



**FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL
THE AMERICAS DIVISION**

**BOARD OF TRUSTEES MEETING
MINUTES**

**June 10, 2013
Via Conference Call**

In Attendance
Officers

*Mr. James Petersen, FCSI
Chair
(C.i.i. Food Service Design)*

*Mr. William Taunton, FCSI
Chair-Elect
(Gastrotec S.A.)*

*Mr. Harry Schildkraut, FCSI
Treasurer
(S2O Consulting)*

*Mr. Edwin J. Norman, FCSI
Immediate Past Chair
(MVP Services Group)*

Staff

*Mr. Wade Koehler
Executive Director*

*Mrs. Kayla Saal
Director of Administration*

Excused

*Mr. James Camacho, FCSI
Secretary
(Camacho & Associates)*

Trustees

*Mr. Tim Agosti, FCSI
Western Region Trustee
(Lino Agosti & Associates)*

*Mr. Ian Jameson, FCSI
Canadian Trustee
(Cini Little)*

*Mr. William Caruso, FFCSI (PP)
Trustee At Large
(William Caruso & Associates)*

*Ms. Barbara Pyper, FCSI
Trustee At Large
(An Apple a Day, LLC)*

*Mr. Lawrence Huber, FCSI
Eastern Region Trustee
(Foodservice Consultants Studio)*

*Ms. Tracy Taraski, FCSI
Central Region Trustee
(The Bigelow Companies, Inc.)*

*Mr. Rod Collins
Allied Trustee
(Rod Collins Associates)*

Guest

*Mrs. Joyce Fasano
CPS TA Member*

Agenda Item	Information	Action
1.0 Call to Order and Opening Remarks	The meeting was called to order 11:32 am EST	A quorum was present
1.2 Antitrust Guidelines Reminder	The Chair reminded everybody about the Antitrust Guidelines under which the board operates.	All present affirmed compliance
1.3 Introductions	<i>J. Petersen introduced Joyce Fasano who was representing CPS TA to present a couple items on the agenda</i>	
2.0 Approval of Minutes 2.1 April Conference Call		<i>B. Taunton motioned was made to approve the minutes as stated. H. Schildkraut seconded. The vote was passed unanimously</i>
3.0 FCSI WW 3.1 WW Update	<p>E. Norman reported WW has posted the Bylaw revisions on the FCSI Website Forums prior to the WW vote expected within the next couple weeks.</p> <p>He reported the Council of Fellows issues previously discussed are being worked through.</p> <p>The new publication has reached sales around \$675,000 and expected to reach \$700,000 by the end of 2013. He also reported that he and J. Daughy are working on a presentation to the “big 5” firms to create strategic WW partnerships.</p> <p>The next WW meeting will be in Warsaw in September prior to the FCSI EAME Conference.</p>	
3.2 WW Affiliation Agreement	<p>J. Petersen presented the new affiliation agreement to the Board.</p> <p>B. Caruso asked what the recourse would be for accidentally exposing confidential information. Not necessarily monetary but</p>	<i>W. Koehler to make changes with track changes on and send to the Board for review.</i>

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	<p>letting the other Divisions know about a breach. It was recommended that it be added as an addendum to the affiliation agreement and request that WW have them approved by WW attorneys.</p> <p>B. Taunton asked about 5.1 and 5.2 regarding WW payments. W. Koehler recommended removing 5.2.</p> <p>B. Taunton also noted the exhibits items need to be cleaned up since references in the document do not match up appendices.</p> <p>B. Caruso asked about dues share and assessments.</p> <p>W. Koehler was asked to clean up documents and resend to the Board</p>	
<p>4.0 Membership 4.1 BI request</p>	<p>W. Koehler presented a letter he received from BI asking for reinstatement.</p>	<p><i>B. Caruso motioned to approve BI as a Professional Member after he is approved by the Membership Committee. E. Norman seconded the motion. The motion passed unanimously.</i></p>
<p>4.2 Professional Membership Issue</p>	<p>W. Koehler presented three issues regarding potential Professional Members.</p> <p>B. Taunton recommended that we change the Professional Membership Process for Latin and South America to begin mandating that all Sr. Associates in South America be required to go through both exams like everyone in North America.</p> <p>W. Koehler to present the changes to the Board at the next Board meeting.</p>	<p><i>Harry motioned to accept GC and GS to approve as a Professional Members. B. Caruso seconded. B. Taunton expressed concern about members outside of USA. The motion passed with 1 nay vote by</i></p>

