



**FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL
THE AMERICAS DIVISION**

**BOARD OF TRUSTEES MEETING
MINUTES
April 11, 2011
via Conference Call**

In Attendance

Officers

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

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

Guest of the Board

*Mr. Eric Norman, FCSI
ICON Representative
(MVP Services Group)*

*Mr. Tom Galvin, FCSI
AIA Committee Representative
(Galvin Design Group)*

Staff

*Mr. Wade Koehler
Executive Director*

*Ms. Kayla Saal
Director of Member Services*

Trustees

*Mr. Harry Schildkraut, FCSI
Central Region Trustee
(S2O Consulting)*

*Mr. William Taunton, FCSI
Central/South American Trustee
(Gastrotec S.A.)*

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

*Mr. James Camacho, FCSI
Eastern Region Trustee
(Camacho & Associates)*

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

*Ms. Lisa Bell, FCSI
Canadian Trustee
(Lisa Bell & Associates)*

Excused

*Mr. John E. Cornyn, FCSI
Immediate Past Chair
(The Cornyn Fasano Group)*

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

1.0 Call to Order and Opening Remarks

The meeting was called to order 11:34am CST and the Chair welcomed the board to the meeting and noted that a quorum was present. EN welcomed Kayla Saal to the meeting.

1.2 Antitrust Guidelines Reminder

The Chair reminded everybody about the Antitrust Guidelines under which the board operates and all present affirmed compliance.

2.0 Approval of Minutes from Previous Meeting

A motion was made to approve the minutes as stated. The motion was seconded and a vote was passed unanimously

3.0 FCSI WW

3.1 WW Strategic Planning Update

EN updated the Board that WW was holding a meeting in June 22-25 in Toronto. EN, WK and CB or JP will be attending

3.2 Diamond Sponsor Advertising Invoices from WW

EN informed that WW rejected the Americas latest offer and are requesting the full \$16,573.13. EN also expressed his disappointment that the WW President discussed the situation privately with each member of the WW Board to get a sense of the WW Board without any input from either himself or CB. After discussion, it was agreed to pay the amount to end the situation and move forward.

JamesC motioned to pay the \$16,573.13. The motion was seconded and a vote was passed unanimously.

3.3 Future Conference Dates

WK discussed that with WW moving to the four year situation in 2014 it disrupts the future dates of TA conferences. After discussing the situation with the TA Conference Planning Committee, WK and the CPC were suggesting to the Board to move TA Conferences to September or October of NAFEM years beginning in 2013. The sense of the Board was to agree with the recommendation to move to Fall of NAFEM years.

WK discussed possible alternatives for 2013 to include Aruba, Nassau Bahamas and New Orleans. WK informed the Board he was currently in New Orleans for a hotel site visit and would be visiting Nassau soon with 2 potential properties identified.

EN asked about Hurricane Insurance and WK expressed that it was being looked into with each property.

BT asked about Aruba and WK said the airfares and connections were unfavorable. JP suggested the Bahamas offers more things to do

BT also asked about the Dominican Republic. WK to talk to FCSI members in Dominican and explore it as an option.

3.4 TAD Staff view of WW Duties

WK decided postpone this item.

4.0 Membership

4.1 Dues Renewal Report

KS informed the Board that we are at 97% of the anticipated renewal rates compared to expected renewals. WK said while the numbers are great, we are still experiencing a net loss annually.

KS also informed the Board that since 520 Consulting has taken over management of TAD in August 2010, we have 57 new members compared to 8 new members from January 2010-August 2010.

4.2 Member get a Member Campaign

KS showed the Board a spreadsheet identifying 7 new members have joined via the member get a member campaign. The campaign will remain in effect throughout 2011.

4.3 Senior Associate to Professional use of initials and seal – approval

WK asked the Board for their guidance for usage of the FCSI initials and seal after Senior Associates pass their exams and before the Board is able to vote for approval.

EN suggested that once the member passes the exam they should be able use the initials immediately. EN suggested that candidates be put forth in an email vote of approval. The sense of the Board would be sent out. If no concerns the vote would be called for via email.

