



# F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

## Board of Directors Meeting Minutes December 20, 2017 10:30 am

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 – Terry Hornsby - present
  - i) Region 5 – Janelle McClure - present
  - j) Region 6 – Juan Manzano - present
  - k) Past President – Dave Murto - absent
  - l) Guests - none
3. Opening remarks – Robin Cook – Thanked everyone for calling in.
4. Approval of October 24, 2017 meeting minutes (sent out via e-mail– no comments received – final minutes attached for approval) **Motion – Keith, 2<sup>nd</sup> Juan. Passed unanimously.**
5. Secretary's report – Cathie Catusus – 2018 membership renewal is going well – 53 renewals and 7 new members so far.
6. Treasurer's report – Keith Kibbey/Robin Cook –Fall meeting financial wrap-up. Robin – Keith, Cathie and Robin met Nov. 10<sup>th</sup> to make transitions. Still a few snags from the bank. Keith – has been changing things around in Quicken and still working on reconciling. Doesn't want to give partial information now will probably send report by first week of new year. All bills have been paid and we have money. Robin – we can approve via e-mail. Keith – historically Treasurer has estimated funds needed and board has approved it. Would we like the board to develop a budget and have Treasurer make sure we stick to it? Should the board be more involved? Robin – if we spend more than has been allocated it is ok as long as we have money that can be moved to cover it. If committees want to do something different then they can approach the board and ask for funds to be budgeted. Juan – combination would be good – put together based on historical and then we can add to it if needed.
7. Regional Directors' reports – not required for this meeting
  - a) **Region 1 – Christy Draper –**
  - b) **Region 2 – Nick Evans -**
  - c) **Region 3 – Donna Christopher –**

- d) **Region 4 – Terry Hornsby** – QA manual writing workshop with Cathy Katsikis, went well - 13 attendees, comments that would have been good as 2 day class. Not just Region 4, attendee from Region 2 and one from Key West.
- e) **Region 5 – Janelle McClure** –
- f) **Region 6 – Juan Manzano** –

12. 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 – no activity
- b) Bylaws Revision Committee – Keith Kibbey –
- c) Host and Program Committee – Cathie Catusus
  - i) Fall Meeting Evaluation forms - overall good feedback on the meeting; Juan – how does the number of evaluations relate to previous. Cathie –similar amount received.
  - ii) Spring meeting – committee meeting in beginning of February to review abstracts (Marriott Sand Key in Clearwater)
- d) Membership Committee – John Moorman– John would like to talk about reauthorizing that committee to meet the goals of its charter, will attempt a meeting in early 2018. John – regional directors to be members of the committee. Sent e-mails for members listed on committee and got no response except from Carol. Robin – John to be chair until someone can be found. John - Send out a general call for members. Robin – would like for Nick and maybe Vance to be on the calls to provide younger generation perspective so we can stay relevant. John – Nick spoke with John and are excited to jumpstart committee. Christy – would like to participate on committee.
- e) Professional Relations Committee – Catherine Katsikis –
  - i) Website Committee – Lyle Johnson –John – with new website and the ease of which things can be done with it do we really still need website committee. Would like to propose the board dissolve the committee. Robin – thought we had decided not to sell merchandise on our website. **John – motion to dissolve the website committee. 2<sup>nd</sup> Cathie. Discussion:** Juan website has always been a challenge but he feels there are still things that need to be discussed. Sees the value of a committee but can be. Robin – committee goes to Cathie and says this is what they need on the website. Juan – just because a committee may not do stuff often doesn't mean we dissolve it. Keith – certain committees are determined by by-laws. Cathie – we need a filter or gatekeeper because items could be done without board direction and/or approval. Nick – sounds like a communication issue. Cathie – if someone else is going in to website they need to be trained so they don't mess up items. Juan – back-ups need to be done. Cathie – member lists and contact lists are backed up. Robin – maybe we need to redefine the committee functions. Juan – several committees functions may need to be looked at, President is a member of all committees. Robin – if dissolved can be reinstated if needed later or can table discussion. John – maybe we need to look at further. **Vote failed unanimously. ACTION ITEM: Robin to address Committee chairs – send information to Robin and/or Cathie with Committee functions, utility to the**

