



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes November 18, 2020 10:30am

1. Call to Order 10:33 am
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 - absent
 - h) Region 4 – Mark Alessandroni – present (left meeting at 10:55am)
 - 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 - Welcome to the Board Mark!
4. Approval of July 15, 2020 meeting minutes – sent out via email on 7/15/2020 (email vote just after meeting – Motion by Christy, 2nd by John Approved by: Robin, Nick, Cathie, Janelle, Dave, Christy, John)
5. Secretary's report – Cathie Catusus – attached is the report given during FM2020
6. Treasurer's report – Keith Kibbey– Account balance \$153,641.73. Will have FM numbers in a few weeks.
7. Regional Directors' reports –
 - a) **Region 1 – Christy Draper** – nothing to add
 - b) **Region 2 – Nick Evans** – nothing to add
 - c) **Region 3 – Donna Christopher** –
 - d) **Region 4 – Mark Alessandroni** –
 - e) **Region 5 – Janelle McClure** – nothing to add
 - 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 – nothing to add
 - b) Bylaws Revision Committee – John Moorman – nothing to add

c) **Host and Program Committee** – Cathie Catusus

- i) Virtual Fall meeting 2020 – feedback from attendees was very good – survey results sent out to BOD via email
- ii) 122 attendees, 14 vendors
- iii) Plans for Spring Meeting 2021 – H&P needs some direction from the Board. Robin – some sort of combination for the next year. TNI Feb event is virtual, moratoriums on travel still in effect. Cathie – 2 options 1 – live stream, 2 – video tape the speakers then make videos available. Robin – investigate costs of all options. Dave – likes the video idea. Robin – only video available for limited time. John – are we going to abandon virtual when stuff returns to normal? Expands our market and we can go nationwide. Can we leave videos up? Revenue generating. Cathie – we do have a YouTube channel now that we can put videos up on and limit access. Dave – likes archived information and being able to access it. Robin – whatever fee we pay has to be reasonable for what we are getting. Still want people to come in person. Robin – if topic already covered a few years ago then take old one down. Nick – should only have access to videos for limited time once you have purchased it. Cathie – logistically would be difficult if registration for videos can occur at any time. Christy – liked video taping of field session, cover all of our bases by videoing in advance. Blended mode. Dave – if you paid for it, you should be able to access whenever with no timeframe until it is no longer relevant. Nick – is there an option to require an account for viewing video on YouTube? John – will check into platform that he used for a different organization to see how they access with email address. Hybrid option is win-win. Bandwidth at hotel needs to be looked at as well. Cathie – concurrent workshops? Christy – just did one with concurrent workshops (Run the World – program) **Action item Cathie** – investigate cost and options for hybrid event.

d) Membership Committee – nothing to add

e) Professional Relations Committee – Catherine Katsikis – nothing to add

f) Steering Committee – Dave Murto – nothing to add

g) Executive Committee – Robin Cook – nothing to add

h) Field Sampling Committee – ad hoc – Silky Labie – John – wants to know if the BOD would consider making this a real committee and add to by-laws. Robin – do we have committee descriptions in our archives? **Action item: Cathie** – will look and see **FOLLOW-UP: items found were sent to John via e-mail 11/18/2020**. John wants to take the committee in a different direction. Dave – having it in by-laws shows its importance. **Action item: John** – will work on white paper with what he is envisioning for committee and share with the board. Robin – agrees, it is one of our core values.

i) Policy Committee – ad hoc – John Moorman – nothing to add

j) Virtual Training Committee – ad hoc – Christy Draper – SM2021 hybrid options fall under this committee too

9. Old Business

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

10. New Business – was conducted at the start of the meeting (out of order)
 - a. Contracted Manager contract renewal (Christy took minutes – will be emailed to Cathie)

Minutes emailed from Christy:

Cathie Catusus left the conference call and Christy Draper started taking minutes at 10:35 EST.

Robin Cook: The Executive Committee reviewed the Managerial Services Contract and recommended the contract be changed to raise the Primary Job Duties flat rate from \$875.00/month to \$900.00/month and raise the Additional Duties from a labor rate of \$25.00/hr to \$26.50/hr.

Robin Cook: Supported increase, Cathie is very efficient, worked and extra 322 to prepare for virtual workshops/conferences. Christy Draper: Supported increase, mention the amount of work Cathie puts into assisting workshops. Dave Murto: Supported increase. Christy Draper: Asked for clarification of Primary Duties vs Additional Duties - she misread the numbering, all clear.

Motion: John Moorman made a motion to accept the contract recommendation as laid out by the Executive Committee. Second: Dave Murto seconded the motion to accept the contract recommendation as laid out by the Executive Committee.

All in favor: Aye, 100%

All opposed: None

Abstentions: None

Motion passed unanimously

Robin Cook: The Executive Committee recommended an annual bonus of 1 month's pay of \$875.00.

Motion: Keith Kibbey made a motion to accept the bonus recommendation as laid out by the Executive Committee. Second: Nick Evans seconded the motion to accept the bonus recommendation as laid out by the Executive Committee.

All in favor: Aye, 100%

All opposed: None

Abstentions: None

Motion passed unanimously

Robin Cook: Texted Cathie Catusus that she could re-join the meeting.

11. Closing remarks and scheduling for next meeting –
 - a. The next Board of Directors' meeting will be on January 20, 2021 10:30am

12. Adjournment 11:32 am