



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes October 24, 2017 7:00 pm

1. Call to Order 7:11
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 -absent
 - i) Region 5 – Keith Kibbey -present
 - j) Region 6 – Juan Manzano -present
 - k) Past President – Dave Murto -present
 - l) Guests - Christy Draper, Janelle McClure, CC Arms
3. Opening remarks – John Moorman – Thank you everyone for coming.
4. Approval of September 19, 2017 meeting minutes (draft minutes attached for approval – e-mailed out 9/19, no changes received) **Motion – Robin, 2nd Steve – passed unanimously**
5. Secretary’s report – Cathie Catusus – see attached report **Motion – Robin, 2nd Keith – Juan question about vendors , Steve question about membership numbers in correlation to meeting registration, Donna – why do we let members pay for membership at Fall meeting and carry through to entire next year? Should we look at renewal on anniversary date? Cathie -New website can handle anniversary date easily. ACTION item to investigate further. Passed unanimously.**
6. Treasurer’s report – Robin Cook – see attached report. Tax exempt and insurance all up to date. Annual budget to the good about \$33,000 – we are in good shape. Two line items one telephone/internet and one says internet – when we switched over managers we were under contract with previous internet/phone provider, substantially reduced rate now. Phone is now \$19.99 and internet is now \$19.99. We had to payoff previous contract to get out which was significantly more monthly. Regional workshop breakdown. Student mentor monies available about \$6000 plus \$1000 from SWA of Palm Beach. Steve – question about the magazine deal, Cathie never came to fruition. **MOTION – Steve, Keith 2nd. Passed unanimously.**
7. Regional Directors’ reports –
 - a) **Region 1 – Colin Wright** – nothing to report.
 - b) **Region 2 – Nick Evans** –
 - i) Region 2 held a small meeting on September 19, 2017 of the first ever NE FL

Regional Ambient Monitoring Program (RAMP). All attendees were members of FSEA even though it wasn't an officially sanctioned FSEA event. The SW FL RAMP co-chairs were in attendance, and they gave a very nice presentation on the merits of the program. In all, ten people, representing 6 different agencies/labs were in attendance. At the conclusion of meeting, all agencies participated in a split sampling event. The results have yet to be collected, but JEA will perform the statistical analysis (anonymously) and report back to each attendee. The next meeting is tentatively scheduled for January, 2018. Hurricane Irma interfered a little with first meeting, hope for bigger turnout in January. Not an FSEA branded event but everyone that was there was a member – possibly use to springboard to increase in membership. Steve asked what analysis? Nick – chlorophyll, metals, micro, field, nutrients, etc.

- ii) Region 2 would also like to plan a data integrity/ethics workshop (based on the results from a previous workshop poll) for the February/March 2018 timeframe, assuming other regions aren't planning something similar.

- c) **Region 3 – Donna Christopher** – nothing to report. Thinking about what to do sometime early next year.

- d) **Region 4 – Terry Hornsby** –
 - i) September 22nd was the Ethics and Data Integrity workshop. There were a total of 10 attendees; several came from region 5 due to Irma. The workshop was well received by the attendees. Next time should probably be in the first part of the year to be more useful.
 - ii) December 12th will be the QA Manual writing workshop; Julio is working with me in Kathy's absence.
 - ii) February 2nd is still on for the DMRQA workshop with Phenova; Heidi White will be working with me in Henry's absence.

- e) **Region 5 – Keith Kibbey** – no report received

- f) **Region 6 – Juan Manzano** –
 - i) Region 6 hosted a meet and greet event on July 21 and an Ethics and Data Integrity workshop on August 17. Both events were well attended with over 40 participants each and had very positive feedback from our members.
 - ii) The region had scheduled a sampling class for September but due to Hurricane IRMA had to be cancelled. We will be working on rescheduling class for next year probably around February.
 - iii) In addition, we are tentatively scheduling next year Ethics and Data Integrity workshop for July 2018.
 - iv) A micro workshop, and a detailed data evaluation workshop will be among future possible workshop as requested by members.

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 – Steve Arms – nothing to report

- b) Bylaws Revision Committee – Keith Kibbey – no report received
- c) Host and Program Committee – Cathie Catusus
 - i) Fall meeting 2018/2019 hotel contracts have been signed with the Wyndham. We were able to get them to include the wifi in exhibit area.
- d) Membership Committee – **need chair** – John sent e-mail to committee but got no responses and stepped in since Carol is out of state. Hold membership drives, membership retention activities. Put out word to regional directors to help recruit committee members. After 1st of the year John still hopes to be involved with the committee. Christy would be glad to assist. Steve - do we have people sign up to be members without registering for a meeting. Nick – gets e-mails from organizations to come see what they are about, it needs to be in each region. Need Ownership. Robin – by being a regional director you should be on the membership committee. **ACTION item** – how many of the 34 of the 48 that attended Juan’s meet and greet became members?
- e) Professional Relations Committee – Catherine Katsikis – received \$1000 donation from Solid Waste Authority of Palm Beach County for Student Mentor Program, will recognize the donation during the business meeting Thursday.
 - i) Website Committee – Lyle Johnson – nothing to report
- f) Steering Committee – Dave Murto – no report received
- g) Executive Committee – John Moorman – nothing to report other than executive functions
- h) Field Sampling Committee – ad hoc – Silky Labie – The only scheduled sampling workshop was cancelled (thanks to Irma) – no word on rescheduling. Parts for the Society’s “octawell” have been purchased, and completion of the project will be some time in 2018. When complete, sampling workshop sites will no longer need to be sites with convenient monitoring wells. Steve – what is an octawell? John – waiting to see the design exactly but use a garden hose to charge 5 artificial wells. Use coffee creamer to add turbidity, a teaching tool. Can use 5 wells at a time – allows attendees to see the stabilization step. Limiting factor to only have one well for everyone to use.
- i) Mentoring Committee – ad hoc – Lovie Hudson – Report attached. No students for the Fall Meeting – Hurricane Irma issues. John – made contacts locally at Palm Beach State College. Would plan on having students from the area next meeting.
- j) Policy Committee – ad hoc – Keith Kibbey – no activity.

13. Old Business

- a) Membership draft policy – referred to Policy Committee. Robin – is this where we should make the recommendation for the member renewal date to change?

14. New Business

- a) Speaker reimbursement policy – we need to review/revise this. Send to Policy Committee. John – was concerned about cost of putting on workshops at conferences. We are not losing money on the workshops - as long as we are close and fulfilling our mission we are

good. Would like to standardize the language to make sure all reimbursements/fee waivers are consistent. Cathie – there is a policy but it needs to be tweaked a little. Robin - we can take a loss on some things as long as we profit some on others. John – recruit for the future of the society, new speakers are excited to be involved. Juan – John is doing for free Robin - still cheaper than paying for instructor. Cathie – food at hotels is expensive. Lunch average price is \$40, breaks about \$20.

b) Membership cards are now available online in User Profile

15. Closing remarks and scheduling for next meeting – John thanked everyone for their support.

a) The next Board of Directors' meeting will be on Dec. 19th 9:00am teleconference.

b) Keith will be cycling off the board – he enjoyed working with us all, thank you!

16. Adjournment 8:11pm