



# F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

## Board of Directors Meeting Minutes February 20, 2019 10:30am

1. Call to Order 10:33
2. Roll call
  - a) President - Robin Cook - present
  - b) Vice President – John Moorman -present
  - c) Treasurer – Keith Kibbey - present
  - d) Secretary - Cathie Catusus - present
  - e) Region 1 – Christy Draper - present
  - f) Region 2 – Nick Evans - present
  - g) Region 3 – Donna Christopher - present
  - h) Region 4 – Terry Hornsby - present
  - i) Region 5 – Janelle McClure - present
  - j) Region 6 – Juan Manzano - present
  - k) Past President – Dave Murto - present
  - l) Guests - none
3. Opening remarks – Robin Cook – thanks for being on the call.
4. Approval of December 19, 2018 meeting minutes – sent out via email on 2/19/19. **Motion by Keith, 2<sup>nd</sup> Juan. Approved unanimously.**
5. Secretary's report – Cathie Catusus – Member renewals still coming in – up to 408 as of 2/19/19
6. Treasurer's report – Keith Kibbey– sent via e-mail. Amazon Smile rewards check came in. Made about \$12,600 on FM. Main checking has a higher balance than 3 years ago. Should look into moving money to reserve to total around \$60,000. Might want to look at other investment options. **Action item for Keith from Robin** – look into CD at banks other than Wells Fargo as well. **Cathie action item** – send Keith information on CD rates at banks. Keith – difficulty breaking down the combined Region 1&2 workshop expenses and revenue. Robin – split it down the middle, Dave – ratio based on attendance from each region. Nick – if they continue to do joint WS maybe flip flop back and forth based on host city. **Motion by Cathie, 2<sup>nd</sup> by John.** Discussion – Cathie confused by pdf report sent, Keith – that's how Quicken produces it. **Approved unanimously.**
7. Regional Directors' reports – not required for this meeting.
  - a) **Region 1 – Christy Draper** – combined workshop was a success, plan data integrity on Region 1 side, sampling event in Fall in Tallahassee. Panama City which is center of region 1 is still in disarray.
  - b) **Region 2 – Nick Evans** – turn out was good, presentations good. 2 sponsors – Pace and Eureka Water Probes. Pace showed up. Cathie added Nick and Christy sent nice thank you notes out to the sponsors.
  - c) **Region 3 – Donna Christopher** – working on Data Integrity workshop April 12<sup>th</sup>, still

waiting on agenda from Catherine.

- d) **Region 4 – Terry Hornsby** – Data Integrity March 22nd, 12 people signed up so far. Cathie – just sent e-mail reminder, FB and Linked In posts.
- e) **Region 5 – Janelle McClure** – Field sampling workshop in January went well, facility worked well
- f) **Region 6 – Juan Manzano** – planning before April 24<sup>th</sup> a Meet and Greet with presentations – Total Coliform Rule, optimization between ammonia and chlorine, groundwater rule. Spoke with FDEP and FDOH.

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 – John Moorman – no report required
- b) Bylaws Revision Committee – John Moorman – no report required
- c) Host and Program Committee – Cathie Catusus
  - i) Review of SM proposed agenda, selection of microbiology topic. Robin and Cathie gave a little more detailed information about what we are planning for the Wednesday non-field sessions. TNI for small labs – how to simplify things. Robin – Paul Junio is now the chair of CDSEC Consensus Development Standard Exec. Committee. Cathie – Tecta versus Molecular Source Tracking. Juan – Tecta presentation sounds good, more in line with what members do. Robin – make sure it is a technical presentation. If it becomes a sales pitch they don't get invited back. Keith – likes the technology, would be actually used in our labs. Dave – does anyone have any more background about the application? - both look interesting. Tecta sounds very enthusiastic about coming. Consensus – offer the spot to Tecta. Keith – maybe see if FDEP would possibly come in the future about microbial source tracking. **Motion to approve by Juan, 2<sup>nd</sup> Dave. Approved unanimously.**
  - ii) Social event/fundraiser – corn hole tournament and social. Similar to the poker tournament with an entry fee per team (\$20/team or \$10 per person). Keith – likes the idea. Dave may be able to borrow boards, Robin has access to some. Robin – make vendor sponsorship available. Nick – make sure boards are regulation size, how high are ceilings?
  - iii) Michael Blizzard and Keith Kibbey retirements – **Action item for Cathie**: see if hotel can order different craft beers possibly for the Thursday night event (local favorites) Recker rum. Acknowledge during the meeting – Keith on Thursday and Michael on Friday. Send photos to Cathie.
- d) Membership Committee – no report required
- e) Professional Relations Committee – Catherine Katsikis – no report required
  - i) Website Committee – Lyle Johnson – no report required
- f) Steering Committee – Dave Murto – no report required
- g) Executive Committee – Robin Cook – no report required
- h) Field Sampling Committee – ad hoc – Silky Labie – no report required
- i) Mentoring Committee – ad hoc – Lovie Hudson – no report required
- j) Policy Committee – ad hoc – John Moorman – no report required

## 9. Old Business

- a. Membership draft policy and speaker reimbursement policy– referred to Policy Committee
- b. Cathie to look into credit card processing options and merchant fees – **completed, Executive Committee initially decided to continue with Stripe after reviewing other options but then Wild Apricot (which has same fees as Stripe) indicated it will start charging to use a 3<sup>rd</sup> party processor so we will be switching to Wild Apricot processing**
- c. Review website committee function
- d. Science Fair prizes were sent for the State Science Fair. Need to know who wants to participate as a judge. March 27<sup>th</sup> judging – Donna, Janelle, Dave and Paul Salerno.

## 10. New Business

- a. TNI meeting in Jacksonville. Robin – copy of proposal sent via email. Offering us discount on vendor exhibit fee and will give us an extra attendee registration. Will give us time on the agenda. We would have half a day that we could charge for. Will be advertised through TNI on our behalf. March 15<sup>th</sup> deadline. Robin thinks we should do it. We have the money and it is in Region 2. California wants to use us as a model for an organization. We have the opportunity to show off what we have. Keith – good idea, get us out there and keep our image up, how to use our programming time. Juan – good idea. Nick – good idea, he plans to be there and will help out. Discounted rate to our members. Cathie – logistically how do we verify who is one of our members? Dave, Donna – good idea. Terry – good idea for both organizations. Cathie – executive committee to work out details. **Motion by Donna to accept offer to participate in TNI meeting with details to work out, 2<sup>nd</sup> Christy. Approved unanimously.**

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

- a. The next Board of Directors' meeting will be on March 20, 2019 10:30 am

## 12. Adjournment 11:35am