



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

Board of Directors Meeting Minutes October 23, 2018 7:00 pm

1. Call to Order 7:06pm
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 - present
 - i) Region 5 – Janelle McClure - absent
 - j) Region 6 – Juan Manzano -present
 - k) Past President – Dave Murto - present
 - l) Guests – Lovie joined at 7:16pm via phone, Lyle joined in person at 7:18pm.
3. Opening remarks – Robin Cook – Couple of things – there has been a state ban on travel, we have made some arrangements to deal with it. Volunteer list – please fill in the empty spots.
4. Approval of Aug 15th meeting minutes – sent out via email on 8/15/18, corrected person who suggested cash bar at poker event from Terry to Christy. **Motion by Keith to accept as corrected, 2nd Juan. Approved unanimously.**
5. Secretary's report – Cathie Catusus – see attached. **Motion to accept by Keith, 2nd by Nick. Approved unanimously.**
6. Treasurer's report – Keith Kibbey– emailed on 10/22/18 and printed copy provided at meeting. Had to redo the early scholarship data to breakout the poker tournament so we can show expense vs. revenue for the tournament. More payments being done by credit card and there is a fee with that. Will look at attributing the costs to the event it is associated with for the credit card fees. **ACTION ITEM:** Cathie will look into pricing for merchant fees for other sources. Keith show it as an expense to the program. Christy – could we use PayPal? Robin - If the cost is spread to the payee we don't want to go that route. Cathie can look into it too. **Motion to approve by Donna, Juan 2nd. Approved unanimously.**
7. Regional Directors' reports –
 - a) **Region 1 – Christy Draper** – Nick and I are working on the Region 1 & 2 workshop that will be held the week of February 4th, probably on the 6th and 7th. Silky and John will be doing the training which will be at the JEA training facility. The second workshop will be ethics/data integrity (trainer to be determined) in the Region 1 vicinity and then we will flip the training locations and have the sampling in Region 1 and ethics/data integrity in Region 2. Nick and I still need to determine a fee for the February sampling workshop and I still need to send out notices about the workshop to the Region 1 members plus

encourage potential members about the training. (confirmed will be Feb. 6 and 7)

- b) **Region 2 – Nick Evans** - Region 2, along with Region 1, will be hosting a 1.5 day sampling training workshop in Jacksonville, FL. The workshop is planned for February 6-7, 2019 and will be covering FDEP SOPs, proper instrument calibration, and hands on techniques for drinking water, wastewater, surface water, and ground water sampling. Following the sampling workshop, Region 1 and Region 2 will be planning an ethics/data integrity workshop, possibly someplace near Tallahassee, FL.
- c) **Region 3 – Donna Christopher** – Looking into an in-depth Data Integrity/Ethics workshop. Catherine K. waiting to see what kind of response she gets from the presentation at Fall meeting.
- d) **Region 4 – Terry Hornsby** –Had a Field Sampling Workshop on 8/21/18 went very well, thanks to John M., John and Silky L., and Geoff R. 9/28/18 - Tour of South Cross Bayou AWRF and 10/12/18 – Veolia Drinking Water Treatment Facility. People have asked for Data Integrity and Ethics.
- e) **Region 5 – Janelle McClure** – Region 5 has a tentative field training session on January 18th. We are still in the process of looking for a venue.
- f) **Region 6 – Juan Manzano** – no report received. Wants to do a Field sampling class – maybe he and John could do one. Possible QA workshop.

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 report received. Ran a successful election.
- b) Bylaws Revision Committee – John Moorman – no report received. No activity.
- c) Host and Program Committee – Cathie Catusus
 - i) Fall meeting 2018 social event/scholarship fundraiser – help promote the poker tournament during the meeting
 - ii) Options for Fall 2020 location – recommendation from H&P committee, discuss 2 year contract option. Jacksonville Omni had potential issues with dates. Plaza Hotel in Daytona. **Motion by Donna to authorize Cathie to negotiate a contract with a 2 year option with the Plaza Hotel 2nd by Keith.** Discussion – Robin – board needs to still approve and Robin will sign. Could possibly be able to recruit new vendors with larger space. **Approved unanimously. (vote held via e-mail in first week of November to approve contracts for 2020 and 2021 – all BOD members except for Juan voted, approved unanimously.)**
- d) Membership Committee – Terry Hornsby – Had our first meeting, brainstormed some ideas
 - Potentially adding some different training sessions to conferences, like Adapt or WINs; data quality from the data user side of things. Nick mentioned that Cathy and

Julio had knowledge of some of these, but maybe we could get someone from the state to do the training. ?? Look at other industries to get more members.

