



SORA Board Meeting (**Minutes**)
 Tuesday, June 6, 2023 2:30 PM - 4:00 PM (EST)

Board Roll Call:

Bolded names in attendance

Region 1: Amanda Clark (CT)	<i>Region 8: President Elect: Chuck Cousino (CO)</i>
Region 2: Stephen Marshall (NY)	Region 9: <i>Treasurer: Michael Broussard (NM)</i>
Region 3: <i>President: Travis Sterner (MD)</i>	Region 10: Jeremy Simmons (WA)
Region 4: Chris Edwards (KY)	Tribal: Michael Bolt (NC Cherokee)
Region 5: Mike Mettler (IN)	Canadian Provinces: Derek Smith (Manitoba)
Region 6: Vacant	At Large: <i>Past President: Marcia Degen (VA)</i>
Region 7: Eric Folks (MO)	Eric Casey : Executive Director

Invited Guests: Dick Bachelder (COI Rep.), **Sheryl Ervin** (COI Rep. back-up), Dave Cotton (membership), **Nicholas Huber** (DEQ – OK)

1. Approval of meeting agenda: **Motion Chuck C./Chris E. - passed.**
2. Approval of meeting minutes:
 - a. May 2, 2023
 - b. June 6, 2023
3. Executive Committee Reports
 - a. President’s report: (Travis)
 - i. General: **Eric C./Travis S. to take meeting minutes and complete until new secretary is named.**
 - b. Treasurer’s Report: (Michael Br.)
 - i. Status of moving funds to new bank: **Progressing but not completed. A meeting needs to be scheduled.**
 1. Michael/Travis/Chuck
 - ii. Invoice status: **Sheryl E. will contact COIs with outstanding invoices. Michael Br. will follow-up with the few States with outstanding invoices.**
 1. Invoicing/ Invoice Details



- a. Activity update
 2. Payments
 - iii. Current:
 1. Savings: \$18,421 (\$25,165)
 2. Checking: \$25,165 (\$18,821)
 3. Receivables: \$10,162
 - c. Secretary's Report: Vacant/NR
 - i. General
 - d. Executive Director's Report (Eric C):
 - i. Website/ information to board: Chuck C. sent back extensive remarks on Eric Casey's memo on proposed website changes/ edits. Awaiting remarks from other board members.
 - ii. Website down: Will keep checking when it gets back up.
 - iii. D&O insurance was paid (Reimbursed?) Insurance was paid. Eric C. will be sending reimbursement request to Michael Br. shortly.
4. Standing Committee Reports:
 - a. Membership (Dave): NR
 - b. Conference Planning (Chuck/Eric): Nothing new. Eric C. to send notice about hotels open.
 - c. Strategic Planning (Travis): Strategic plan will go up on the website when Travis is finished with the minor edits. Plan is basically final.
5. COI Report (Sheryl)
 - a. Outstanding invoice update: Sheryl E. got in touch with all the COIs except (Easytreat, Orenco, Princo). A new invoice needs to be sent.

Dick B. is slowly recovering and hopes to return to work in the summer if possible. His spirits are good.
6. Ad hoc Committee Reports:



- a. Website (Eric): Eric C. to update content over the next several weeks.
 - b. Retirees (Vacant): NR
 - c. Policy (Chuck): Chuck C. will send a policy document around on pro-rating COI memberships.
7. Old Business:
- a. Newsletter(Eric C, Michael Broussard and Mike Mettler) (lornawithrow@dhhs.nc.gov interested in newsletter)
 - b. Discussion of product reviews.
 - i. Eric Folks and Michael Broussard members:
 - ii. Michael to develop proposal
 - iii. Outreach to COIs to see what would be helpful
 - c. Payment process/SOP: Travis S. and Michal Br. To discuss.
 - d. Remote annual business meeting (Chuck) Will be virtual again, November 14 proposed.
8. New Business:
- a. Region 6 Board Member: Nicholas Huber made some remarks on his role taking over for Matt P. Motion Chuck C./ Marcia D. passed to appoint Nicholas H. as region 6 rep.
 - b. Review 'Board Organization Document': Updating and corrections needed. Strategic plan mostly finalized. Most list updates have already been completed.
 - c. Secretary discussion:
 - i. Marcia D. volunteered to become the secretary starting in Nov
 - ii. Jeremy S. will take the lead in listserv work. (some process improvements on managing the list is needed. Dave C. may have a draft of a document updating listserv process.
 - d. EPA Decentralized MOU
 - i. May 26th email
 - ii. June 14th meeting
 - iii. December 5-6, 2023 (Signing event)



Travis S., Marcia D., and Amanda C. attended the MOU meeting. Draft workplan for the upcoming MOU renewal. SORA has been tasked on a couple of items. Marcia D. will forward to Board for discussion at July meeting. EPA also developed a “how are we doing” survey.

- e. NEHA monthly magazine - costs, benefit (Chuck): Eric C. to speak with Dave Dyjack about house ads or some other way to reach regulatory constituents.
- f. Pro-rate COI membership dues (Chuck): Chuck C. to send SOP.
- g. Membership renewal/ new members process, listserv: The current process for onboarding new members and handling accounting needs to be improved. Travis S. suggested getting a meeting together with the people who handle the listserv, welcome letter, and accounting. There are some documents which have been created on this topic. A meeting will be held soon.
- i. Contact Vermont ASAP: Eric C. to send email.

9. Action Items:

10. Adjourn – Motion Chris E./Chuck C. - passed.

Meeting Dates for 2023 (First Tuesday of each month): All meetings will start at 2:30 P.M. EST.

January 3	July 5
February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7 (14) (online annual meeting – start time 12:30 – 4 pm EST????)
June 6	December 5