



# F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

## Board of Directors Meeting Minutes May 13, 2020

1. Call to Order 10:37am
2. Roll call
  - a) President - Robin Cook - present
  - b) Vice President – John Moorman - absent
  - 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 - absent
  - k) Past President – Dave Murto - present
  - l) Guests –
3. Opening remarks – Robin Cook. Good to see everyone’s faces. We have a serious issue to discuss and hopefully we can reach a consensus today.
4. Approval of April 15, 2020 meeting minutes. Motion by Keith, 2<sup>nd</sup> Donna. **Approved unanimously.**
5. New business –
  - a) Virtual workshop – 22 people to date including some from out of state. Will do a trial run with Silky and Janelle.
  - b) Cathie - Forecasting is not covered under the force majeure clause. Hotel will work with us and if we have to cancel then they will work with us and may apply a portion of a cancellation fee to next year. If we wait to see if state of emergency gets extended and cancel later we could have no penalty. Keith – we are financially okay. Robin – gut says to cancel. Donna – agreed. Dave – could we extend contract with hotel? Christy – if we do enough webinars between now and fall we could cover cost of penalty. Keith likes extending hotel contract as well. **Motion by Christy to cancel the spring conference, 2<sup>nd</sup> by Donna. Approved unanimously.** Robin – we need to give Cathie (as contract manager) authority to negotiate with hotel on our behalf including the option to extend contract by 1-2 years. **Motion by Donna, 2<sup>nd</sup> by Keith. Approved unanimously.**

Role over agenda as much as possible to Fall meeting. Cathie – asked Keith if he prefers rolling over exhibitor fees or refund. He prefers rolling over if they will do it.

- C) Terry has webinar tentatively scheduled for July 6<sup>th</sup> – TNI standard issues.
- D) Christy is looking into ethics, data integrity webinar as two part series.
- E) Dave – do we have the ability to record and put on website? Yes but logistics and payment to instructor could be issues. Cathie – let’s take baby steps right now.

F) Robin – are we going to award scholarship this year? Donna – yes we should. Robin thinks we should if we can. Need to get information out soon for Fall award.

G) Christy - Sponsorship of webinar and sponsor funds go to scholarship account. Cathie – soliciting our vendors is not a good time right now. Christy knows of a few that might want to do it. Robin – if they want to give us money we will take it.

6. Closing remarks and scheduling for next meeting –

a) The next Board of Directors' meeting will be on June 17, 2020. Will use WebEx

7. Adjournment 11:24am