposed By-Law revisions and forward them for a vote by the General Membership.

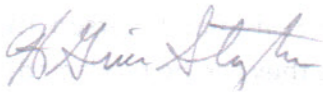
SFIREG Working Committees – Dwinell announced and Comstock presented a letter appointing Jim Gray as the next SFIREG Chair. Gray stated that the POM Working Committee has a large pile of work and that the SFIREG Chair needs to be judicious in assigning additional work. He foresees the full SFIREG as being more hands-on in lieu of assigning all of the work to the Working Committees. Comstock reported there will be a joint EQI and POM Working Committee meeting May 12-13th.

Secretary's Report- Stayton provided compiled speaker biographies to the moderators of the spring AAPCO meeting. He also provided a written Secretary's Report (**Appendix 6**). A summary of the estimated meeting expenses for 2014 was included in the report. He then reported on the plans for the 2015-2017 AAPCO spring meetings. The contract is with the Hilton Old Town Alexandria. Stayton's report included a brief summary of costs of the Secretary's office. He summarized the activities of the office which included the digitizing of the AAPCO publications. One missing edition was mentioned (1985-86 publication). The website updates are performed using a software package called Filezilla. Stayton also summarized the member-requested surveys completed during 2013 and felt this was a good service to members.

Drake stated the next Board meeting will be announced at a later date.

Drake motioned to adjourn the meeting, Alessandri seconded. The meeting adjourned at 5:00 p.m. and the Board went into Executive Session to consider the Report on AAPCO Director Nomination(s), Life Membership Nominations and the Performance Reviews for the Secretary and Treasurer.

Respectfully submitted,



H. Grier Stayton
Executive Secretary, AAPCO

AAPCO Board of Directors
MEETING AGENDA
2 – 5 PM, Sunday, March 9, 2014
Roosevelt Room, Hyatt Regency Crystal City, Arlington, VA

Conference Phone: 877-885-3221 / passcode, 6322870#)

<u>TOPICS</u>	<u>DISCUSSION LEADER</u>
Welcome, Introductions & Approval of Agenda	Jeff Comstock
Approval of Previous Call/Meeting Minutes	Jeff Comstock
Treasurer's Report:	Dave Fredrickson
SFIREG Grant Report	Dave Fredrickson
Standing AAPCO Committee Reports	Committee Chairs
Working Group Reports	Work Group Chairs
AAPCO Support of Stakeholder Team IPM Statement	Carol Samody & Chuck Moses
NASDA/AAPCO Communications Strategies Drift PRN, WPS Rule, Waters of the U.S.	Nathan Bowen, Jeff Comstock
Proposed By-Law Revisions	Directors & AAPCO Members
SFIREG Working Committees: Future Structure & Schedules	Directors, Chairs & AAPCO Members
Secretary's Report:	Grier Stayton
New Business:	AAPCO Members & Directors
Next Meeting Date(s)	Tim Drake & Jeff Comstock

Adjournment of Open Meeting & Commencement of Closed Session

Report on AAPCO Director Nomination(s)	Nominating Committee Board Discussion
Life Membership Nominations	Board Discussion
Secretary and Treasurer Performance & Compensation Reviews	Board Discussion

AAPCO Balances

March 7, 2014

AAPCO Checking \$36,310.16

SFIREG Checking \$25,658.83

AAPCO Savings \$21,338.62

Total Deposit Accounts \$83,307.61

Funds in CD's \$30,000.00

Total all accounts \$113,307.61

Available for grant drawdown \$46,500

**Requests to AAPCO by the National Stakeholder Team for PSEP Funding
AAPCO Board Meeting – March 9, 2014**

The National Stakeholder Team continues to explore every opportunity to strengthen the national Pesticide Safety Education Program. We respectfully ask that AAPCO support our efforts in the following ways:

- a) Strongly encourage State Lead Agencies to provide leadership and assistance to non-robust PSEPs in pursuing a sustainable PSEP.**

