



F.S.E.A.

Post Office Box 14638, Bradenton, FL 34280

Board of Directors Meeting Minutes Teleconference January 14, 2016 9:00am

1. Call to Order 9:07am
2. Roll call
 - a) President - Fred Bothe - present
 - b) Vice President – John Moorman - present
 - c) Treasurer - Robin Cook - present
 - d) Secretary - Cathie Catusus - present
 - e) Region 1 – Colin Wright - present
 - f) Region 2 – Nick Evans - present
 - g) Region 3 – Donna Christopher - absent
 - h) Region 4 – Lovie Hudson - absent
 - i) Region 5 – Keith Kibbey - present
 - j) Region 6 – Jaya Navani - absent
 - k) Past President – Dave Murto - absent
 - l) Guests – Suzanne Rachmaninoff, Lyle Johnson, Carol Barrick (joined call part way through)
3. Opening remarks – President (Fred Bothe)
4. Approval of October 27, 2015 meeting minutes (sent out via e-mail on 12/4/15)
 - a) **Motion to approve– Keith, 2nd John. Approved unanimously.**
5. Secretary's report – Cathie Catusus (no report at this time)
6. Treasurer's report – Robin Cook (*reports attached*)
 - a) Made about \$5000 on FM – very good
 - b) Payments for deposits at Wyndham on report
 - c) Suzanne correction to secretary monthly contract fee not \$750 s/b \$825
 - d) Lyle – balance in accounts? Robin – main checking account \$56,176.89, savings \$4,689.72, regional \$1,370.22
 - e) Suzanne – what is the \$100 in regional expenses, Robin will remove not really applicable any more
 - f) **Motion to approve– Cathie, 2nd Keith. Approved unanimously.**
7. Wrap-up for FM 2015
8. Regional Directors' reports – not needed for this meeting
 - a) Region 1 – Colin Wright – no comment
 - b) Region 2 – Nick Evans – intended to schedule workshop prior to spring meeting but

circumstances did not allow that so planning for summer workshop

- c) Region 3 – Donna Christopher – absent (from Cathie) working on topic for workshop, possibly March
- d) Region 4 – Lovie Hudson – absent
- e) Region 5 – Keith Kibbey – no comments
- f) Region 6 – Jaya Navani – absent (from John) working on field workshop still working on date (possibly March) and venue (Green Cay?), one day instead of two – stay tuned
 - i) Suzanne gone Jan. 23-29

9. **Committee reports** (Bylaws Article VI, Section 11: **Committee Reports**. All Committee Chairmen shall submit to the Secretary, comprehensive reports of the committees' activities.)

- a) Nominating Committee – John Moorman – no comment
 - i) Keith will send out org chart
- b) Bylaws Revision Committee – John Moorman – no comment
- c) Host and Program Committee – Cathie Catusus

SM 2016 abstracts have been received and a committee meeting is scheduled for 1/19/16 at 1:30pm to begin working on the agenda

- d) Membership Committee – Carol Barrick – no comment, not on call
- e) Professional Relations Committee – Catherine Katsikis – (from Suzanne) Science Fairs – Seminole County, Hillsborough County and state fair requesting awards.
- f) Steering Committee – Dave Murto – no comment, not on call
- g) Executive Committee – Fred Bothe – no comment
- h) Field Sampling Committee – ad hoc – Silky Labie – no comment, not on call
- i) Mentoring Committee – ad hoc – Lovie Hudson – no comment, not on call

10. Old Business

11. New Business

- a) Website – membership sign-ups, forum moderator (Environmental Express has volunteered), other concerns?
 - i) Lyle – moderator in his opinion a 20 hour a week job, will need constant attention, spoke with his wife about monitoring during development phase, website takes a lot more time than any other position held in FSEA
 - ii) Suzanne – Dave wanted to get TAG going and use forum for that, is there interest?

Forum can be set up to post on Facebook

- iii) Cathie – If Lyle is estimating 20 hours a week are we really expecting that much traffic?
- iv) Suzanne – members only database required, Tightwire didn't want to set up programming for forum is not going to be used in other areas, members only not live at this time.
- v) Lyle – 1st question – do we want a forum? 2nd do we want a members only forum? 3rd who do we want to moderate?
- vi) John – member only would be less traffic, Suzanne –more difficult to set-up
- vii) Keith – belongs to 3 or 4 forums and people don't typically know who you are, if you leave it open you have to register but anyone can use it, members only won't get enough traffic
- viii) Cathie – if open maybe new people can find us and become members
- ix) Lyle – does FSEA have availability to provide answers on the forum? Are we providing opinions?
- x) John – clarification questions - members only to view or to post? Suzanne – can be either way. Would have to create membership database because we don't have member sign-up on line? Suzanne – profile not being saved, can't update info online. John – no username or password.
- xi) Cathie – should we have a membership database? Will it allow members to update their info? Suzanne – we need to decide what we want, mapping for website should be done before we go further. Carol – scope of work and expectations need to be done. Suzanne – amount of detail is extremely extensive, being done in pieces – is difficult, need scope and how things are connected. Lyle – tightwire is making this a bigger deal than needs to be – username/password, storing credit card info is not new. We need a database. Suzanne agrees.
- xii) Cathie – **motion for website committee to contact tightwire to see what it takes to set-up the membership database.** John – committee should set-up plan first. Suzanne – plan first so you know where database needs to connect to. Log-in to find out if a member or not. John – membership database would help with online voting. Keith – make it easier for our members. Robin –possible board workshop to discuss. Suzanne – biggest complication is multiple sign-ups, shopping cart option? Company shopping cart. **Keith 2nd.** Lyle – board workshop to determine what we want from website. Suzanne – (\$725) integrating member database of new members can be integrated with existing – doesn't say if individual can update own profile. Carol – get scope of work and then get 3 bids. Do we need to start from the beginning?
Unanimously NO - Motion died. John would like to join website committee. Carol too. Executive committee should be involved with plan as well.
- b) Robin – changes in board, each committee chair should review and refine their lists, Fred will work on contacting the chairs of each committee
- c) Suzanne – newsletter/announcements does anyone else want to take it over? Cathie – Suzanne knows what is going on in every region and would be best one to do it. Suzanne – Carol could put out an all call. Carol – doesn't have a problem doing it.

