



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes June 17, 2020

1. Call to Order 10:33 am
2. Roll call
 - a) President - Robin Cook - present
 - b) Vice President – John Moorman – joined at 10:50am
 - 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 - present
 - k) Past President – Dave Murto - present
 - l) Guests
3. Opening remarks – Robin Cook. Thank you for your time to work toward the success of the Society.
4. Approval of May 13, 2020 meeting minutes – sent out via email on 6/16/2020. **Motion by Dave, 2nd by Keith. Approved unanimously.**
5. Secretary's report – Cathie Catusus – 345 current members (includes 35 lifetime members), 273 vendor members, 1526 contacts in database. If someone changes their email address it creates a new profile so they show up twice. Will send out notice to members in next mailing.
6. Treasurer's report – Keith Kibbey– see attached. **Motion by Cathie, 2nd by Donna.** Juan question about negative number for Region 6 (it is actually revenue). Donna question about this year's numbers. **Approved unanimously.**
7. Regional Directors' reports – not needed for this meeting
 - a) **Region 1 – Christy Draper** – joint webinar with Region 2 Data Validation and Ethics training July 28th. Catherine Katsikis and/or Steve Arms – morning and afternoon session. Trying to get Vanessa to speak on afternoon session as well. Let Silky know she would like to do sampling workshop later on. Cathie would like to be part of the trial run for the webinar but if all goes well then then may not need to be there for the actual webinar. John – thinks it would be best for Cathie to be on for the actual webinar for the first time with a new speaker. Robin – we want to provide the best service possible for our membership. Cathie take the day off and be available for any problems. BOD need to become proficient as well so Cathie doesn't have to bear the burden of it. Nick – regional directors should be able to handle these moving forward. **Action item: Cathie – set up BOD training session for Webex. Update added 6/24/2020 by C. Catusus DONE: 6/22/2020 WebEx SOP sent to Christy. WebEx meeting set up for 7/15/2020.** Robin – do the training and depending on

how training and dry run goes may not need Cathie to be on the actual webinar. **July 15th plan on BOD WebEx training during regular meeting time.**

- b) **Region 2 – Nick Evans** – see Christy’s comment
- c) **Region 3 – Donna Christopher** – nothing at this time.
- d) **Region 4 – Terry Hornsby** –
- e) **Region 5 – Janelle McClure** – Region 5 in conjunction with Silky Labie hosted their first webinar on May 26th with 55 participants. The webinar covered the new MDL procedure as well as calibration requirements. There were some technical difficulties at the beginning of the session but overall the webinar was a success. Silky was using computer and phone and had weather issues so sound was a problem. At beginning people were frustrated with connection issues. Cathie - Next time we will include an overview of how to use the platform. (added by Cathie – 7 new/renewed members from webinar. 3 attendees from GA, 1 from AL, 1 from NY and 1 from WY) Christy – maybe offer to sign in a few minutes early for those who want to learn the platform/tutorial first.
- f) **Region 6 – Juan Manzano** – no activity to report

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 – elections for Treasurer, Secretary, Region 2, 4, and 6 this year.
- b) Bylaws Revision Committee – John Moorman – not needed for this meeting
- c) Host and Program Committee – Cathie Catasus
 - i) Cancellation of SM2020. 90% cancellation fee reduced to 50%. Will be applied to 2021 and 2022 as a deposit to each year. Signed contracts for 2022 and 2023 with room rate of \$160/night and F&B of \$20,000.
 - ii) Anyone that wants to go to Marriott Sandkey during our July dates – they will honor the room rate
 - iii) FM2020 – Cathie – went over contract cancellation policy for Plaza, spaces are larger at this venue so we could spread out. John – concerned about fall meeting. We need to decide what criteria we are going to use to determine based on dates in contract – go or no go. Possibly include virtual option as well as in person. Dave – thinks it is irresponsible of us to hold the meeting based on how people are acting. Likes virtual option – makes it feasible for people who do attend to not have lots of others around them. John – some speakers will not be able to come, he would not be attending in person. Virtual options for speakers as well. Robin – TNI is cancelling summer, NEMC is going virtual over 4 week period instead of 4 days. If we try to go virtually we will need to spread it out as well over a couple of weeks. Do we need to be more selective as to what speakers/topics we want to present? Wednesday workshops only as virtual option and some regulatory issues. Christy – how would you pay? Robin – maybe give 45 minute talks (Thursday) for free. Cathie – if we offer for free now will it cause problems when we go back to live? Nick – if we are only offering a few it shouldn’t be an issue. Keith – don’t think we are ever going to go back to the way it was, people will start expecting video moving forward. Many from out of state can participate. Cathie – 6 month to 90 days cancellation we owe 50% (90 days is July 20ish). 90 to 31 days we are at 75% rate. (after July 20ish) John – what is capacity of hotel at reduced capacity rate? Keith – if we pay for infrastructure to do remotely can we offset some of the other expenses in the contract? Dave – can we negotiate with hotel like we did with the

