**F.S.E.A.**

**Post Office Box 1617, Tavares, FL 32778**

**Board of Directors Meeting Minutes**

**October 22, 2019 7:00pm**

1. Call to Order 7:09
2. Roll call
	1. President - Robin Cook - present
	2. Vice President – John Moorman - present
	3. Treasurer – Keith Kibbey - present
	4. Secretary - Cathie Catasus - present
	5. Region 1 – Christy Draper- present
	6. Region 2 – Nick Evans- present
	7. Region 3 – Donna Christopher - absent
	8. Region 4 – Terry Hornsby- present
	9. Region 5 – Janelle McClure- present
	10. Region 6 – Juan Manzano - absent
	11. Past President – Dave Murto- present
	12. Guests – Lyle Johnson, Maria Melendez, Vance Reiman
3. Opening remarks – Robin Cook – Thanks for being here. Looking forward to the party! Thanks to Lyle and the early group for having the vision.
4. Approval of September 18, 2019 meeting minutes – sent out via email on 9/18/19. **Motion to accept by Keith, 2nd Christy Approved unanimously.**
5. Secretary’s report – Cathie Catasus – see attached. **Motion to approve by Keith, 2nd by John. Approved unanimously.**
	1. Need to revisit membership terms – renewal on anniversary date is not working well, might want to go back to January 1st to December 31st period. We do have the ability to prorate membership fees if we choose. Cathie outlined a couple of examples why the current structure is not working. Dave – pay annual fee regardless of when they sign up and expire on Dec. 31st. John – eliminate the problem by within a month of the meeting. Dave – set date for Jan. 1 but they pay when they pay. Keith – is seeing a lot of $50 charges for membership. Robin – after October 1st then grandfathered in if we January 1st. Robin – Cathie to provide more detail for next meeting. John – maybe add to survey to see what they prefer. Will revisit.
6. Treasurer’s report – Keith Kibbey– see attached. Nick – Amazon smile credit – how much do we get? Cathie 1% Need to use [www.smile.amazon.com](http://www.smile.amazon.com) **Motion to approve Cathie, 2nd by Nick. Approved unanimously.**
7. Regional Directors’ reports –
	1. **Region 1 – Christy Draper** – I have nothing to report for Region 1 for the meeting and the R1 & 2 join meeting was my responsibility this round, sorry. I will try to get my act together. Cathie – if trying to get one by end of year, need to get it going soon to meet 6-8 week deadline.
	2. **Region 2 – Nick Evans** – Not much has transpired since the spring meeting.  Plans are still in the works for another Region 1/Region 2 workshop.  The workshop is going to be focused on data integrity and ethics.
	3. **Region 3 – Donna Christopher** – Region 3 was in the process of planning a December workshop but for personal reasons it will have to be postponed. Cathie will reach out to Donna to see if she would like us to try to put something together.
	4. **Region 4 – Terry Hornsby** – Nothing currently scheduled.

I will be looking for requests during the regional breakout for trainings desired in the early part of 2020. My new QAM is interested in being involved, so I will use her to help with the trainings.

* 1. **Region 5 – Janelle McClure** – has a challenge, try to get more members in her region. Robin spoke with Geoff – he offered to assist with Region 5 activities. How can she reach out to municipalities that don’t have any members? Cathie can send out email from FSEA email. If they are added to contact list they will get all emails.
	2. **Region 6 – Juan Manzano** – Ethics training well attended. Wants to do a field sampling workshop next.
1. Committee reports (**Bylaws** Article VI, Section 11: **Committee Reports**. All Committee Chairmen shall submit to the Secretary, comprehensive reports of the committees’ activities.)
	1. Nominating Committee – John Moorman – The nomination process took place in August and the election took place in September. Website and process made it easy. 107 votes cast.
	2. Bylaws Revision Committee – John Moorman – No Activity
	3. Host and Program Committee – Cathie Catasus
		1. We sold all exhibitor spaces for this meeting. As of 10/18/19 we have 114 attendees registered.
		2. Talk up the party on Thursday night 7:30-10:30pm. Will have cash bar for alcoholic beverages, soda/water no charge. Light snacks provided.
		3. Consider adding an exhibit only registration for future meetings – this meeting we had 5 people ask about it. Suggested fee of $75. Nick – need more than one person to check room attendees. Try for Spring meeting.
	4. Membership Committee – no report received. Nick - Region 0 out-of state. Need to have representation during regional breakouts. Keith will stand in for Thursday.
	5. Professional Relations Committee – Catherine Katsikis – TNI meeting presentation and exhibit.
	6. Steering Committee – Dave Murto – Update on contacting past presidents for 40th anniversary celebration. About 10-12 attending. Will have documents and slide show playing at registration table.
	7. Executive Committee – Robin Cook – no activity
	8. Field Sampling Committee – ad hoc – Silky Labie – no report received
	9. Policy Committee – ad hoc – John Moorman – no activity
		1. Added by Keith – we need a records retention policy. Robin and Suzanne had a conversation and there is a very loose policy somewhere. Keith will talk to accountant and see what he suggests. John – need a procedure about how we handle social security numbers. Lyle suggested we talk to attorney too.
2. Old Business
	1. Membership draft policy and speaker reimbursement policy– referred to Policy Committee
3. New Business
	1. Contract Secretary contract – Robin opened floor to compensation discussion: current $850.00/month, duties include managing website, membership, correspondence, etc. plus other additional duties are billed at $23.00/hour for duties such as workshop prep or scholarship. She gets mileage and in the past has gotten bonus of 1 months salary. Robin proposed a raise to rate of $25.00/hour plus base rate increase to $875.00. Nick mentioned that he would like to see a contract on paper before the Board meeting. **Dave Murto made a motion to approve the rate increase, Terry Hornsby did second. Motion approved unanimously.** Robin proposed a bonus of $850, **Dave made motion, John Moorman made second. Motion unanimously approved.**
4. Closing remarks and scheduling for next meeting –
	1. The next Board of Directors’ meeting will be on December 11, 2019 10:30am
5. Adjournment at 8:37pm