



# F.S.E.A.

Post Office Box 1617, Tavares, FL 32778

## Board of Directors Meeting Minutes August 18, 2017 2:00 pm

1. Call to Order 2:03pm
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 - none
3. Opening remarks – John Moorman – thanks for calling in
4. Approval of July 18, 2017 meeting minutes (draft minutes attached for approval) – No comments or corrections. Motion by Steve, 2<sup>nd</sup> Donna. **Passed unanimously**
5. Secretary’s report – Cathie Catusus – no report
6. Treasurer’s report – Robin Cook – no report
7. Regional Directors’ reports – not required for this meeting
  - a) **Region 1 – Colin Wright –**
  - b) **Region 2 – Nick Evans -**
  - c) **Region 3 – Donna Christopher –** Wet Chem Workshop went well, good turnout
  - d) **Region 4 – Terry Hornsby –**
  - e) **Region 5 – Keith Kibbey –**
  - f) **Region 6 – Juan Manzano –** Meet and Greet went well, Ethics well attended, Green Cay very nice facility
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 –nominations presented, voting process
  - i) Nominations (all have been vetted for membership and live/work in region) – Robin Cook, President; John Moorman, Vice President; Colin Wright and Christy Draper for Region 1; Donna Christopher for Region 3; Keith Kibbey and Janelle McClure for Region 5.
  - ii) Colin – has spoken with Christy and would like to remove his name from consideration
  - iii) Keith - Motion to approve slate of nominees minus Colin, Dave 2<sup>nd</sup>. **Passed unanimously.**
  - iv) Voting – electronic notification except for those where e-mail is bad and can't be resolved. Will post on website, Facebook and LinkedIn. Voting opens Sept. 6<sup>th</sup> at 7am and closes at midnight on Sept. 22<sup>nd</sup>. Interim reminder e-mail will be sent. Will be on members only page on website. Donna question – if running unopposed does she need to send bio and photo? Cathie – yes since there will be a write-in option and she will be on the ballot. Dave question – Vacancy of Treasurer position, what is the next step? Cathie – we should wait until the vacancy occurs and then let the new Board vote on it. John – there will need to be a transition period, better to wait until we are not mid-meeting and new officers installed. Robin – until such time as transition is done, Robin will defer decision making to John until transition is completed.
  
- b) Bylaws Revision Committee – Keith Kibbey – had a request to look at duties of Membership committee, would consider adding track and report membership to the Board. Cathie added – Contracted Manager is responsible for tracking membership and can provide numbers for a report. John – wanted to see about adding the activities that they have been doing to the Bylaws. Juan – don't think it needs to be added to By-laws. John – maybe they just need a mission statement. Cathie – committee info is now on website, could add more information including mission statements there.
  
- c) Host and Program Committee – Cathie Catusus
  - i) Fall meeting – agenda approval for Fall meeting 2017
    - (1) Changed the forum format – all questions submitted in advance so answers can be researched, start earlier on Friday to allow more time for forum
    - (2) Motion to accept agenda – Donna, 2<sup>nd</sup> Dave. Keith – question about the Lead and Copper presentation. Cathie – still waiting on info from Juan, need by end of day today so agenda could be completed this weekend. Juan – will try to get a hold of them and send information. Cathie – are we ok with sending electronically? Consensus was yes. Dave – ask quick question of crowd to see if getting our mailings. Juan – do we have calendar on website? Cathie – yes. **Passed unanimously.**
  
- d) Membership Committee – **need chair** – John was going to try to get something going but hasn't had time yet. Will try in next week or two.
  
- e) Professional Relations Committee – Catherine Katsikis –
  - i) Website Committee – Lyle Johnson –
  
- f) Steering Committee – Dave Murto – no report
  
- g) Executive Committee – John Moorman – no activity

- h) Field Sampling Committee – ad hoc – Silky Labie –
- i) Mentoring Committee – ad hoc – Lovie Hudson –
- j) Policy Committee – ad hoc – Keith Kibbey – no new action

#### 13. Old Business

- a) Membership draft policy and Reimbursement for speakers – referred to Policy Committee
- b) Facebook page – to drive more people to like our page, sent out e-mail announcing promotion - once we reach 250 likes all those that liked our page entered into a random drawing for free membership (up to 52 followers/likes now). Cathie – need to push at Fall meeting

#### 14. New Business

- a) Students for Fall meeting? Need help with this again? John – need to follow up on. Steve – has not heard from her. Action item: John will try to reach out to Lovie and Janelle. He has spoken with a local professor with an environmental program – better targeted market for us.
- b) Let members know that we are trying to move to electronic communications – check e-mails, website, Facebook and LinkedIn for announcements. Have IT departments allow our e-mails.
- c) Any interest in shirts? Cathie will send out e-mail with information.

#### 15. Closing remarks and scheduling for next meeting –

- a) The next Board of Directors' meeting will be on Sept. 19<sup>th</sup> at 9:00am.

#### 16. Adjournment 2:55pm