



**FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL
THE AMERICAS DIVISION**

**BOARD OF TRUSTEES MEETING
MINUTES**

**November 5, 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. James Camacho, FCSI
Secretary
(Camacho & Associates)*

Staff

*Mr. Wade Koehler
Executive Director*

Excused

*Mr. Tim Agosti, FCSI
Western Region Trustee
(Arctic Food Service Design, LLC)*

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

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

Trustees

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

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

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

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

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

Agenda Item	Information	Action
1.0 Call to Order and Opening Remarks	The meeting was called to order 11:32am CST	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	There were no introductions.	
2.0 Approval of Minutes 2.1 October Conference Call		<i>B. Caruso moved to approve the minutes as stated. B. Taunton seconded. The vote was passed unanimously</i>
3.0 Membership 3.1 Former Professional Member Return	W. Koehler submitted a letter from a former Professional Membership (K.S) requesting reinstatement. B. Caruso requested to make sure the candidate is still a fee-based operation.	<i>B. Caruso moved to approve KS rejoin as a Professional Member after going through the membership process. J. Camacho seconded the motion. The motion passed unanimously.</i>
3.2 IKE/PSE Testing Update	W. Koehler updated the Board the new IKE exam would be 162 questions with a 3-hour limit. J. Petersen reported the Presentation Skills Exam will begin a new phase with a new Track 2 for an alternate path to Professional Membership. In addition the current PSE format has been altered to allow easier administration and lower costs for the Division. Those changes include only 1 CPS member in attendance along with 2 Professional members, videotaped to allow additional CPS members to review	

	<p>and notification within 30 days after the exam.</p> <p>B. Pyper added the meeting was a great collaboration between everyone at the meeting.</p> <p>W. Koehler reported B. Pyper will become the new Board liaison to the CPS TA beginning January 1, 2014.</p> <p>The sense of the Board was the new system was acceptable.</p> <p>J. Petersen reported exam glossary terms needed be reviewed and should be included during the next strategic planning session. B. Taunton stated he enjoyed the glossary and found it helpful for those in Latin and South America whose language is not primarily English.</p>	
3.3 Senior Associate Special Request	This was tabled due to the new PSE Tracks being introduced	
4.0 Committees/Task Forces 4.1 Membership	Committees and Task Force reports were postponed asking that everyone submit a report directly to J. Petersen by October 31 st .	
4.2 Finance	W. Koehler updated the Board he is working on the 2014 budget and would be holding a conference call before the end of the month with the committee. The Executive Committee will approve the budget during their January meeting in Phoenix.	
4.3 Board Policies and Procedures	W. Koehler reported that he and B. Pyper have completed the first draft of the Polices and Procedures and would be distributing it to the Board with the minutes. He requested all Board members review the document and forward all suggestions for deletions or additions to him by December 1 st .	
4.4 IDPC	W. Koehler informed the Board the Division had recently received an invoice for a minimum of \$5,000 to participate in	

	2014. He also received a letter from the Interior Designers organization seeking collaboration versus competition that had been sent to an FCSI member.	
5.0 Sponsorship/Advertising	W. Koehler submitted a proposal from Social Coco for handling all Social Media for FCSI TA in 2014. It was recommended to have them present to the Board or Executive Committee in January.	
5.1 Social Media/PR Proposal		
5.2 2014 Project Showcase book update	W. Koehler submitted a letter and proposal from Gill Ashton regarding continuing the publication in 2014. B. Caruso and R. Collins recommended we enter into negotiations and meet with R. Ashton.	
6.0 New Business	No call was scheduled for December. The next meeting will be the Executive Committee in Phoenix on January 7 th .	
6.1 Next Board Meeting		
6.2 Budget Request Items	W. Koehler requested that all Committee Liaisons report to their committees that all budget requests be submitted to him by November 15 th .	
8.0 Adjourn	12:51 pm	<i>B. Caruso moved to adjourn the meeting, J. Camacho seconded the motion. The motion passed unanimously</i>

Meeting minutes recorded by W. Koehler