



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes May 21, 2019 7:00pm

1. Call to Order 7:05pm
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 –Lovie Hudson, Katie Strothman, Daniel Cook
3. Opening remarks – Robin Cook – thanks for being here! 40th year this year. We want to start planning for October meeting for something to celebrate. Corn hole tournament – sign up.
4. Approval of March 20, 2019 meeting minutes – sent out via email on 3/21/19, no comments received **Motion by Dave, second Keith/Nick. Passed unanimously.**
5. Secretary’s report – Cathie Catusus – see attached. **Motion to approve by Keith, 2nd by John. Passed unanimously.**
6. Treasurer’s report – Keith Kibbey– see attached. Corporate report filed and extension for taxes filed. Comment on Region 4 income – invoice had not yet been received for Region 4 workshop, will be adjusted. Region 1&2 workshop made money – congrats! **Motion to approve Cathie, 2nd Juan - Passed unanimously.**
7. Regional Directors’ reports –
 - a) **Region 1 – Christy Draper** – Nick and I did the sampling workshop in February with Silky and John Labie and now it is my turn to put together a workshop for Regions 1 & 2 for Data Integrity/Ethics. This was a workshop we discussed having either in Tallahassee or the Destin area as this could be presented live and via web. I will discuss with the R1 folks and Nick at the meeting and see what month works best for everyone and then put out a quote to 3-4 folks that could teach the workshop. Even if some of the attendees do the workshop as a webinar I like the idea of having a meeting location for those willing to drive in order to offer networking. Then we will flip and I will do a sampling workshop in R1 for the fall and Nick will do Data Integrity in R2 next spring.
 - b) **Region 2 – Nick Evans** – Region 2 joined forces with Region 1 to put on a field

sampling workshop in early February in Jacksonville, FL. The workshop was well attended with about 15 individuals from Pensacola to Jacksonville. Hands on went well. Had sponsors – Eureka and Pace. Next steps are to organize a workshop, most likely data integrity/ethics in Region 1 that includes possibly leveraging technology to increase exposure via a webinar. Such good conversation on day one that they had an impromptu social event that evening. Recommend that for 2 day workshops.

- c) **Region 3 – Donna Christopher** – Region 3 held two half day data integrity workshops on April 12th. The morning session was Data Integrity geared toward laboratory and operations personnel. The afternoon was In -Depth Data Integrity Review for Management. Both classes were well attended. If another region holds this In Depth class, I would recommend it be a full day as there was a lot of good discussion and we ran over. I am now planning a class for later this year on Standard Methods TNI and Regulatory interpretation to also include the new MDL procedure.
- d) **Region 4 – Terry Hornsby** – March 21st – Ethics and Data integrity training with Catherine Katsikis; it was well received, but we won't use TA's facilities. It's convenient, but just too small. Will be getting suggestions at the conference for trainings people want. Will most likely go back to using the Hillsborough county facility. Will discuss it during regional breakout.
- e) **Region 5 – Janelle McClure** – no activity since last report. Good feedback from Field sampling workshop. Cathie - can create a survey if that will help her to find out what people want and/or would be able to come to. **ACTION ITEM**: create a survey for Janelle's region 5 contacts. **DONE** – survey sent to Region 5 contacts on 5/23/19. Dave has an idea for an isolated group that might need field training – Seminole tribe. Reach out to them for future events, like to do it at their facility but it is a wonderful facility. **ACTION ITEM**: Dave to send contact emails to Cathie.
- f) **Region 6 – Juan Manzano** – No activity to report since last report for Region slx. Plan to have ethics training in July.

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 – need to start planning. President, Vice-President, Regions 1,3,5 are up this year.
- b) Bylaws Revision Committee – John Moorman – no activity
- c) Host and Program Committee – Cathie Catusus
 - i) Sold out all exhibitor spaces for SM19, 140 pre-registered attendees
 - ii) Social event/fundraiser – corn hole tournament and social
 - iii) Michael Blizzard and Keith Kibbey retirements
- d) Membership Committee –
- e) Professional Relations Committee – Catherine Katsikis – no activity
 - i) Website Committee – Lyle Johnson – no activity
- f) Steering Committee – Dave Murto – would like to contact past presidents **ACTION ITEM**:

Cathie to send Dave list and contact info. **DONE:** Cathie sent 5/31/19. Robin – Dave find out the cost, submit budget and we can see what we can do to cover some costs.

