



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes (Approved 7/18/18) May 22, 2018 7:00 pm

1. Call to Order 7:05pm
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 - present
 - h) Region 4 – Terry Hornsby - absent
 - i) Region 5 – Janelle McClure - present
 - j) Region 6 – Juan Manzano - absent
 - k) Past President – Dave Murto - absent
 - l) Guests –Lovie, Gigi (service dog), Katherine Kutil
3. Opening remarks – Robin Cook – welcome glad everyone is here. Goal is to get through meeting quickly.
4. Approval of February 21st meeting minutes (sent out via e-mail– no comments received – final minutes attached for approval) **Motion – Keith, 2nd by Nick Approved unanimously.**
5. Secretary’s report – Cathie Catusus – see attached. **Motion – Donna, 2nd John. Approved unanimously.**
6. Treasurer’s report – Keith Kibbey – see attached. Cathie – question about interest on account – only \$2? Keith we can look into some options. Robin – historical perspective – we cashed in CD during lean years. Could be a good time to look into another one. Keith – what is goal of reserve fund – what amount do we want to build it to? Make agenda item for future meeting. **ACTION ITEM.** Lovie – what does it cost to put on a meeting? **Motion – Cathie, 2nd Christy. Approved unanimously.**
7. Regional Directors’ reports –
 - a) **Region 1 – Christy Draper** – I will send out an email to the Region 1 members and request input on topics of interest but I know from talking to several members in person that ethics training for this year is at the top of the list. Other potential topics include the new MDL rule and sampling. Once a training topic consensus is reached I will plan a training class accordingly which may be in person or as a webinar since our region is so spread out. **Added at meeting** – sent out e-mail to members. Can’t see list of members on website. Membership recruitment is her goal, work on workshops. Will be reaching out to make sure she follows rules. GoToMeeting costs money – webinar. Cathie – board voted to not make member information public. Christy should remove that tab from website. **ACTION ITEM.** (UPDATE from Cathie: removed Directory tab from

website 6/18/18)

- b) **Region 2 – Nick Evans** - Region 2 has had two split sampling events. The first was well attended, and the results of the split sampling was interesting. The results of the second event have yet to be tabulated, and a third event will hopefully take place after the Spring meeting. I would like to schedule a regional workshop or social event for some time in the fall to winter. **Added at meeting** – maybe combine forces with Region 1 to improve membership numbers. Would be nice to have a message board to keep up to date with what is going on in other regions. Cathie – as soon as aware of events they go on the calendar as tentative, we need to be careful with webinars that we don't lose people in person attending workshops/conferences. Robin – don't use them as a standard but we do need to address geographical challenges. Nick – if a webinar then it should be available to all members. John – webinars aren't going to replace hands on workshops. Cathie – our conference calling service offers video conferencing. Christy will look into options. May be good to limit numbers.
- c) **Region 3 – Donna Christopher** – Region 3 held a Field Sampling Workshop in Tavares on March 22nd which was well attended. Presenters were Silky Labie, John Labie and Vance Reiman. I am now working on a Data Integrity Auditing Workshop to be held sometime in August/September.
- d) **Region 4 – Terry Hornsby** – I have a sampling workshop in development with Silky. It won't be until Late August or September.
- e) **Region 5 – Janelle McClure** – Regional Meet & Greet was held on February 3rd at BJ's Restaurant and Brewhouse in Fort Myers. There were 10 members in attendance; it was noted that all attending members were from the Lee County area. Two Region 5 members (Katie Strothman and Janelle McClure) along with Donna Christopher from Region 3 represented FSEA as special category judges at the Florida State Science and Engineering Fair on March 28th. **Added at meeting** – will survey members again at this meeting to see what they are really wanting. Talked to members to see who else to reach out to to see if could get more members. Took Keith's idea to get involved at regional science fair. Donna – during regional breakouts people gave workshop ideas but then those that gave suggestions did not show for the workshop. Cathie – poll members to see best day of week – can set-up survey monkey for them by region. **ACTION ITEM.** (UPDATE from Cathie -Survey for regional workshops has been created – will be sent out week of June 18th to each region, did not want to have these surveys and the Spring meeting survey open at the same time)
- f) **Region 6 – Juan Manzano** – Had planned a sampling class. Did not take place due to location challenges and schedule changes. Need to plan ethics training and sampling class in the near future.

I am sorry, I will not be able to attend meeting. I will make myself available via phone for the BOD meeting and region meeting. I will miss you all.

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. Will meet in June to plan the

solicitation of candidates for the Fall.

