



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes May 9, 2017 7:00pm

1. Call to Order 7:07pm
2. Roll call
 - a) President - John Moorman - present
 - b) Vice President – Steve Arms - present
 - c) Treasurer - Robin Cook - present
 - d) Secretary - Cathie Catusus - present
 - e) Region 1 – Colin Wright - present
 - f) Region 2 – Nick Evans - present
 - g) Region 3 – Donna Christopher - present
 - h) Region 4 – Terry Hornsby - present
 - i) Region 5 – Keith Kibbey - present
 - j) Region 6 – Juan Manzano - present
 - k) Past President – Dave Murto - present
 - l) Guests – Geoff Rosenaw, Louise Kelley, Daniel Cook, CC Arms, Mark Gardniner
3. Opening remarks – John Moorman
4. Approval of December 20, 2016 meeting minutes (sent out via e-mail– no comments received – final minutes attached for approval) **Motion by Keith, 2nd by Robin – approved unanimously**
5. Secretary’s report – Cathie Catusus – see attached report **Motion by Robin, 2nd by Keith – approved unanimously**
6. Treasurer’s report – Robin Cook – see attached reports. **Motion by Cathie, 2nd by Donna. Discussion – Steve had question about interest bearing account. Robin indicated we could move some more money to the interest bearing account. – approved unanimously** Action item: Robin will look into for next meeting.
7. Regional Directors’ reports –
 - a) **Region 1 – Colin Wright** – No activity.
 - b) **Region 2 – Nick Evans** - Region 2 held a Root Cause Investigation & Corrective Action Implementation workshop at JEA on January 12, 2017. The workshop was led by Laboratory Data Consultants (LDC), and there were 27 attendees from as far away as Pensacola, FL (~6 hour drive). Interest in the region remains for a round robin sample, analysis, and review program. Action item: Nick will write up some information for the executive committee to review.
 - c) **Region 3 – Donna Christopher** –had an Ethics Workshop on February 24th at Utilities Admin Building in Tavares. Catherine Katsikis was our speaker. The class was well attended. Working on a Wet Chemistry workshop for July 27th.

- d) **Region 4 – Terry Hornsby** – Possible upcoming workshops - “Writing a Lab Quality Manual” training was brought up and planning a DMRQA training. Hopefully mid-summer.
- d) **Region 5 – Keith Kibbey** – Working on a field sampling workshop at FI. Gulf Coast Univ. FGCU, would like to use in-house instructors.
- e) **Region 6 – Juan Manzano** – Would like to plan a Meet and Greet (possibly June 21 or 22), ethics workshop in July/August. Sampling workshop with Silky week of Sept. 11th.

Comment from Cathie – Regional Directors need to coordinate dates for workshops.

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 – Steve Arms –Fall Meeting elections for President, VP and Regions 1, 3, 5
- b) Bylaws Revision Committee – Keith Kibbey – no activity.
- c) Host and Program Committee – Cathie Catusus
 - i) Evaluation forms - electronic survey monkey poll has been set-up for Spring Meeting and is on the bottom of the agenda in the folders, paper copies will be available at the registration desk, CEUs still need to complete the paper form on the yellow paper
 - ii) Fall meeting location 2018 – **Action item: take to H&P committee for recommendations**
- d) Membership Committee – **chair needed** – no report received.
 Discussion – Cathie wanted to know if the board still wanted to send membership cards to every member each year. John – how about only to new members? **Motion by Keith, 2nd by Robin to send membership cards/certificates only to new members and send electronic letter to renewing members. – approved unanimously**
- e) Professional Relations Committee – Catherine Katsikis – Donna Christopher and Janelle McClure represented FSEA at the State Science fair. (letters – one from State and one from student)
 - i. Website Committee – Lyle Johnson – new website launched. Lyle wants to look into selling promotional items on the website – board will need to discuss. Discussion about a BOD page only which could include a calendar of events (tentative workshop dates so regional directors can see what is planned in other regions). UPDATE: Website updated by Cathie with BOD only page and calendar of tentative activities shortly after meeting concluded, e-mail sent to all BOD..
- f) Steering Committee – Dave Murto – No activity

- g) Executive Committee – John Moorman – EC had website discussions, new printer approved for Contracted Secretary.
- h) Field Sampling Committee – ad hoc – Silky Labie – no report received
 - i) Mentoring Committee – ad hoc – Lovie Hudson – no report received. 4 students for this meeting. Madeleine Johnson – UCF, Maxwell Pettit – FGCU, Stephanie Williams and Kira Melton - SCF
 - j) Policy Committee – ad hoc – Keith Kibbey – Keith new chair. Meeting to be scheduled soon. Next policy – reimbursements for speakers.

9. Old Business

- a) Membership draft policy – referred to Policy Committee

10. New Business – Website demonstration for the board by Cathie. Discussion about website member directory. Should have the ability to opt out. Will work with EC committee for guidance. (Turned off the member directory feature during the meeting).

11. Closing remarks and scheduling for next meeting –

- a) The next Board of Directors' meeting will be on July 18th teleconference.

12. Adjournment 8:19pm