HS motioned to approve Christine Guyott and Pam Eaton as Professional Members, The motion was seconded and the vote passed unanimously.

4.4 Member Suspension Requests

WK informed the Board that Don Armstrong and Allan King have both been facing illness in 2010 and are requesting suspension of their membership for 2011. BT requested that both members continue to receive the magazines but that usage of the logo and initials cease. EN suggested a letter from the Chair to each as well. WK agreed to draft the letter.

BT motioned to suspend Don and Allan's memberships for 2011. The motioned was seconded and the vote passed unanimously.

5.0 Financial Report

5.1 Latest Financial Report

WK reported he would send out the report this week

5.2 Repayment of WW Loan

The Board approved WK to pay the 20% and wait 30 days to pay Diamond Sponsorship amount

6.0 Governance

6.1 Bylaw Review conference call and vote

EN will setup a conference call for early May from 5-6pm central time. EN requested that board members attend if they are able. WK will setup the vote to be sent out within 24 hours after the conference call.

6.2 Reinstatement Initiative

WK reported that Tony Clevenger and Jimi Yui are the only 2 thus far.

WK to edit list from 2005-Present and send to BOT for their review.

6.3 Nominating Committee Update

WK reported we still need 1 more representative

6.4 Canadian Chapter Representative Update

WK reported that LB is on until end of May. Doug Feltmate inquired whether he could serve as a Trustee while he was the Canadian Chapter Leader.

After discussion, the sense of Board is to allow Chapter Leaders to serve on the Board as a trustee

6.5 Code of Ethics and Professional Conduct Review

WK informed the Board that the Code needs to be reviewed and sent out for a membership vote after the Bylaws are approved. It was agreed to postpone this item until the next call.

6.6 Strategic Planning schedule

EN stated he is holding on scheduling the meeting until after the June WW Meeting

7.0 Committee/Task Force Reports

WK asked that all Committee Liaison members work with the Committee Leaders to create a succession plan for each committee and report back with the succession plan by the next conference call.

Due to time constraints, only notes were take for committees with something new to report

7.1 Council for Professional Standards

Nothing to report

7.2 Membership Committee

Nothing to report

7.3 Editorial Advisory Board

Nothing to report

7.4 ICON

Nothing to report

7.5 NAFEM/FCSI Liaison

EN will be attending their next meeting on June 8 in San Diego before the FCSI Regional Event

7.6 Conference Planning Steering Committee

Previously discussed

7.7 AIA Task Force

WK reported the AIA Design PPT has been approved and need to appoint. EN asked TG to identify a trainer that can host a webinar to provide the guidelines to potential members. WK and JM will work with TG to develop.

7.8 AAMBA

Nothing to report

7.9 IDPC

Nothing to report

7.11 Ethics Committee

Nothing to report

8. Events

8.1 2011 Super Regionals – Board Members Breakfast

WK stated we needed a Board member to attend each SR Breakfast. EN will be at San Diego, JamesC or JP will attend Williamsburg (James C or Jim P) and since the BOT is hosting a Board meeting before the Chicago regional, it can identify someone at a later date.

8.2 ASAE National Conference for Staff

Previously discussed via email. WK to attend

9.0 FCSI Educational Foundation

9.1 Latest Foundation Report

John C reported they are having a conference call this afternoon.

10. New Business

10.1 Future Board Meeting

The Bylaws Conference Call will take place May 11th from 5:00pm-6:00pm with the membership vote to take place on May 12-15th

The next Board Conference Call will take place on May 16th at 11:30am Central

10.2 Pacific Northwest Chapter Event Report

WK reported the recent S4 group raised approximately \$2800. The PNW Chapter just had a meeting and WK is waiting for minutes from Joyce F.

10.3 Giveaways

WK informed the board we are looking at Pens and a cellphone desk holder to give away at AIA and NRA Show

10.4 AIA Show

WK informed the Board they were welcome to join him in the FCSI Booth at the AIA Trade Show if they were attending.

HS motioned to adjourned the meeting. The motion was seconded and the vote passed unanimously at 12:48pm