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	<p>J. Petersen reported that DM has failed the exam for the second time. J. Petersen asked to table the item until we hear back from the candidate.</p>	<p><i>B. Taunton.</i></p> <p><i>W. Koehler to make recommended changes to Professional Membership Process at the next Board call.</i></p>
4.3 New Media Directory	<p>W. Koehler reported the new Media Directory was published right before the NRA Show. We have an electronic copy as well that we are sending out to members of the media and allied associations.</p>	
5.0 Committees/Task Forces		
5.1 Policy & Procedures Manual Update	<p>W. Koehler reported that it is on track and will be completed by the end of summer</p>	
5.2 CPS	<p>J. Fasano joined the call to present a couple items for the Boards' review.</p> <p>Sr. Associate 3 year deadline adjustment</p> <p>J. Fasano asked the Board to consider new deadlines for Sr. Associates to complete their exams. Currently Sr. Associate members have 3 years to complete their exams from their application dates. CPS TA is requesting to change to a semi annual deadline instead of the 3 year deadline. The new deadlines would be June 30th and December 31st deadline each year.</p> <p>PSE Appeal Process</p> <p>J. Fasano explained the reasons behind changing processes. The new policy would discontinue the immediate feedback to the candidate and offer the results to the candidate within 30 days after the exam. All future PSE's will be video recorded for documentation. With permission, these</p>	<p><i>B. Caruso to accept the June 30 and December 31. T. Taraski seconded. If a member joins between Jan 1 and June 30th you would have until the June 30th in 3 years and if a member joins between July 1st and December 31st, the member would have until December 31st in 3 years. The Motion Passed unanimously.</i></p> <p><i>W. Koehler to submit the document to Peter Wolk and send the document to CPS for approval and the</i></p>

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	<p>videotaped presentations could be used for future trainings.</p> <p>The Board asked W. Koehler to contact the Division attorney about whether videotape is optional and what length of time the electronic files should be kept. Also to inquire if candidate chooses to decline, would they forfeit the right to an appeal?</p> <p>W. Koehler recommended that staff titles in the new document are removed and replaced with Headquarters.</p> <p>Electronic EPP Surveys</p> <p>HQ is requesting changing to an electronic version of the EPP evaluation system. The online version presented is the exact documentation used currently reformatted in Survey Monkey. The survey would be sent to all EPP participants by headquarters requiring completion to receive the proper CEU credits.</p>	<p><i>Board for final approval</i></p> <p>Staff to examine each Senior Associate member and assign them a new deadline.</p> <p><i>J. Petersen asked the Board to review the EPP survey and respond to W. Koehler and/or K. Saal</i></p>
5.3 Government Affairs Committee	W. Koehler reported a new document was received by the IDPC and would be placed on the FCSI Forum for review	
5.4 Allied Association Committee	Nothing new to report	
5.5 Board Elections	W. Koehler presented a spreadsheet showing the current Board structure and deadlines. He reported that due to the new WW structure, TA Board elections will need to take place before December 31 st . He asked that current Board members let him know whether they will be ending their position, running for re-election in their positions or sitting for an Officer position by July 1 st .	<i>Board members to notify Wade of their election intent by July 1st.</i>
6.0 Sponsorship/Advertising 6.1 Project Showcase book update	W. Koehler reported that nothing has changed since the NRA Show.	

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6.2 NY Show update	W. Koehler reported the NY Show's new management team would still like FCSI to host the Ask the Experts and have discussed having a kitchen design contest that would be assembled on the show floor. The contest is being conducted with FER with more information to be sent out soon.	
6.3 Fine Chocolate & Pastry Show partnership	W. Koehler reported that he and the leader of the Chocolate Show have discussed educational sessions and an Ask the Experts style booth. He stated he is concerned about an Ask the Experts during the first year without seeing the show floor first. More details will be given next month	
6.4 Design Opportunity partnership	W. Koehler reported that FCSI TA Professional Members will begin receiving the bi-monthly newsletter this week containing new construction leads. In addition to the leads, the Division will have 3 advertisements featured in each issue. The newsletter is distributed to over 10,000 architects monthly.	
7.0 New Business 7.1 Fall Meeting	W. Koehler reported that November 4-6 in Phoenix AZ is tentatively scheduled however we may elect to cancel this meeting depending on the income from Showcase publication	
7.2 Staff Changes	W. Koehler reported that Sarah has left to join her husband in Cape Cod, MA and Kayla will be leaving to pursue her PhD at Penn State University in August. He is currently reviewing candidates to replace Kayla but Sarah's position has been filled after a recent search. Her replacement will begin next Monday June 17 th .	

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8.0 Adjourn	1:05 pm	<i>T. Agosti motioned to adjourn, B. Taunton seconded the motion. The Motion Passed Unanimously</i>

Meeting minutes recorded by W. Koehler