- Going to trade shows to promote ourselves to a variety of industries; not sure if this costs, so worth it. Has new members from her company and going to use them for their contacts with other organizations. Cathie added that there will be a slide to recruit for committees in the meeting. Robin – will see about getting a booth at TNI to promote us. Lyle has a booth we can use. Cathie - Market back to Georgia again with moving to Daytona as a possible membership option. Nick – could Robin do a micro workshop during TNI at his lab? Robin suggested he get with Jaya about micro stuff for workshop.
 - Using our connections to other organizations to promote FSEA, FLAEP, TBAEP, work groups, etc.
 - Meeting on Thursday the end of the day's sessions and before the poker game to have a short membership committee get together/recruitment time. Cathie – it is on the agenda.
- e) Professional Relations Committee – Catherine Katsikis – no report received
- i) Website Committee – Lyle Johnson – no report received **ACTION ITEM:** Robin - need to discuss a plan for website committee, not really functional now as a website committee - might be better as a social media committee. Lyle – website chairman has to have access to the website. Juan need to have duplication – multiple people need to be involved. Robin – reiterated that we need to have the discussion to see what we want it to look like, consider social media aspect. Cathie reminded Robin that everyone else is volunteers and that we need to have regular input to sites so volunteer expectations need to be outlined.
- f) Steering Committee – Dave Murto – no report received. No activity.
- g) Executive Committee – Robin Cook – consider revamping the Student mentor program to invite students only to the Spring meeting and award the Scholarship to a student at the Fall meeting. This would make it easier for the students to attend since school is out by the May meeting and would make it easier for the registration deadlines. The Fall semester starts in August and the student application deadline is mid September which makes it difficult and the students have to miss 3 days of classes to attend Fall meeting. If we only take applicants for the Spring meeting there is plenty of time once the semester starts in January for the students to find out about the program and apply by mid March. Students awarded the scholarship in the Fall would be able to use the money for the spring semester and we would have them attend the Fall meeting. Wants to make it clear that we are not recommending a reduction in awards – let them all come to the Spring meeting. Lovie – never a good idea to take students out of the classroom but students don't see it as a problem because it is important to come. Fall meeting could be a conflict with exams. Keith – let's give it a shot. Lovie – travel cost if we let them come from anywhere may go up. Ok with it if we don't reduce the number of students and if the numbers don't go down based on location. **Motion by Cathie to recruit students for the Spring meeting only and award the scholarship for the Fall meeting. 2nd by Dave. Passed unanimously.**
- h) Field Sampling Committee – ad hoc – Silky Labie – Region 4 hosted a sampling workshop, which was different than the basic workshop. I asked Terry to poll her members to determine which topics were of interest to them. The response was surface water, drinking water, groundwater and clean hands/dirty hands. This workshop

was geared to more experienced samplers with emphasis on these topics. A similar workshop is being scheduled in Region 5 in February 2019. We are also working with Region 1 and 2 to hold a joint workshop in Jacksonville, also scheduled for February. This will be a 1 1/2 day workshop, with a different arrangement of hands on activities. Each major topic will be followed by participant hands-on to break up the lectures. With the longer workshop, this will work out well and other regions may want to consider a longer workshop or workshops devoted one or two sampling procedures.

