

Florida Industrial Pretreatment Association
Board of Directors Meeting, Agenda
Clearwater
January 7, 2008
12:00 p.m. – 2:30 p.m. ET

FIPA Position	Present	Board Member FY08
President	Yes	Mark Mathis
Vice President	Yes	Thea Parslow
Treasurer	No	Kassandra Barnes
Northern Regional Coord.	Yes	Gary Christiansen
Central Regional Coord.	Yes	Paul Zimmermann
Southern Regional Coord.	Yes (late)	Holly McGrath
Past President	Yes	Dan Parnell
Guest	Yes	Janet DeBiasio

Mark Mathis called meeting to order at 12:00 pm

1. Treasurer's Report

- Janet reviewed the bank statements and will submit a report to the board of finding and recommendations.
- Paypal balance \$3866.51 as of 12/31/07
- Bank account balance \$11,673.13 as of 12/31/07

2. Financial Oversight

- Secretary will collect all monies for membership, workshop and certification class registrations. A fax, copy machine and scanner will be purchased by the secretary for registration of workshops and classes.
- Secretary will make bank deposits
- Treasurer will supply all financial reports.
- Treasurer will maintain budgets for all events.
- The Board will require a complete Treasurer report at each Board meeting including an itemization of all transactions.
- Mark will speak with Kassandra concerning the change in Treasurer responsibilities.
- A motion was made by Mark to offer an automatic payment to the Secretary. Gary seconded and all in favor.
- Thea made a motion and Dan seconded to issue a Debit Card to the Secretary with a dollar amount limit of \$300.00. All in favor.

3. Board meeting Attendance
 - Communicate in the event that a Board member can not attend a scheduled Board meeting. A designee should be sent in the officer's place, when possible.
 - Thea made a motion to amend the by-laws to include that an elected officer must attend a minimum of 2 BOD meetings per year. Dan seconded the motion. All in favor.
4. Certification classes with FW&PCOA.
 - FW&PCOA has proposed a contract to the FIPA requesting that the FIPA provide IPP certification for FW&PCOA at a flat \$10.00 per student fee if we supply the book (they will reproduce) or \$50.00 per hour for instructors plus costs (hotel and meals). The contract also states that FW&PCOA gains ownership of all FIPA educational material.
 - Janet, Industrial Pretreatment Education Chair for FW&PCOA, stated that FW&PCOA is willing to amend the contract.
 - Are there any benefits to partnering with FW&PCOA?
 - a. exposure in the Fl. Water Resource Journal
 - b. class offered one time per year
 - c. maintaining a good relationship
 - Mark suggested that FIPA offer a CEU only course through FW&PCOA.
 - The majority of the Board feels that there are not a lot of advantages to the FIPA offering certification classes through FW&PCOA.
 - FW&PCOA offers two short schools per year, every March and August.
 - Thea suggested that we partner with FW&PCOA instead of "subcontracting".
 - Janet will report back to FW&PCOA and advise them of FIPA's position.
5. 2008 workshop and certification classes
 - The southern region workshop will be held in April in West Palm Beach tentatively April 22 – 25, 2008. Will include certification class.
 - Holly is checking into the downtown area to include tours, hotel and venues for the social event traditionally held on Thursday night.
 - Need instructors for the A,B and C certification classes.
 - Inter local agreements as a possible topic including case studies.
 - FIPA will have a BOD meeting the evening of Thursday 4/24/08.
 - St. Johns County volunteered to host the summer workshop for the Northern region. Dan will speak with them concerning which months July or August.
 - The Central region workshop will be at the end of October or start of November in Pinellas County. Will include certification class.
6. Pretreatment Communicator Newsletter
 - The next issue will be out in May 2008.
 - Thea volunteered to write an article concerning the Unified Manifest system.
 - Dan will continue to be the Editor unless a volunteer is found.
7. Goal for 2008
 - Will revisit at a later date.
8. Education Committee

- Need a pool of instructors: so far ...Dan Parnell, Randy Greer, Mark Mathis, Paul Salerno, Randy Greer, Janet DeBiasio, Kim Meyer, Thea Parslow.
 - We will offer classes in April and October/November of 2008.
9. Unified Waste Manifest Committee
- Proposed for all to use the same manifest
 - Committee is working with LINKO to try and stream line the data for collection and entry.
 - The FIPA could be the host association for the software for a maintenance fee per month and the cost would be passed onto the haulers and municipalities.
 - Next meeting is in February 19 at 9:30 am in Orlando
 - LINKO will assess the costs of software development and maintenance and present a bid to FIPA.
 - FIPA being the host will eliminate unnecessary legislation.
 - Possible presentation to membership in October.
10. Insurance
- Janet suggested liability insurance for classes and workshops.
 - Bonding for the Treasurer.
11. JRP and RH awards
- Nominations for awards.
 - Perhaps hand out nomination forms at Summer meeting.
 - Send out e-mail pertaining the Herndon award.
12. Membership
- Gary would like to see more Industrial membership. He suggested IP Coordinators/ members forward a copy of the Pretreatment Communicator to their industries.
 - Janet found an Industry based IP website she will forward to President

Mark made a motion to end the meeting at 2:31 pm. Dan seconded. Adjourned.