Marriott? How much are we going to lose, not are we going to lose? John – set up contingencies and prepare for worst case scenario and plan for virtual. Even if we have an in-person meeting we need to offer virtual as well. Cathie – we need to include virtual, just how big a role will it play? Robin – need an ad hoc committee to address virtual training. Someone with some experience to lead committee. Christy - What does WebEx offer for training? Dave – do you have to be logged in to see videos? Robin – can Christy lead group with Nick and Cathie, John and Dave volunteered to help, see if maybe Vance can assist. Christy – look at duties of contracted manager and re-evaluate them since balancing different issues. Keith – can we send out to members? Cathie – we have committed to our platform so we need someone who can help with this platform. Dave – scale is very different for conference than just a workshop. John – can we get WebEx plan level information for committee. AV questions for hotel – what bandwidth, hard wired, etc. Record sessions as an option as well – go back later and pay on demand. Dave – could have entire state membership attend, out of state too. Robin – vendor presentation as sponsorship if virtual. Christy wants to try to get 2 sponsors for their webinar. Action items: Cathie – what hotel options do we have, can we substitute AV for food? (Update added 6/24/2020 by C. Catusus DONE: 6/22/2020 and emailed out to BOD) Action item: Christy – work with group to make plans for moving forward with virtual options. Logistics of paying for sessions will get tricky – Cathie can be done through events on our website, will have to figure out final way to do it. Cathie – will send out email to members looking for expertise in WebEx/virtual meetings (email Christy directly) (Update added 6/24/2020 by C. Catusus DONE: 6/19/2020) Need to make decision by July 15th meeting. Dave – what is it going to do to future meetings, people get used to virtual. Robin – maybe in the future, don't offer everything virtually. Face to face contact is still important for people. Revenue offset by volume of attendees. John – reach out to state agencies and see if they can appear on live or recorded WebEx. (action item for Cathie) Update added 6/24/2020 by C. Catusus DONE: 6/22/2020 – they are good with it. Action item: How do CEUs work with virtual training – check with FWPCOA? Update added 6/24/2020 by C. Catusus DONE: 6/22/2020 – they are good with it, no changes

- d) Membership Committee – not needed for this meeting
 - e) Professional Relations Committee – Catherine Katsikis – not needed
 - f) Steering Committee – Dave Murto – not needed for this meeting
 - g) Executive Committee – Robin Cook – nothing new to add

 - h) Field Sampling Committee – ad hoc – Silky Labie – not needed for this meeting

 - i) Policy Committee – ad hoc – John Moorman – John asked for list of members – Steve Arms, Nick, Keith, Cathie and John. Wants to start working on some of the policies. Action item: Cathie to send to John what we have to date for membership, speaker reimbursement. Update added 6/24/2020 by C. Catusus DONE: 6/20/2020 Keith has records retention policy information – he will send to John soon.
9. Old Business
- a. Membership draft policy, speaker reimbursement policy and records retention policy– referred to Policy Committee

10. New Business

11. Closing remarks and scheduling for next meeting – Everyone be thinking about where they stand on October meeting.

a. The next Board of Directors' meeting will be on July 15, 2020 10:30am

12. Adjournment 12:35pm

Addendum to Draft Minutes added by C. Catusus 6/24/2020:

Email sent on 6/22/20 by Contracted Manager to BOD with response from hotel regarding options for the 2020 Fall Meeting.

Here is the information with options from the hotel, they are willing to work with us:

1. Hold the meeting:

Hotel is willing to be flexible when it comes to attrition and f&b minimum if we still can host the conference. Nothing firm, just a statement

2. Move the meeting:

Hotel would appreciate the opportunity to move to 2022, no penalties. We would just do an addendum to move the meeting to new dates, all contract terms stay the same.

3. Wait it out till closer:

Trace and wait to decide, have another conversation August 1st, but note cancellation slide increases.

4. Pay Cancellation: Full cancellation we are currently in the 50% stage, but the 75% is approaching

Motion made via e-mail by Cathie and 2nd by Terry to accept Option #2. Voting took place via e-mail on 6/23.

Vote tally:

Aye – Keith, Dave, Nick, John, Janelle, Christy, Terry, Donna, Cathie

Vote not received from Juan and Robin (although I'm pretty sure Robin is in favor)

Motion passes