



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes July 17, 2019 10:30am

1. Call to Order 10:32am
2. Roll call
 - a) President - Robin Cook - absent
 - 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 - absent
 - 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 - absent
 - l) Guests
3. Opening remarks – John Moorman filling in for Robin today
4. Approval of June 16, 2019 meeting minutes – sent out via email on 6/19/19, no comments received **Motion by Keith, 2nd Donna – approved unanimously**
5. Secretary’s report – Cathie Catusus – not needed for this meeting
6. Treasurer’s report – Keith Kibbey– sent via email on 7/17/19. Did not make money off the corn hole tournament but we used to spend money on social events. Spring meeting looks very profitable but we did not back out the credit card fees so it is not as high as it looks.
7. Regional Directors’ reports – not needed for this meeting
 - a) **Region 1 – Christy Draper –**
 - b) **Region 2 – Nick Evans –**
 - c) **Region 3 – Donna Christopher –**
 - d) **Region 4 – Terry Hornsby –**
 - e) **Region 5 – Janelle McClure –**
 - f) **Region 6 – Juan Manzano – Ethics workshop coming up**
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 – Regions 1, 3, 5, President, Vice-President are up for election this year. Nominations to open the beginning of August, need nominations for Member of the Year at this time as well. Voting to open the beginning of September. Nominations – August 1st thru 16th Voting open – Wednesday Sept. 4th thru Friday Sept. 20th

- b) Bylaws Revision Committee – John Moorman – not needed for this meeting
 - c) Host and Program Committee – Cathie Catusus
 - i) 40th Anniversary celebration at the Fall meeting – room location is confirmed
 - ii) Discussion about 3rd concurrent session – additional room charge of \$250 and AV charges. Consensus of Board is to offer the third session. Christy can bring a projector with her. Keith – goal is not to make money it is to provide training, if we lose some money trying something it is ok. John agrees.
 - iii) Approval of the 2019 Fall meeting agenda – skeleton agenda attached to e-mail.
Motion to approve the Fall meeting agenda by Donna, 2nd by Keith – passed unanimously.
 - d) Membership Committee – not needed for this meeting
 - e) Professional Relations Committee – Catherine Katsikis – not needed for this meeting
 - f) Steering Committee – Dave Murto – Update on contacting past presidents for 40th anniversary celebration. John – when do we want to have information by? Cathie – we can discuss in Jax at TNI meeting.
 - g) Executive Committee – Robin Cook –
 - i) TNI meeting in Jacksonville – Finalize speakers. Presentations due to Cathie by July 26th. Template for presentation background sent out via email. Cathie and John are FSEA attendees as part of booth registration. Speakers for our workshop –
 - (1) Robin – overview as President, By-laws
 - (2) Cathie – administrative – membership, conferences, workshops, website
 - (3) John – Field perspective
 - (4) Donna - Small lab perspective
 - (5) Dave - Commercial lab
 - (6) Nick – Utility lab
 - (7) FDOH – not able to endorse an organization so they cannot speak
 - (8) FDEP – they are sending someone and they will talk about us
 - (9) 3rd Party Assessor – Shepherd Technical Services was the first to respond, Michelle Wade is the back-up
 - ii) Purchased the prize wheel for TNI meeting – give-aways include cooler bags, t-shirts, portfolio notebooks, coozies, pens
 - h) Field Sampling Committee – ad hoc – Silky Labie – not needed for this meeting
 - i) Policy Committee – ad hoc – John Moorman – wants to get a committee meeting set up to prioritize what needs to be done. If anyone wants to be on the committee please email John to let him know. Input from members outside of board members is welcome too.
9. Old Business
- a. Membership draft policy and speaker reimbursement policy– referred to Policy Committee
10. New Business
11. Closing remarks and scheduling for next meeting –
- a. The next Board of Directors’ meeting will be on August 21, 2019 10:30 am
12. Adjournment 11:06