- g) Executive Committee – Robin Cook – TNI meeting in Jacksonville – Cathie and John are FSEA attendees as part of booth registration. Speakers for our workshop – Robin, Cathie, John – Field sampling perspective, Small lab – Donna, Commercial lab – Terry?, Utility – Nick, FDOH – Carl and/or Vanessa?, FDEP – follow up with Nia, 3rd Party Assessor? Could potentially get more members from out of state. California has started a California Society of Environmental Analysts. Roughly 20-30 minutes each speaker. ACTION ITEM: follow up on who is going to participate. ACTION ITEM: Cathie to get due date for presentation
- h) Field Sampling Committee – ad hoc – Silky Labie –
- i) Mentoring Committee – ad hoc – Lovie Hudson –

There will be 2 students attending. Anais Vazquez who is returning from the Fall Meeting and Aundrea Taylor from USF Marine Science ST. Petersburg Campus. These were the only two students that completed their applications and letters of recommendation by the deadlines. A third application was received from Eric Hernandez but no letter of recommendation was received for him.

Anais was one of our students that attended the Fall meeting and she has expressed an interest in submitting a poster this time. I suggested that we do not set a precedence allowing students to be sponsored 2 times unless there is a specific reason for it and it is approved by the board and we make an update to the SOP allowing this to occur. I had also suggested that we allow students with only 11 credit ours be sponsored in the event that there is an excellent candidate.

Lovie has been asked to build up a database of contacts for all 77 universities. Doesn't communicate with her current contacts on a regular basis. Now needing to contact more schools she is concerned that we have too many students. More additional work for her but she doesn't mind. Never been tasked to review and turn away students – doesn't think that is a good idea. Rejection may have a profound effect on them. Initial mentor program mission – get the best scientists in the state. Now by reaching out to all through social media we may not get the best in the state. Students that have come in the past have made good contacts. Contacted 8 universities, did not follow up with calls but did send an email. Technical issues caused a few to not submit applications in time. Cathie – for the record no students called or emailed indicating they had problems finding application. John – move away from phone calls, send emails and if they don't make the effort then they aren't the students we want. Cathie – found 4 department contacts for UCF in about 5 minutes for different departments. Lovie - If professors don't encourage them to do it then they don't do it. Robin – want to cultivate a situation where we get lab people, not consultants or PhD students who aren't interested in the lab. Cathie – contacting the career center is how I got the 2 students for the last Fall meeting. Cathie asked how many schools were contacted for this meeting – Lovie - Contacted only 8 schools for this meeting. Dave – more private colleges that may be slower but good potential, state colleges a good place to be recruiting from. Career centers more likely to find what we are looking for. Sign in sheet at registration desk for new members. Maybe call on some of the students that we have mentored.

- j) Policy Committee – ad hoc – John Moorman – no activity

9. Old Business

- a. Membership draft policy and speaker reimbursement policy– referred to Policy Committee ACTION ITEM: Send it back out and get comments
- b. Comments on FDEP hold time issue – Robin didn't get any emails from BOD, FDEP issued final comment. Done for WIN data entry. Question for us – do we have an opinion from the Society? If so, who wants to prepare it and Robin will sign and submit to FDEP. Dave – why do we care about this issue? Nick – maybe we should just educate. Remove from old business – we should not have an opinion but we can educate. Cathie – send in an email for the Forum for it to be discussed.

10. New Business

- a. FSEA promo items for TNI meeting. New member promo rate - \$25, t-shirts?
- b. 40th Anniversary celebration at Fall meeting. Dave to contact past presidents. H&P needs to have ideas from BOD by June 19th.
- c. Scholarship draft sent out via email – Donna – is there a reason why we didn't include high schools? Maybe in future years – let's start with colleges for now. How many and at what level? Cathie suggested 2 - \$1000 scholarships with check written to the university and includes Meeting Attendance Award for fall meeting.
Motion by Keith, 2nd by Terry. Passed unanimously.

11. Closing remarks and scheduling for next meeting –

- a. The next Board of Directors' meeting will be on June 19, 2019 10:30 am

12. Adjournment – 8:40pm