



# F.S.E.A.

Post Office Box 14638, Bradenton, FL 34280

## Board of Directors Meeting Minutes August 19, 2016 3:00pm

1. Call to Order 3:02
2. Roll call
  - a) President - John Moorman - present
  - b) Vice President – Steve Arms - 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 - present
  - h) Region 4 – Lovie Hudson - present
  - i) Region 5 – Keith Kibbey - present
  - j) Region 6 – Jaya Navani - absent
  - k) Past President – Dave Murto - present
  - l) Guests – Carol Barrick, CC Arms
3. Opening remarks – John Moorman – thanks for getting started on time. Let’s stay on track and get through agenda.
4. Approval of July 11, 2016 meeting minutes (sent out via e-mail on 7/27/16)
  - a) **Motion to approve – Keith, Donna 2<sup>nd</sup> Passed unanimously**
5. Secretary’s report – Cathie Catusus – none at this time
6. Treasurer’s report – Robin Cook – none at this time
7. Regional Directors’ reports – **not needed for this meeting**
  - a) **Region 1 – Colin Wright –**
  - b) **Region 2 – Nick Evans -**
  - c) **Region 3 – Donna Christopher –**
  - d) **Region 4 – Lovie Hudson –**
  - d) **Region 5 – Keith Kibbey –**
  - e) **Region 6 – Jaya Navani –**
8. 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 – Steve Arms – List of nominees, voting information (sent in e-mail 8/19/16)
  - i) Present slate of candidates to board for approval – Cathie verified membership status and that they live and work in the region. Bios due by next Friday 8/26 for candidates that haven't already turned them in
  - ii) Sept. 2-6 hard copy ballots to go out
  - iii) Sept. 7-23 election open
  - iv) **Motion by Steve to accept the following nominations, 2<sup>nd</sup> by Cathie :**

(1) Treasurer:

- (a) Carol Barrick
- (b) Robin Cook

(2) Secretary:

- (a) Cathie Catusus
- (b) Kayse M. Hasiak-Solan

(3) Region 2 Director:

- (a) Nick Evans

(4) Region 4 Director:

- (a) Terry Hornsby
- (b) Lovie Hudson

(5) Region 6 Director:

- (a) Juan Manzano

Discussion:

Keith comment – when he was nominated for President there was a slate presented with only one nominee, he likes having multiple candidates but wants to make sure we are consistent

Steve – there is no policy and bylaws are silent

Dave – because of past history we should accept all vetted candidates, nominating committee should only determine eligibility and solicit nominations

Steve – agrees with Dave about nominating committee functions, thanks to nominating committee members for their help

**Approved unanimously**

- b) Bylaws Revision Committee – Keith Kibbey – no activity
- c) Host and Program Committee – Cathie Catusus
  - i) Fall meeting tentative agenda layout
    - (1) Regulatory forum – change end time to 12:15
    - (2) Lovie – student presentations normally during social, do we want to leave it there or move it, include it on schedule? Cathie – yes it will be included on agenda that goes out

