



**FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL**

**BOARD OF DIRECTORS MEETING**

**MINUTES**

**June 10<sup>th</sup>, 2010  
via conference call**

**Approved During the Board's  
January 28 – 29, 2011 Meeting**

**FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL**

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**June 10<sup>th</sup>, 2010**  
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**In Attendance**

*Officers*

*Mr. John Radchenko, FCSI*  
*President*  
*(Van Velzen + Radchenko Design)*

*Mr. Ian Hopper, FCSI*  
*Secretary/Treasurer*  
*(MTD (Qld) Pty.Ltd.)*

*Mr. Kühnel, FCSI*  
*Immediate Past President*  
*(Luxenburger und Partner)*

*Staff*

*Mr. Scott D. Legge*  
*Executive Director*

*Directors*

*Mr. Anthony Galvin, FCSI*  
*(a&e partnership)*

*Mrs. Clara Pi, FCSI*  
*(PYNEH, HK Hospital Authority)*

*Mr. Edwin Norman, FCSI*  
*(MVP Services Group, Inc.)*

*Mr. Christopher Bigelow, FCSI*  
*(The Bigelow Companies, Inc.)*

*Mr. Gérard Wolbert, FCSI*  
*(Kloosterhuis Adviseurs)*

*Allied Representatives (Non-Voting)*

*Greg O'Connell*  
*(Moffat)*

*Mr. Tim Gamble*  
*(Monika)*

*Ms. Corrinne Ward*  
*(B.S.I., LLC)*

**FCSI's Mission:**

**To promote professionalism in foodservice and hospitality consulting while returning maximum benefits to all members.**

**1. Call to Order and Opening Remarks**

The meeting was called to order 9:20 a.m. EDT and the President noted that a quorum was present. John welcomed new board members Tony Galvin representing the Europe / Africa / Middle East Division and Ed Norman representing The Americas Division as well as allied guests Corrinne Ward, Tim Gamble and Greg O'Connell.

**2. Approval of Minutes**

*It was moved to approve the Minutes of the March 17-18, 2010 Board of Directors Meeting with the exception of the Americas Division report which is missing at the moment. The motion was seconded and approved with one abstention following a brief discussion.*

**3. Election of the next FCSI WW President**

Ian Hopper has made it known that he wishes to be considered. JR asked if any other member of the board wishes to self-nominate but received no further expressions of interest.

*It was moved to acclaim Ian Hopper, FCSI as the next President of FCSI worldwide. The motion was seconded and when put to a vote passed with one abstention.*

**4. Election of the next FCSI WW Secretary/Treasurer**

Gérard Wolbert has made it known that he wishes to be considered. JR asked if any other member of the board wishes to self-nominate but received no further expressions of interest.

*It was moved to acclaim Gérard Wolbert, FCSI as the next Secretary / Treasurer of FCSI worldwide. The motion was seconded and when put to a vote passed with one abstention.*

**5. Current Financial Status of FCSI WW**

Ian Hopper noted that current income statement and balance sheet had been distributed to the board. We are near the current year-to-date actual versus budget performance expectation after five months, despite the drop in dues revenue.

Revenue figures for The Americas Division indicate a significant drop in dues income. EN advised that much of the drop seems to be a result of economic pressures that have resulted in fewer personnel at some firms maintaining their membership and some leaving the profession. The division has been making a major push to contact those

who have not renewed their dues and encourage them to pay their 2010 dues. Dues invoices went out late due to the management transition process and were issued electronically for the first time rather than hard copy as done in previous years. SL noted that there are currently more than 120 members who have not renewed their dues for 2010. Those still outstanding have been sent a letter complete with the reinstatement policy in the hope that they will contact HQ and make arrangements to continue their membership. Dues will be invoiced again in August for all operating units where additional members have been added since the May 1<sup>st</sup> dues invoice was issued.

A Cash Flow projection was discussed to track anticipated incoming funds and those being expended during the course of the next year. It is estimated that the Society needs +/- \$120,000 in liquidity at all times. There is a risk if WW allows its cash flow to dip below \$120,000US. The Cash Flow estimate does not reflect any potential for bad debt. TAD is currently preparing their own Cash Flow statement after which they will be able to assess their potential ability to start repaying their loan to WW.

This year's advertising revenue is down more than 30% from prior years due to tough economic times plus the launch of The Americas Quarterly publication. SL noted that staff have been trying to encourage members in all parts of the FCSI world to submit articles to The Consultant which will be hoped will make it a more internationally known and recognized publication, and in turn that should encourage more corporate member companies to advertise in the magazine. Tony Galvin noted that EAME has been focusing on this effort and will continue to do so. Wade Koehler has been working hard on sales and has achieved \$9,500US over budget for the May issue which has not yet been invoiced and therefore does not yet appear in the financial statements.