*Current State: PSEP-IMI funding (up to 25K/year for 3 years) is available **now** for PSEPs to pursue this goal. The SLA must commit to serving on the advisory committee. Workplan must include establishment of a stakeholder team, development of a business plan, and assessments of a) financial condition, b) legislative and other funding opportunities, c) state laws that impact funding opportunities, and d) current/planned use of on-line and distance education. It is hoped that 24 PSEPs will pursue this goal.*

- b) Promote SLA financial and other assistance to PSEPs for their normal operations.**

Current State: The 2013 PSEP Survey indicates that 55% of SLAs provide no financial support to their PSEPs. Other SLAs provide financial support through one or more means, for example:

- o product registration and maintenance fees*
- o fines and settlement agreements*
- o certification and exam fees*
- o supplemental environmental projects (SEPs)*

- c) Include PSE content as one of the criteria when approving courses for re-certification credit.**

*Current State: CTAG has written several reports on this topic. PSEP-IMI funding (up to 10K/year) is available **now** for PSEPs to assist in a) evaluating proposed re-certification classes, b) re-certification policy evaluation/development, and/or c) re-certification regulatory evaluation/development. Three PSEPs, thus far, have committed to this goal in 2014.*

- d) Participate in a formal national dialogue on the critical need for IPM support of pesticide safety education.**

- e) Continue to co-lead the National Stakeholder Team for PSEP Funding.**

Summary of 2013 Activities
National Stakeholder Team for Pesticide Safety Education Program Funding

The organizations represented on the Stakeholder Team expanded to 68 in 2013.

Key 2013 activities of the Team are listed below. Details are available at <http://psep.us/>

- Creation of the PSEP Improvement and Modernization Initiative (PSEP IMI)
- Detailed survey to quantify financial condition of every PSEP
- PSEP IMI Phase 2 fund-raising approach and targets
- Summary of potential federal funding sources
- Identification of key needs for SLA involvement
- Evaluation of EPA consent agreements for Supplemental Environmental Projects (SEPs)
- Evaluation of IPM grants at the federal, state, and IPM Center levels
- Heightened involvement of various “umbrella” organizations in addressing the problems faced by PSEP (e.g. Association of American Pesticide Control Officials, Association of Structural Pest Control Regulatory Officials, CLA, RISE, Federal IPM Coordinating Committee)
- Preparation of various documents to advance the understanding of PSEP, funding challenges and opportunities
 - [2013 Survey Summary of University Pesticide Safety Education Programs](#)
 - [The Critical Need for IPM Support of Pesticide Safety Education](#)
 - [PSEP Business Planning and Budgeting](#)
 - [Pesticide Safety Education Program Improvement and Modernization Initiative 2014-16](#)
 - [Certification of Applicators – The Scope of Commercial Applicators](#)
 - [Commercial Applicators by Category and State for 2012](#)
 - [Legislative Action at the State Level to Support PSEP](#)
 - [Do Individual Pesticide Safety Education Programs Share Resources Across State Lines?](#)
 - [Summary of PSEP Survey \(initial survey, Feb. 2013\)](#)
 - [Compilation of Parties Interested in PSEP](#)
 - [Understanding Indirect Costs, Overhead Costs, or Facility and Administrative Costs, and Their Implications for Pesticide Safety Education Programs](#)

**The Critical Need for IPM Support of Pesticide Safety Education
A Statement of the National Stakeholder Team for PSEP Funding
November 11, 2013**

Integrated Pest Management (IPM) and Pesticide Safety Education (PSE) both face funding challenges in the current fiscal environment. However, regardless of budget constraints, there is a great need, and responsibility, to champion pesticide safety education within the various IPM programs, projects, and outreach efforts at the national, regional, state, and IPM Center levels.

Safe and judicious pesticide use to protect human health and the environment is an important component of a comprehensive IPM plan, and is critical to achieving effective, sustainable, integrated pest management by “land managers, growers, structural pest managers, and public and wildlife health officials” as described in the [National Road Map for Integrated Pest Management](#).

We strongly believe that pesticide safety education must be better incorporated into IPM guidance and efforts at the national, regional, state, and IPM Center levels. This will help with priority setting for IPM grants, grant panel selection, guidance and reviews, program collaboration, and leveraging of resources and expertise. IPM should serve as a key influencer in advancing pesticide safety education as an essential element of the chemical component of IPM.