i) Mentoring Committee – ad hoc – Lovie Hudson –

> The SM committee had two teleconferences since the Spring Meeting. Several days were spent reaching out to the universities. Utilizing the SOP as our guide, we performed our duties of contacting the University's to advise them of the student applications available on our website. We were asked by the executive BOD to contact every University on our list. Janelle, my committee member and I, divided the universities into Fall and Spring Meetings based upon their location as we were asked, to save money on travel. Historically we have dealt with 13 accredited universities and the state including only 2 Junior Colleges. There are over 70 institutions on my list now due to the addition of State Colleges, Junior Colleges, and private universities. We figured we could reach out to half every year. The committee set the goal at 25% each meeting and we met our goal. Janelle contacted 9 universities and I contacted 16. In our meeting we determined that this would be more than enough for 1 conference, along with the students coming in on their own from Social Media advertisements. But with the deadline to register set 10 days after the Universities opened for the fall semester, we didn't get any. However for next fall the students will have this information all year round and we will hopefully see a change in that. Normally it requires a reminder to the professor at the beginning of the semester and quite a bit of reminding and prodding with the students to get them registered.

> The new SM Committee SOP was completed and approved by the BOD. As the SM Chair, I was able to provide my input prior to voting. The SOP look's great and the changes that I had suggested were made, with one exception. That exception being the student cut off time to register for the fall meeting. As it is they must submit 8 weeks prior to a meeting and for the Spring Meeting that is ideal. However I have explained to the BOD that for fall meeting, logistically 8 weeks is too soon. Classes don't begin and the college doesn't really open until 9 weeks before the meeting. This gives students only one week to find out about it and register. This was not enough time and for that reason we received no applicants from the 26 Universities that the committee and I contacted.... nor from social media. Student registration was closed the same week we posted the registration form for regular attendees and I think that we could give them 2 weeks at least. This request was denied by the executive board and the committee proceeded accordingly. (Added by Cathie – registration opened for attendees on Aug. 21st, students applications were due by Aug. 31st)

At first, the SOP implied we were no longer going to maintain our liaison relationships with the University professors and that we would strictly utilize social media to enable students to apply by themselves. I felt by doing that we would lose our direct line of contact with the cream of the crop scientists at the universities and could end up getting applications from students with a lesser aptitude for science or that just wanted to take advantage of the trip. However, it was changed. It is now clearly stating that we would do both social media with students applying themselves as well as distributing through the University Professors but still having the students apply for themselves. Both subsets would be required to provide a professor's letter of recommendation. I have recommended that we provide the professors with a form rather than asking them to write a letter. This Form would be partially filled out by the student and would be much less time consuming for the Professors. Additionally the student may be asking a professor from the semester prior to the meeting and this would enable the professor to recall the student better. This suggestion was unofficially approved by our president, Robin. I have prepared a draft of the form to submit to the board for approval at the meeting. I do believe the social media is a great idea but I don't think it's a

good idea on its own. I believe we should be utilizing both avenues to recruit new members and students. I also recommended in our last meeting that we use Reddit which is a Modern-day Billboard Website and they have a subset page for science which is what are the most active sites. (Added by Cathie – FSEA has a Reddit page and we did post about the student award on it, there were only 5 views and I was the only one that upvoted it)

>We do have two students attending the Fall Meeting that came in contact with the FSEA through Central Florida STEM Alliance, a student outreach program that draws from several of the colleges on our list. This is a wonderful program and thank you Cathie Catusus for making that contact. The students attending are Anais Vazquez from Valencia College, and Danielle Waugh from University of Central Florida. Lovie – feels that it is important that someone keep an eye on students at the meetings. She is willing to work with the changes.

j) Policy Committee – ad hoc – John Moorman – no report received. John – has been unusually busy. He hopes to turn his attention back to committee work soon.

13. Old Business

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

14. New Business

a) Executive secretary contract discussion. Minutes taken by Christy while Cathie left the room. Currently at \$775/month and \$22.50/hr. When Suzanne was doing it we were paying \$850/month and \$25/hr. Juan proposed a 5% raise for both. Robin proposed \$850/month and \$23.00/hr. **Motion to accept by Juan and second by Nick. Motion approved unanimously.** Robin proposed to give bonus equal to one month fee, **Motion by Donna, 2nd by Juan. Motion approved unanimously.**

15. Closing remarks and scheduling for next meeting –

a) The next Board of Directors' meeting will be on December 19, 2018 10:30 am. Send contract out for Daytona hotel via e-mail prior to that.

16. Adjournment 8:20pm