

**American Mosquito Control Association
February 23, 2013**

AMCA Board Members in Attendance

Tom Wilmot, President
Roxanne Connelly, President-Elect
Steve Mulligan, Vice President
William Meredith, Past President
Gary Hatch, Treasurer
Larry Smith, Industry Director
Paul Capotosto, North Atlantic
Joe Simmons, Mid-Atlantic
Henry Lewandowski, South Atlantic
Jim Stark, North Central
Rick Duhrkopf, South Central
Zane McCallister, West Central
James Lunders, North Pacific
Becky Cline, South Pacific

AMCA Staff

Sarah Gazi
Dan Lemyre
Andrea Stagliano
Joe Conlon

Others in attendance

Dave Brown
Gary Goodman
Karl Malamud-Roam
Ken Linthicum
Dennis Salmen

CALL TO ORDER:

President Wilmot called the AMCA Board of Directors Meeting to order at 8:10 AM on February 23, 2013.

SILENT REFLECTION:

A brief moment of silent reflection was called for by the President for loved ones and colleagues who have passed away during the past year.

APPOINTMENT OF PARLIAMENTARIAN:

President Wilmot appointed Mr. Lunders as parliamentarian.

APPROVAL OF THE AGENDA:

President Wilmot called for a motion to approve the agenda.

- **ACTION:** A motion was made by Dr. Duhrkopf to approve the agenda. The motion was seconded by Mr. Stark and passed unanimously.

MINUTES APPROVAL:

The Board of Directors reviewed the minutes from the October 12, 2012 Board of Directors Meeting held via conference call.

Requested changes:

Page 4 – Remove “The motion was seconded...” under the Bylaws & Policy Committee charge.

Page 9 – Change “fund” to “find”.

- **ACTION:** A motion was made by Mr. Lunders to approve the minutes of the Board of Directors Meeting held on October 12, 2012 with the recommended changes. The motion was seconded by Mr. Mulligan and passed unanimously.

CONSENT AGENDA:

President Wilmot asked the Board if there is anything in the consent agenda that they would like to pull out to discuss.

Mr. Conlon stated that he is now on the Board of Directors for the Mosquito Research Foundation and will present information at the Business Meeting.

- **ACTION:** A motion was made by Mr. Mulligan to approve the items under the consent agenda. The motion was seconded by Dr. Duhrkopf and passed unanimously.

FINANCE COMMITTEE:

Mr. Hatch presented the Finance Committee report. He stated that the Committee is in agreement regarding the \$10 dues increase, however, they do not feel that AMCA should fund Board hotel rooms at the Interim Board of Directors Meeting.

The Committee also does not see a need for special pricing for individuals from developing countries as there does not seem to be a strong need at this time.

The Finance Committee recommends that they be charged with looking at site selection and how location affects profitability.

Mr. Hatch pointed out that the Latin American Fund may have a negative balance soon due to the high attendance of Latin American speakers at the Annual Meeting. These speakers' registration is funded by this restricted fund.

- **CHARGE:** The Finance Committee to analyze the site selection process.

Discussion was held regarding how to avoid a negative balance in the future. It was suggested that we have a strict deadline for applying for the registration fees as well as limiting the number of abstracts.

The proposed Board Designated Legislative Fund policy was reviewed.

Guidelines For the Legislative Fund

- (a) Name: The Legislative Fund is established as a Board restricted fund of AMCA.
- (b) Purpose: To help offset legislative and regulatory costs during a year in which AMCA exceeds budgeted expenses. The fund would serve as a "rainy day fund".
- (c) How the Fund Works: This will be a Board designated fund, however only Executive Committee approval is required to transfer funds from the general fund to the legislative fund. In good years, excess revenues will be put into the fund. In bad years, money will be taken out of the fund to offset a loss. This WILL NOT be a separate bank account. The fund will be tracked separately. The balance will carry over from year to year. Excess revenues put into this fund are earmarked specifically for legislative activities unless otherwise voted on and approved by majority of the Board of Directors.

Decision to reclass funds to or from fund should be made in early July prior to the audit so that the current fiscal year's gain or loss for the legislative advocacy program is offset.

- (d) Initial Setup: In 2011-2012, the legislative & regulatory program received excess revenues of \$27,318.42. This dollar amount will be the initial balance of the fund.
- **ACTION:** A motion was made by Dr. Duhrkopf to approve the proposed Board Designated Legislative Fund policy with a transfer of \$27,318.42 from the general fund to the legislative fund. The motion was seconded by Mr. Capotosto and passed unanimously.
 - **ACTION:** A motion was made by Dr. Lewandowski to approve the Finance Committee Report as presented. The motion was seconded by Mr. Capotosto and passed unanimously.

TREASURER'S REPORT:

Mr. Hatch and Ms. Gazi reviewed the December 2012 financial statement.

Mr. Hatch stated that we may be facing a \$6,816 loss on Wing Beats this year. A meeting is being held to discuss and Mr. Hatch will report the findings at the Board Meeting on Thursday, February 28, 2013.

Mr. Hatch reviewed the proposed 2013-2014 budget which currently includes excess revenues of \$25,703.94.

The proposed budget includes a \$10 dues increase as well as expenses to cover Board of Directors' lodging at the Interim Board Meeting.

The budget will be revised based on the Board Designated Legislative Fund approval and the transfer of the excess revenues from the operating budget to the non-operating budget, as well as any projects or requests from Committees. A revised budget will be presented for approval at the Thursday, February 28, 2013, Board Meeting.