- b) Bylaws Revision Committee – John Moorman – no activity
 - i) Policy Committee – ad hoc (subcommittee) – John Moorman – No activity. Will meet in June to prioritize document revision. Added at meeting – John has been short staffed at work and is planning on getting going in June.
- c) Host and Program Committee – Cathie Catusus
 - i) Recommendation to increase exhibitor extra rep fees by \$25 – currently \$50, recommend increasing to \$75. The current fee is just enough to cover the cost of Thursday lunch but exhibitors get Wednesday AM break (coffee), Wednesday PM break (food), Wednesday PM reception, Thursday breakfast, Thursday AM break (coffee) and Thursday PM break. **Added at meeting** – this was a personal recommendation not a committee recommendation. Robin – we have added more breaks and reception from when we added this option years ago. Cathie – to go into effect for fall meeting. Donna – would the extra \$25 stop any from coming? Cathie – no. Nick – is sponsorship open to all? Cathie – yes. Nick – didn't realize sponsors didn't cover the entire cost of event sponsored. **Motion – Keith, 2nd Donna. John – make sure we are communicating the justification for the increase. Approved unanimously.**
 - ii) Contracts for FM18, SM19, and FM19. After that we have nothing signed for conference locations. Do we want to stay at Sand Key for SM20 or look for new location? Same for FM20 – stay at Jupiter or look for new location? Donna do we still have space needs for meeting here. Cathie – yes. Nick – do we want to keep Sand Key for spring and investigate for fall? Have we looked at Orlando. Katherine Kutil – what about Tradewinds? Robin – we did investigate them last time we looked on this coast and they have issue meeting room nights. Bad contract issues with them previously. **Motion by Nick** to sign contract for spring 2020 and have H&P investigate Fall 2020 meeting options. Discussion – have quick meeting to discuss with board and vote. Cathie – would like to include a food cap in new contract. **Nick withdraws motion. ACTION ITEM** – get a SM2020 hotel proposal from Sand Key and the board will review with a special meeting or e-mail. (UPDATE from Cathie – Spring 2020 proposal received)
- d) Membership Committee – **John (interim)** – Held meeting on 4/20/18. This meeting was essentially a kickoff to restart the committee and discuss the direction of the committee as discussed by the FSEA BOD. This meeting included the attendance of most of the regional directors which is a change from the previous structure of this committee. **Added at meeting** – wants to start capturing ideas.
- e) Professional Relations Committee – Catherine Katsikis – see attached. Robin – already had conversations with Lyle and wants to have more conversation with Keith, and Catherine and Cathie. Robin – sent out e-mail to committee chairs to find out what committees functions are. We need to look at more closely to make sure they are functioning and that they are meaningful to Society. Ex. Website committee duties have shifted. We need to be addressing social media, content on website, etc. maybe we need an outreach committee. We need to move in the next direction – who is coming in behind us? John – we need to tap into younger folks. Cathie – did set-up twitter – ended up with 7

followers. Do we have instagramable items? Robin – reorganize and use this committee to cover social media. John – where does membership fit in? Robin – membership is to get new members, social media to interact with current members. John – disagrees. Robin – how do we do it? Set-up instagram account. **ACTION ITEM** – Cathie will set-up instagram account in next two days. (UPDATE from Cathie – Instagram created on 5/23 and announced at meeting)