- (3) John – looks like a good schedule, he is excited about field workshop, bringing Geoff Rosenaw from Collier County, wants to get more people involved in field sampling training, Keith – he is a good guy, lives down the road from him. Lovie – is he a younger guy? Going to try to get Phil Matthews with Tampa Bay Water more involved in field sampling
- ii) Evaluation forms - electronic survey monkey poll has been sent around the H&P members – good feedback, will use for Fall meeting
- (1) Lovie – paper forms should work, more personable, suggested just try it for one session. Cathie – would like to have a computer station at the meeting to have the website available, online survey of meeting, John – good idea. Donna – thinks survey monkey is good, gives time to reflect on classes and give feedback. Dave – need to be available to younger generation on their phones. Maybe look into apps.
- d) Membership Committee – Carol Barrick – will be setting up meeting with committee to determine activity for Fall Social, if anyone knows what is down there let her know
- e) Professional Relations Committee – Catherine Katsikis –
- f) Steering Committee – Dave Murto – nothing to report
- g) Executive Committee – John Moorman – nothing to report, looking forward to meeting, if you don't hear from him send a second e-mail
- h) Field Sampling Committee – ad hoc – Silky Labie –
- i) Mentoring Committee – ad hoc – Lovie Hudson – one student has finished her research and wants to present her poster, she wants to allow students to come back to attend both meetings. Thanked the board for discounted rate for students to attend workshop. Would like to include student mentor page on our website, facebook. Doesn't think we should allow them to apply for meeting – could open it up to those not serious about the field. She had previously set-up liason between FSEA and colleges. Do we want to include junior colleges? John – don't just contact professor, maybe get a reference letter. Junior colleges may be our ideal target audience – they may actually work in our field. Widen the net to get more variety. Need to know about 2-3 weeks out if they have posters – Lovie will notify how many. Robin – 2 weeks may not be long enough if we have extra exhibitors on wait list we may be losing revenue. John – due to new location shoot for 3 weeks' notice for posters and no later than 2 weeks. If not in by 2 weeks prior then may not be accommodated. John – not sure when we can add Student info to website just yet, get content ready to go.
- j) Policy Committee – ad hoc – Cathie Catusus – review and approve Regional Workshop Policy
- i) Motion to approve the Regional Workshop Policy – Dave, Keith 2<sup>nd</sup>**
- (1) Lovie – asking that we don't apply policies that haven't been approved yet to workshops that have been in the works for months. John's concern – we spoke at Board meeting in May and at last board meeting as well, 10 weeks for major meetings and 8 weeks for workshops. E-mail from Lovie not enough time, already behind timeline that was already discussed in 2 meetings. Cathie – also too close to major meeting date, less than one month.
- (2) Keith – wants to have a get-together with Region 5, does that apply? Cathie – if

Suzanne is involved in sending something out or if there is money spent then those parts of the policy apply. John – a Regional workshop is not the same as a meet and greet. Dave – thinking minor amount of money falls under regional director's purview. Lovie – haven't ever had board approval before for workshop or social. Dave – policy timeframe states only regional workshop. Robin – a meet and greet will not pull away attendance from the Biannual meeting.

**(3) Motion approved unanimously**

9. Old Business

- a) Membership draft policy – referred to Policy Committee

10. New Business

- a) John – sent e-mail earlier today. Dave – official FSEA e-mail is short003. Information on workshop needs to be voted on because cost is over \$5,000. Timeline Sept. 29 and 30. Lovie – couple months in the works, Jack sole source because had to be certified assessor in state of Florida. Cathie – document says cost per day of \$4995. Lovie – typo, can correct it. John – how do we combine class if we don't get enough on two days? Lovie – put in announcement if not meeting the minimum then class will be held on the 29<sup>th</sup>.

**Motion – Cathie - do not approve the workshop based on timeline, we may not get enough member involvement with only 6 weeks' notice. Dave – 2<sup>nd</sup>**

Discussion: Robin – would it be reasonable to move to November? Topic not in conflict with biannual meeting. In this case and this case only we could make an exception to the one month after. Promote it at fall meeting. Donna – bad timing for fiscal year ends Sept. 15-30. November 15<sup>th</sup> already planning field workshop. Lovie – understands 8 week timeframe but it didn't get processed in time this time. Cathie – suggested first week in December as a possibility. Stay away from Nov. 11<sup>th</sup> –Veteran's Day holiday.

- b) **All in favor except for Lovie, motion passed.**
- c) **Robin – motion to approve the workshop and to exempt the 30 day period around the Fall meeting but still operating within the minimum 8 week prior timeframe according to the policy. 2<sup>nd</sup> by Dave. Cathie – are we ok with sole source? Yes. Passed unanimously.**

11. Closing remarks and scheduling for next meeting – Fall meeting

12. The next Board of Directors' meeting will be on October 25<sup>th</sup>

13. Adjournment 4:46pm – **Motion by John, 2<sup>nd</sup> by Cathie- unanimous**