SL noted that the cash flow projection needs to be updated on a monthly basis going forward so that the board can be well aware of the financial health of operations and be in a better position to assess performance. Any additional projects after the budget has been approved should be dealt with as a request for funding. The board can then make a 'budget exception' should it choose to fund those projects. There is no point approving funds in advance of a known and justified request for funding.

## **6. FCSI WW Dues Assessment**

The FCSI WW dues assessment for all member categories for 2011 need to be determined and all operating units within the society need to be notified immediately. SL had prepared a list of member categories complete with recent history of rates plus options for 2011 including an increase of 0%, 2%, 3% or 5% for consideration.

***It was moved that the WW Dues Rates automatically increase 2% per year.***

The motion was seconded and when put to a vote passed unanimously.

**7. Status of FCSI WW Web Site Standing Committee – current activity and mandate**

Efforts are underway to launch the WW Web Site Standing Committee with Jonathan Doughty, FCSI – Chairing that effort. We now have representation from all three divisions. While there is a lack of funding available this year for a major overhaul or replacement of the existing web site, the committee is encouraged to proceed with planning to determine what should be available on the web site and an assessment of whether the existing site can be updated or if a new start would be recommended.

*It was moved that the deadline imposed in June 2009 for the migration of all local unit web sites to the WW site be extended one year while the committee conducts its work.* The motion was seconded and when put to a vote passed unanimously.

**8. Status of FCSI Academy Task Force – current activity and mandate**

The board's intention to launch the FCSI Academy's Resource Library did not come to pass this year because funds were not available in this year's operating budget. The Task Force has been re-energized to work on collecting content for the resource library in the hope that the web site interface to the library can be launched in 2011. Tony Galvin noted that several local units in EAME have projects underway that should provide content to the library – he will contact Kornelius Kirsch to discuss.

**9. Status of Corporate Member Structure Task Force - current activity and mandate**

GK reported that he has not been able to advance this effort since the meeting in Minneapolis, but will resume activity in the next three weeks. The intent is to be able to produce a report to the board by September/October of this year. There is a recognized need to have time to inform current corporate members and gain their feedback prior to making any decision on this subject.

The current TF members will continue, including G. Kuhnel (chair), T. Gamble and G. O'Connell. The Americas Division will add one corporate member and one professional member (suggestions to be handled by Ed Norman). SL is to participate as staff liaison.

**10. Strategic Planning initiative**

At the town hall meeting held in Minneapolis the board was asked to take another look at the role of FCSI WW in the overall structure of the Society. JR had indicated that WW is working toward a Strategic Planning session.

TAD has initiated a divisional governance/bylaws task force. The TAD Governance TF includes: Michael Pantano, Kathleen Seelye, Tim Agosti, Alan Hirsch, Char Norton, Gerhard Franzen, Eric Norman, Gary Wilbers plus staff support. The group will hold their first conference call within the next two weeks.

JR wants a strategic planning meeting with the full board but at a time/place not associated with any ongoing business that can cloud such an effort. There is also a

recognized need for a professional facilitator. JR/SL have made contact with an association management consultant to obtain a quotation for her help. JR also spoke with Doug Fryett about the project. Ideally the board would like to use reserves to pay for this but timing has not yet been determined.

It was suggested that the board share ideas during the remainder of this year and hold the Strategic Planning workshop in January 2011. Prior preparation is vital to making good use of time when meeting face-to-face with a facilitator.

FCSI EAME can discuss this during their September board meeting. The Americas also have a meeting scheduled in the fall of 2010. APD have not had a problem with the direction of WW. The membership needs to play an active role in the process and solution.

#### **11. Future Calendar**

SL noted that there is no plan for the WW board to meet in conjunction with the NAFEM Show in Orlando in February 2011.

There is a need to determine the place/time for the change-over of WW Officer positions in the fall. CP suggested that the change-over be planned in Melbourne, Australia when the Australia/New Zealand Chapter and APD boards meet in conjunction with the Fine Foods Australia Show – September 13 – 6, 2010, as this is the only known event in the fall. Ian will already be present in Melbourne – details need to be worked out as to who else needs to attend the ‘passing-of-the-gavel’ ceremony.

There were no additional board conference calls scheduled at this time.

#### **12. Americas Division ED Search**

EN and SL reported on the current status of selecting a permanent Executive Director for The Americas Division. As of the date of this meeting the list of applicants has been reduced to two finalists, one of whom is Wade Koehler. A decision is anticipated during the next TAD Board conference call on Monday June 14<sup>th</sup>.

Meeting adjourned at 11:12 a.m.

Meeting minutes recorded by S. Legge