- i) Website Committee – Lyle Johnson –
 - ii) New Technology – Keith Kibbey – no activity
- f) Steering Committee – Dave Murto – no report received
- g) Executive Committee – Robin Cook –
- i) Fredrick C. Bothe Scholarship for Environmental Studies- More details to be worked out later to establish scholarship fund criteria and application but this will allow us to start accruing funds for it now. Added at meeting – Valerie and her daughters recommended the name.
 - (1) Does the BOD want to earmark a set amount to come from the “general fund” of the FSEA each year? I would recommend \$500 per year. That is a great start and ensures that we can help at least one student every year. **Motion – Cathie, 2nd John. Approved unanimously.** (recurring on an annual basis) Robin – website donation button will be added to the website. Will make official announcement on Thursday. (UPDATE from Cathie – donation button for scholarship added to website on 5/23)
 - ii) Conference registrations – we will start offering an Early-Bird Registration (normal rates) and any registrations after the deadline will be charged an additional \$25 fee. To go in to effect for the Fall 2018 meeting. Robin – we don’t want to discourage walk-ins but we want to encourage early registration. **Motion by Keith, 2nd Cathie – Approved unanimously.**
 - iii) Student Mentor Program – decided to revise the process for student recruitment. We will continue to use the existing contacts that have been established to promote the Meeting Attendance Award but we will have the students complete an application form with a letter of recommendation from a professor. This takes the responsibility off of the professors to find students and puts it on the students to apply. Draft SOP and application form attached. Robin – we want students to get more involved in their destiny and we want students who will work in this field. Lovie – promise made 2 years ago was that the chair would be involved in SOPs and this promise was not kept. John – when was this decided? This is being brought to the committee by the Exec Committee. Lovie – likes the idea of reaching out to professors in first month but logistically doesn’t work. Robin – not relevant if we change it to students apply. Lovie – that is how we are doing it – professor is just putting it out there, not selecting the students. A lot of unknown in Jan. and Feb. for spring meeting. Professors don’t want to be involved at that point – too busy. She thinks 3 months is a good time frame. Fall – opposite problem, need names quickly. Doesn’t think teachers are lacking. Robin – doesn’t want that type of input from professors – don’t want them having to work so hard. We want to put it out there in multiple ways – social media, registrar, website, etc. We need to establish something that isn’t tied to one individual. Lovie – we don’t have luxury of repetitive contacts now that we are reaching out to multiple schools. We want to do it the best way it can be done. Lovie – we need to continue the relationships with professors. Keith – we are it is in recommended procedure. Lovie – don’t make GPA a deciding factor. Lovie – FSU

has not responded to her – we need to figure out how to get. Cathie – Lovie’s e-mails about difficulty with professors is part of where this came from. GPA is not a deciding factor.

- iv) Social activities at the conferences – we are working on establishing guidelines and timelines. We need collaboration between the Membership Committee and H&P Committee to plan social activity. Any activities need to be approved by the board when the conference agenda is approved. Social activities need to be included on the agenda and registration form when they go out. Robin – we want to do things with excellence and intentionality, plan events.

- h) Field Sampling Committee – ad hoc – Silky Labie – The Sampling Committee assisted Region 3 Director, Donna Christopher in hosting a sampling workshop last March. This included showcasing the new monitoring well system (yet to be named). We are currently working with Terry Hornsby (Region 4) in scheduling a workshop in the August-September time frame. We anticipate that this workshop will be more specialized, and will be focusing on surface water, groundwater and ultra-trace metal sampling techniques. The committee looks forward to planning future workshops with Directors in other regions.

- i) Mentoring Committee – ad hoc – Lovie Hudson – We were not able to hold a committee meeting since the last conference due to my health issues. Additionally, we lost 2 of our 4 committee members. Rose and Nick had to resign due to job demands and other activities they are supporting in the FSEA. We will have regularly scheduled meetings this year and we have agreed that we will start reaching out to the colleges 4 months prior to the meetings instead of 3 months. Cathie – did not want to include personal information about students in minutes. Lovie – can’t get student database information out of computer. She had sent it to Suzanne previously. We need to reach out to previous students.

- i) This is our first time recruiting from Florida Atlantic Univ (corrected by Lovie via e-mail on 6/8/18). He was very happy to be included in the Society’s efforts. Our contact at UM is:
Dr. J. William Louda, Research Professor
Environmental Biogeochemistry Group
Department of Chemistry and Biochemistry & Environmental Sciences Program
Florida Atlantic University
(561) 297-3309
blouda@fau.edu Cathie – question about which school is correct – UM and FAU are both listed. Lovie – not correct information included. Will send amended report so minutes can be corrected.
- ii) Students for this meeting are Jessica Dobbs (microbiology) and Seth Hale (microbiology) from State College of Florida and Rajagopal Appavu (Nanotechnology & Plant Biology) from University of South Florida. Jessica and Seth are presenting a shared poster.
- iii) I will be attending the BOD Meeting and will request a sign-up sheet for new members of the student mentoring committee be placed on the registration table. Then we will hold a committee meeting in June to get a head start on contacting the colleges.

13. Old Business

- a) Membership draft policy and speaker reimbursement policy– referred to Policy Committee

14. New Business

- a) May 2019 will be the 40th Anniversary of FSEA – let's start planning something now for next May. Robin – what do we want to do? Be thinking about it. John – do at both meetings? Lovie – one big party in Orlando. Robin – do we want to do as one special event or at each meeting?
- b) Cathie – please communicate hotel and meeting plans.

15. Closing remarks and scheduling for next meeting –

- a) The next Board of Directors' meeting will be on July 18, 2018 10:30 am. Date may change if special meeting needed for hotel contract.

16. Adjournment 8:40pm