The National Stakeholder Team for Pesticide Safety Education Program Funding requests that a national dialogue take place on the following recommendations. This dialogue must include groups that have significant influence on IPM and PSE; e.g. the Federal IPM Coordinating Committee, USDA National Institute of Food and Agriculture, USDA Office of Pest Management Policy, USDA Animal and Plant Health Inspection Service, US Environmental Protection Agency, American Association of Pesticide Safety Educators, Association of American Pesticide Control Officials, Association of Structural Pest Control Regulatory Officials, and Extension Committee on Organization and Policy.

RECOMMENDATIONS:

IPM Emphasis

1. That all components of IPM be given proper attention, including the safe and proper use and timing of pesticides.
2. That IPM and pesticide safety education not be treated as mutually exclusive.
3. That the priorities for IPM include PSE – and that this not be defined as IPM training of pesticide applicators with only a minor PSE component permitted.

IPM Leadership

4. That the Federal IPM Coordinating Committee and IPM Center Stakeholder Committees tasked with setting priorities are well-balanced, understand the importance of PSE in protecting human health and the environment, and contain strong advocates for PSE.
5. That USDA, the Regional IPM Centers, and the state IPM Coordinators actively work to advance PSE in Center/Coordinator activities and IPM grant criteria.
6. That more State IPM Coordinators and State PSE Program Coordinators work together to advance core principles of PSE as part of IPM educational materials, and to advance core principles of IPM as part of PSE educational materials.
7. That the planned Federal Agency Core IPM Certification Training Program includes PSE as a key component, and that strong advocates for PSE be part of the development and implementation teams.
8. That State IPM Coordinators get appropriate support and credit for PSE done in association with or in support of the PSE Program Coordinator.

IPM Procedures

9. That the priorities of the IPM Centers be well-communicated to all stakeholders.
10. That the required content of new and revised Crop Profiles includes information on high priority and unique pesticide safety education needs for current products and alternatives.
11. That the guidelines for creating Pest Management Strategic Plans be modified, going forward, to include an actual pesticide safety education component, rather than only specifying the need to "*identify* effects on beneficial organisms and pollinators...*highlight* RM issues...*identify* environmental issues...and *identify* critical issues for research, regulatory, and education." All components of IPM, including PSE, should be covered in the critical issues and priorities.
12. That Pest Management Strategic Plans do not require "priorities for research, regulatory activity, and education/training programs needed for transition to alternative pest management practices" without also requiring priorities for PSE for the large number of IPM programs that do not or cannot transition to alternative pest management practices.

IPM Grants

13. That more IPM grants support development of educational materials that help advance PSE as a critical component of IPM. There are examples where IPM grants have given exemplary support to the advancement of PSE.

14. That more IPM grants support research projects that help advance PSE, because of its important role in reducing potential human health risks and adverse environmental effects from pests and from the use of pest management practices (goals of both the USDA National Roadmap for IPM and the Extension IPM Coordination and Support Logic Model).
15. That IPM grants and outreach focus as much attention on reducing pesticide risk as on reducing pesticide usage. Both goals are often expressed, but the actual focus is more often on reducing pesticide usage as the means to reduce risk. For the many IPM programs that utilize pesticides, proper pesticide use learned through PSE is the primary way to reduce risk.
16. That IPM grants which “enhance IPM understanding among pesticide applicators” do not exclude or minimize PSE as part of that IPM training.
17. That IPM grants support more joint projects between IPM coordinators and PSE Program coordinators to develop outreach materials and courses having a strong focus on all components of IPM, including PSE.
18. That, with the exception of the Pest Management Alternatives Program, IPM grant introductory language does not specify an objective to “adopt alternative pest management practices” (automatically excluding PSE).
19. That more IPM grants focus specifically on enhancing national PSE efforts.
20. That all IPM grants clearly indicate the types of PSE proposals that are eligible.
21. That IPM grant schedules (Requests for Applications or RFAs) and content be well-communicated to all stakeholders.

