



# F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

## Board of Directors Meeting Minutes June 19, 2019 10:30am

1. Call to Order 10:32am
2. Roll call
  - a) President - Robin Cook - present
  - b) Vice President – John Moorman – present (joined at 10:43am)
  - 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 - absent
  - i) Region 5 – Janelle McClure - present
  - j) Region 6 – Juan Manzano
  - k) Past President – Dave Murto - present
  - l) Guests
3. Opening remarks – Robin Cook – thanks for calling in
4. Approval of May 21, 2019 meeting minutes – sent out via email on 6/12/19, no comments received **Motion by Dave, 2<sup>nd</sup> Keith – approved unanimously**
5. Secretary’s report – Cathie Catusus – not needed for this meeting
6. Treasurer’s report – Keith Kibbey– not needed for this meeting
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 –**
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. Exact dates to be determined. Nominations – August 1<sup>st</sup> thru 16<sup>th</sup> Voting open – Wednesday Sept. 4<sup>th</sup> thru Friday Sept. 20<sup>th</sup>.
  - b) Bylaws Revision Committee – John Moorman –

c) Host and Program Committee – Cathie Catasus

- i) 40<sup>th</sup> Anniversary celebration at the Fall meeting. Cathie – sent past president list to Dave. Robin – Party with a theme. Christy – theme related to 1979 transition between disco and punk. Robin – just let everyone come or charge \$5. Cathie – maybe a \$5 donation to the scholarship program. Dave – likes the costume idea and should be fun. Janelle – game area and/or glow party. Cathie – we would have the large curved ballroom. Robin – cash bar Cathie – maybe we pay for water and soft drinks and if they want alcohol then they pay for it. Consensus – sounds good for beverages.

d) Membership Committee –

e) Professional Relations Committee – Catherine Katsikis –

- i) Website Committee – Lyle Johnson –

f) Steering Committee – Dave Murto –

g) Executive Committee – Robin Cook –

- i) Updates from Exec Committee

(1) scholarship information (see attached). Is everyone good with the document that was sent out? Cathie – letter of recommendation added. Robin – if we say professor then we limit to not allowing high school. Christy – letter of recommendation in general. Nick – how will it be submitted? Cathie – will be e-mailed. **Motion by Keith to approve the document, 2<sup>nd</sup> by Dave/Janelle – approved unanimously** Robin – prominent on website home page and social media. Christy – can they distribute as well? Robin – absolutely!

- ii) Executive Committee has been discussing – recommendation to dissolve the website committee and the Student Mentor committee. Both are ad hoc committees. Website function was to create a working website and we have done that. Cathie and Christy are posting to Social media. Student mentor committee should be a function of the entire board and we should invest in it as a BOD and therefore no committee needed. Keith – ad hoc means not required by the by-laws. **Motion by Donna to dissolve both of the committees. Nick 2<sup>nd</sup>. Approved unanimously.**

- iii) TNI meeting in Jacksonville – Finalize speakers. Cathie and John are FSEA attendees as part of booth registration. Robin – 500-600 expect attendees. Give-aways – what kind of money do we have to spend? Keith – we are okay. Dave – bags, shirts, etc. Cathie – we have about 120 cooler bags left from SM. Everyone loves the shirts. Nick – do we have a spinning wheel for prizes? Cathie – have ordered pens already. Idea of prize wheel. Robin – folios as a possible as well.

Speakers for our workshop – Moderator – Robin. Cathie will send out standard powerpoint background for speakers to use. Cathie – one page document with information – contact and website. **Presentations due to Cathie by July 26<sup>th</sup>**. Roughly 15-20 minutes per presentation. Cathie – would we maybe want to just have us up there as a panel. Consensus is yes. Nick – do we all want to coordinate attire with FSEA logo? Yes – Cathie will send out link to BOD

(1) Robin – overview as President, By-laws

(2) Cathie – administrative – membership, conferences, workshops, website (list of previous talks and speakers)

(3) John – Field perspective

(4) Donna - Small lab perspective

(5) Dave? - Commercial lab (still unsure but really wants to)

- (6) Nick – Utility lab
- (7) FDOH – Carl or Vanessa
- (8) FDEP – they are sending someone and they will talk about us
- (9) 3<sup>rd</sup> Party Assessor – send out email, 1<sup>st</sup> to respond gets to do it? OK with BOD  
Cathie – thinks there perspective would be very good. Robin – do we have a 3<sup>rd</sup>  
party assessor that we want to address field? Keith – may be better to just hear  
from FDEP. John – we are more about FDEP SOPs.

h) Field Sampling Committee – ad hoc – Silky Labie –

i) Mentoring Committee – ad hoc – Lovie Hudson –

j) Policy Committee – ad hoc – John Moorman –

9. Old Business

- a. Membership draft policy and speaker reimbursement policy– referred to Policy Committee

10. New Business

- a. Robin – any outstanding expense reports get them in to Keith
- b. Cathie – if there are any workshops in the planning stages make sure to get the information in and remember the 8 week window, especially with TNI meeting

11. Closing remarks and scheduling for next meeting –

- a. The next Board of Directors' meeting will be on July 17, 2019 10:30 am

12. Adjournment 11:24am