12. Closing remarks and scheduling for next meeting – Fred Bothe

- a) The next Board of Directors' meeting will be in March. Cathie will send doodle poll.

13. Adjournment – 10:13 am. **Cathie move to adjourn, Carol 2nd – passed unanimously.**

Final Budget 2015

	Proposed Budget	Ammended Budget	Actual	
INCOME				
Membership \$50/member	\$22,000		\$18,786.00	
Mentor / Scholarship	\$3,750		\$5,350.00	
Website Sponsorship	\$5,500		\$5,800.00	
Spring Meeting	\$53,000		\$57,270.00	
Fall Meeting	\$47,000		\$53,135.00	Includes FM 14 collected in 2015
Other + interest			\$13.04	
Region 2				
Region 3				
Region 4			\$7,450.00	
Region 6			\$6,900.00	
Total Income	\$131,250		\$154,704.04	
EXPENSES				
Secretary (Monthly Contract Fee: \$825) (Other: \$25/hr for 100 hr)	\$13,025		\$10,650.00	
Board Meeting Exp	\$2,500		\$1,968.08	conf calls, mileage, hotel, other misc
Office Supplies + Postage	\$6,000		\$2,520.86	
Insurance	\$2,000		\$1,681.00	
Legal / Professional Fees (Accounting, Legal)	\$1,750		\$1,719.25	
Telephone/ Internet Service	\$2,250		\$1,862.47	
Post Office Box	\$500		\$216.00	
Contractual Services (charges for credit card use) See below (Repairs, Other -)	\$8,500		\$9,366.08	
(Merchant fees)				
(Website)			\$9,950.00	Redesign/ server migration
(Domain Name)			\$234.90	
Advertising (Give-aways) (Constant Contact Fee)	\$1,000		\$336.00	
Regional Meetings				
Region 1				
Region 2				
Region 3			\$1,393.03	pd in 2015
Region 4			\$2,718.82	
Region 5				
Region 6			\$3,810.88	
Spring Meeting Expenses	\$45,000		\$42,152.12	future SM exp (rfp/scouting)
Fall Meeting Expenses	\$45,000		\$53,249.12	future FM exp (deposit/ rfp)
Mentor / Scholarship	\$3,500		\$2,877.12	
Other				
FWPCOA (gifts, charity)	\$1,500 \$225		\$1,315.00	
Science Fair			\$2,610.51	
Total Expenses	\$132,750		\$150,631.24	
NET GAIN / (LOSS)	(\$1,500)		\$4,072.80	
RESERVE	\$2,400		\$2,001.04	Includes interest

**FSEA 2015 Fall Meeting
Actual Budget**

	Projected	Current	Comments
Income			
Registration Exhibitors			
Includes extra rep (approx 40)	20,000.00	18,785.00	
Registration General	30,000.00	32,775.00	
OTHER			
Vendor Meal Sponsorship	500.00	1,200.00	
Total Income	50,500.00	52,760.00	
Mentor Scholarships *	1,500.00	2,250.00	
Website Income collected during registration	2,500.00	2,600.00	
Current Deposit on Account	6,310.00		
Expenses			
TNI Fees or other instructor fees	2,250.00	2,023.19	
Expenses included on Master Acct			
Hotel (BOD and Speakers) : Rooms \$129/night			
BOD/Sec	3,300.00	3,032.00	Total on Master
Speakers	1,750.00		
Exhibitor Space/Electric Surcharge			
Audio/Visual equipment charges	5,000.00	4,730.60	
BOD Dinner	750.00		
Catering services	23,000.00	21,390.16	
Travel/Meal BOD and Speakers			
Est mileage / BOD member + Secretary	2,000.00	3,057.33	mileage, rooms and food not on master
Speaker/Misc Travel	1,500.00	1,828.01	mileage, rooms and food not on master
Mileage reimbursement: \$0.575 / mile	750.00		SEE ABOVE
Misc Meals	250.00		
DEPOSIT ON ACCT			
Additional Security for Exhibitors on Wed night (\$40/hr 12 hrs)	500.00	480.00	
Secretarial Services	6,250.00	6,375.00	
Door Prizes	750.00	490.55	
Giveaways at Registration	850.00	688.24	
Speaker Gifts	525.00	529.00	
Office Supplies, Copies	2,100.00	1,872.19	
Postage	400.00	456.77	
Misc uncatorgorized	400.00	407.53	conf calls
Total Expenses	52,325.00	47,360.57	
Net Gain (or Loss)	(1,825.00)	5,399.43	
Mentor Program Exp * (Projected based on 10 students)			
Room Nights on Master	2,580.00	903.00	
Lunch/Breaks/Reception on Master Bill for registered students	1,250.00	645.12	
student attendees dinner expenses not covered in master bill *	1,500.00	114.00	
Mileage reimbursement: \$0.575/mile	1,500.00	640.11	
	6,830.00	2,302.23	
* Mentor monies are collected with vendor registration at each semi-annual meeting. Expenses and income are broken out as much as possible. Some costs are impossible to individualized due to master billing.			