IPM Education

22. That IPM education reinforces all of the basic principles of safe pesticide use.
23. That IPM education concerning PSE never be relegated to brief directives (e.g. follow the label, practice judicious use) or misleading statements (e.g. select least toxic pesticides, use pesticides as a last resort).
24. That IPM education not promote certain cropping methods (e.g. organic) as more sustainable than others. IPM, safe pesticide use and sustainability are not restricted to any particular cropping method.

Pesticide safety education teaches applicators to use pesticides properly, and re-certification is the only existing mechanism that guarantees this ongoing training. Strong IPM support of pesticide safety education translates to strong support of IPM.

Appendix C

TO: AAPCO BOARD

FROM: Grier Stayton, Executive Secretary, AAPCO

DATE: March 9, 2014

SUBJECT: **March 10-12, 2014, Meeting Summary**
March 2015-2017 Spring Meeting Hotel Contract
Financial Reports
General Activities of Office

2014 Meeting Summary

Consultant: Deborah Dahms, ConferenceDirect.

- Hyatt Regency Crystal City, Room rate of \$224+tax (\$224 is GSA rate)
- As of 2/28/2014, 339 room nights sold of 362 available (93.6% booked)
- Food & Beverage - \$20,000 minimum per contract (not including service and tax)
 - Estimate \$22,580 for food & beverage, +22% service & 9% tax = \$29,805
 - Coffee and snack breaks 3 days = \$13,280
 - Tuesday Luncheon = \$4,800
 - President's Reception = \$4,500
- Estimate \$5,500 for a/v support
- Total cost estimate \$35,305
- No charge for meeting rooms.

2015-2017 Meeting

Consultant: Deborah Dahms, ConferenceDirect.

- Contract signed July 26, 2013, with Hilton Alexandria Old Town.
 - 2015 - Room rate of \$209, 330 room nights blocked
 - 2016 - Room rate of \$215, 330 room nights blocked
 - 2017 - Room rate of \$219, 330 room nights blocked
 - AAPCO may challenge contract for 2016 and 2017 if not satisfied after conclusion of 2015 meeting.
- \$19,000 Food & Beverage Minimum
- Numerous special concessions - includes:
 - 1 comp room per 40 booked room nights
 - Complimentary internet in rooms

- Complimentary internet in meeting rooms
- Complimentary meeting rooms
- 20% off AV rental
- Complimentary one hour wine and cheese welcome reception for 100 people
- 2% catering and A/V credit paid back to master account
- Additional 4% catering and A/V credit paid back to master account in 2015 for July signing bonus.
- Meeting room rental is waived.
- Food & Beverage is \$20,000 minimum.
- Complimentary wireless in guest rooms.

Secretary's Financial Report

- Routine monthly expenses include \$207 for office rent and Comcast; about \$115 for office phone and cell phone (cell phone no longer charged); conference call charges (variable); CART 32 (\$25); and salary for Treasurer.
- SFIREG Delaware Checking Account (spreadsheet available)
 - Total Expenditures \$10,946.22
- AAPCO Delaware Checking Account (spreadsheet available)
 - Total Expenditures \$8,560.61
 - Largest single expenditure \$539.86 for March 2013 printing

2013 Office Activities

- Major accomplishment: Completion of digitizing publications and archiving on website
- First full year of managing website through use of Filezilla – updating meeting announcements, documents, minutes, surveys, official contacts information etc.
- Email distribution of OPP updates, NASDA newsletter, member inquiries, etc.
- Maintenance of hard copy and digital files.
- Over course of 2013, eleven surveys were distributed to general membership at request of specific states:
 1. Arizona – O & T survey for CTA, October 2013
 2. Indiana – EPA Project Officer Survey, September 2013
 3. Arkansas – Label Interpretations, March 2013

4. Indiana – Budgeting for Inspections, April 2013
 5. New Mexico – Horse Sterilant Registration, January 2013
 6. Michigan – Pollinator Labeling, September 2013
 7. Nebraska – 2,4-D & dicamba impacts, August 2013
 8. Virginia – Urban/Ag coexistence info, February 2014
- In addition, AAPCO-SFIREG surveys were collected and posted on website:
 1. State Food Monitoring – July 2013
 2. Spanish Language Exams – January 2013
 3. School Pesticide Use – January 2013