BYLAWS & POLICY COMMITTEE:

The Bylaws & Policy Committee has revised the AMCA Bylaws to reflect the removal of the Industry Committee and to adjust the election timeline.

- **ACTION:** A motion was made by Mr. Stark to accept the Bylaws & Policy Committee report and send the revised bylaws to the membership for a vote with the next election. The motion was seconded by Dr. Lewandowski and approved unanimously.

PUBLIC RELATIONS:

Mr. Conlon stated that AMCA will not be participating in the Science & Engineering Festival this year.

Mr. Conlon provided an update on the plans for Education Day in Atlantic City.

Dr. Duhrkopf inquired about RISE membership. This discussion was deferred to the Interim Board of Directors Meeting.

- **ACTION:** A motion was made by Dr. Duhrkopf to approve the Public Relations Committee report. The motion was seconded by Dr. Connelly and approved unanimously.

LEGISLATIVE & REGULATORY COMMITTEE:

Mr. Brown provided a brief update on regulatory activity including a 4th Circuit Court ruling regarding litigation between pesticide groups and biops outlined.

Dr. Malamud-Roam gave an update on behalf of the Chemical Control Subcommittee. He stated that we need an inventory of the tools available.

- **CHARGE:** The Chemical Control Subcommittee was charged with collecting data on pesticide usage from the different states. It was suggested that the Regional Directors help with the data collection.
- **ACTION:** A motion was made by Dr. Duhrkopf to approve the Legislative & Regulatory Committee report. The motion was seconded by Mr. Mulligan and approved unanimously.

ANNUAL MEETING UPDATES:

Ms. Stagliano stated that registration for the 2013 Annual Meeting is currently at 785 attendees. There are 38 exhibitors attending.

A motion was made by Dr. Duhrkopf to investigate a 3 year contract with one hotel chain. The motion was withdrawn.

A multi-year contract with a single hotel chain may result in lower rates and better concessions.

The Board of Directors instructed Ms. Stagliano to compile both 1 year and 3 year proposals for the 2018 site selection.

Mr. Smith requested that site visits be conducted by the Meeting Manager for the final three properties being considered. Having the Meeting Manager visit the properties may help the Board of Directors to make more educated decisions.

The Board of Directors also agreed that presentation do not need to be done by the property but they should be available via phone for any questions.

Lunch: 12:27 PM – 1:41 PM

YOUNG PROFESSIONALS GROUP:

Dr. Connelly provided the Board of Directors with background information on the Young Professionals Group. She also stated that activity within the group has declined.

The Board of Directors agreed that Dr. Cope can still serve as advisor despite no longer serving on the Board of Directors.

- **CHARGE:** The President-Elect is now charged with serving as a liaison to the Young Professionals Group.

PESTICIDE SAFETY EDUCATION PROGRAM:

Mr. Stark reported that the group is currently trying to figure out funding for states that need it.

Mr. Stark will continue to monitor the activities of this group.

AMCA CAREER CENTER:

Ms. Gazi provided the Board with background on the use of JobTarget for our job board on our website.

STAFF EVALUATION:

Mr. Lemyre stated that feedback on the AMCA staff was excellent.

There is one more year on the current Association Headquarters contract.

STRATEGIC THINKING SESSION:

Services currently being provided to members, media, and the public were outlined. Areas of improvement were also discussed.

Services provided to members include:

Annual Meetings, education, website, legislative advocacy, Journal, Wing Beats, Newsletter, networking, webinars, leadership

Services provided to the public include:

Education Day, education, standards, protection from disease

Services provided to the media include:

Information, Joe Conlon, expertise

Other audiences include:

International individuals, legislators, regulatory agencies, military, health depts.

Areas of improvement for members include:

- **Legislative Advocacy**
 - Increase participation in each state
 - Improve member engagement
 - Improve data collection/reporting
 - Develop a list of legislative liaisons from each state

- **Annual Meeting**
 - Keep room rates low
 - Use social media or website for room sharing info
 - Choose accessible cities
 - Publicize major symposia
 - Keynote speaker
 - Site Selection process
 - Consider overall attractiveness of venue
 - Consider longer talks

- **Website**

- Post best practices document if it isn't already posted
- Engage the Young Professionals using website
- Add possible discussion forums and chat rooms
- **Publications**
 - Eliminate hard copy printing and mailing of the *AMCA Newsletter*
 - Email the members to promote the electronic only membership
- **ACTION:** A motion was made by Dr. Duhrkopf to provide the Newsletter to members in an electronic format only. The motion was seconded by Mr. Mulligan and approved unanimously.
- **Networking**
 - Include member and Young Professional spotlights in Mosquito Monthly
 - Possible table top displays for state associations
 - Consider symposium on what's new in the field
- **Webinars**
 - Set a schedule
 - Identify experts
 - Archive presentations
 - Promote webinars as far in advance as possible
- **Leadership**
 - AMCA to fund Interim Board Meeting travel
 - Board Member book club

New services discussed:

- Provide members with a webinar on effective communication (i.e., How to give a presentation)
- Invite AP Biology classes to Student Competition
- Create IPM video
- Explore the idea of a certification program for field techs
- Collaborate with Mosquito Research Foundation on fostering the development of new forms of technology
- Encourage collaboration between districts and university researchers

ADJOURNMENT:

- **ACTION:** A motion was made by Mr. Lunders to adjourn. The motion was seconded by Dr. Connelly and approved unanimously.

The meeting adjourned at 4:48 PM.