**society and proposed future activities. Juan – motion to appoint Cathie (as the contract manager) to be the gatekeeper of our website. Motion Withdrawn – not necessary since it falls under contract as other duties as assigned.**

- f) Steering Committee – Dave Murto –
- g) Executive Committee – Robin Cook – no activity.
- h) Field Sampling Committee – ad hoc – Silky Labie –
- i) Mentoring Committee – ad hoc – Lovie Hudson –
- j) Policy Committee – ad hoc – Keith Kibbey – Robin – policy committee is an ad-hoc committee, should be make the policy committee a bylaws required committee? In an effort to make our board work the way it should we need to have policies. Keith – if defined by by-laws it doesn't make it any more important than an ad-hoc. Cathie – agrees. John – maybe combine the two committees – Bylaws and Policy. Maybe during next bylaw revision combine them. Keith – make it a subcommittee of Bylaws. John – expressed interest as Policy Committee chair, Keith was ok with that since he took over Treasurer. Also interested in Bylaws chair. Keith still wants to remain members on committees. Robin – approved changes to both committee chairs (Bylaws and Policy). **Motion by Keith to move policy committee to subcommittee of Bylaws committee. 2<sup>nd</sup> by Cathie. Passed unanimously.**

### 13. Old Business

- a) Membership draft policy and speaker reimbursement policy– referred to Policy Committee
- b) Follow-up action item from 10/24/17 meeting: Of the 34 non-members at Region 6 Meet and Greet, 17 became members (most during Fall meeting registration).
- c) Follow-up action item from 10/24/17 meeting: membership renewal – on anniversary date or January 1<sup>st</sup>? Member renewal with Fall meeting registration grants membership through all of next year. (With new website if they are not members they cannot access members only sections – as of Jan. 31, 2018 if not renewed will go into lapsed status and not have access to members only sections.) Keith – can we use the website to set the anniversary date as a renewal? Cathie – if we use anniversary date then there may be a lapse if we give them a 30 day window after anniversary date. Robin – no grace period if we use anniversary date as long as renewal notice goes out 30 days prior. John – if by anniversary date who is going to keep track of Board and committee member's renewals. We should stick with Jan. 1<sup>st</sup>. Cathie – use membership by calendar year from Jan. 1 to Dec. 31. No membership roll over for the next year. Robin – how many people are we talking about that roll membership over because they pay in October. John – disincentive to become a member if only getting 3 months. Robin – if pay \$50 in October then asked to pay again in January will be an issue. Robin – anniversary date seems only way to go. Christy – can only pay once a fiscal year and if we reset her date could cause a problem. Robin – BOD needs to pay by Jan. 31<sup>st</sup>. Could select names of board members/committee chairs to verify membership. Nick – could pull list 30 days prior to renewal, Cathie – website can send reminder 30 days prior. **Motion by Cathie – change membership renewal date to anniversary date with no grace period. John 2<sup>nd</sup>.** (Make those that have renewed already have expiration on Dec. 31, 2018. Anyone after Jan. 1<sup>st</sup> will expire on anniversary date.) **Passed unanimously.**

14. New Business

- a) State Science Fair – May 27-29, 2018 volunteers interested? Prize amounts? Cathie to confirm that a photo release form is provided by contestant. See if we can have a photo included of the winners. Robin – ok with award amounts. Keith – generous but ok with it. Leave amounts the same. Janelle – interested in doing it again. Keith – looking for volunteer judges at regional science fair Edison event in Ft. Myers. Cathie – if we send judge to other fairs do we want to send money? Terry – has judged Hillsborough fair. Robin – if volunteers want to go to those event would they be willing to find contact and see what is involved in awarding prize. Terry – yes she would be.

15. Closing remarks and scheduling for next meeting –

- a) The next Board of Directors' meeting will be on January 17, 2018 10:30 am (added by CC on 2/20/18) no meeting needed so it was cancelled, next meeting Feb. 21, 2018)

16. Adjournment 11:54