Minutes of the November 13, 2019 Board of Directors Meeting
American Mosquito Control Association
Sacramento, CA

American Mosquito Control Association
Board of Directors Meeting
Wednesday, November 13, 2019

AMCA BOARD MEMBERS IN ATTENDANCE
Jason Kinley, President
Ary Faraji, PhD, President-Elect
Mark Breidenbaugh, PhD, Vice President
William Walton, PhD, Past President
Gary Hatch, Treasurer
Lee Cohnstaedt, PhD, West Central Regional Director
Robert Duryea, North Atlantic Regional Director
Christopher Lesser, South Atlantic Regional Director
Gregory Barron, North Pacific Regional Director
Brian Byrd, PhD, Mid-Atlantic Regional Director
Herff Jones, South Central Regional Director
Mark Clifton, PhD, North Central Regional Director
Gary Goodman, South Pacific Regional Director
Catalina Alfonso-Parra, PhD, International Director

BOARD MEMBERS NOT IN ATTENDANCE
Jason Trumbetta, Industry Director

AMCA STAFF IN ATTENDANCE
Natalie Perry, Megan MacNee, Dave Butler

GUESTS
Angela Beehler, Chair, AMCA Legislation and Regulatory Committee
Joe Conlon, AMCA Technical Advisor

CALL TO ORDER: WELCOME & INTRODUCTIONS
Board President, Jason Kinley called the AMCA Board of Directors Meeting to order at 8:04 am (PST). Introductions took place of all board members and staff in attendance.

BACKGROUND
Mr. Kinley welcomed board members to Portland and noted that the group would have a chance to visit with members of the Local Area Committee at the conclusion of the meeting, immediately prior to touring the Oregon Convention Center.

REVIEW CONFLICT OF INTEREST POLICY
Mr. Butler noted the elements of AMCA’s Conflict of Interest Policy were projected on the screen and requested members sign and submit their COI forms to him.

APPROVAL OF MINUTES
Mr. Kinley asked for a motion to approve the minutes for the following meetings:
ACTION: Motion to approve June and October minutes. The motion was seconded and passed unanimously. (Goodman, Durea)

CONSENT CALENDAR
The following items were pulled from the Consent Calendar for discussion later in the meeting:

- Membership Committee Report
- Nominations and Awards Committee Report

ACTION: Motion to approve balance of Consent Calendar. The motion was seconded and passed unanimously. (Goodman, Jones)

TREASURER’S REPORT
Gary Hatch reported that he and AMCA staff are tracking revenue closely – 82% of budgeted membership revenue has been received to date versus 67% in October. We anticipate getting closer to the budgeted goal as registration ramps up for the annual meeting.

Hatch noted that AMCA has $1.3 million in cash reserves with approximately $200,000 in liquid cash with the balance in restricted funds.

Discussion:
Members discussed the balance and role of the Spanish Fund.

CHARGE: To Lee Cohnstaedt and Catalina Alfonso-Parra. Change the name of the Spanish Fund to the Latin American Fund; work with Gary Hatch to include revenue and expenditure within annual budget; establish a framework re: benefits and awards for consideration by the AMCA Board of Directors at its March meeting.

ACTION: Motion to approve September 2019 YTD Financial Reports. The motion was seconded and passed unanimously. (Jones, Goodman)

2018-19 AUDIT REPORT
Joseph Greenfield of Ruotolo, Spewak & Co., Certified Public Accountants joined the meeting by teleconference. Mr. Greenfield presented the audit report for AMCA ending June 30, 2019 and made the following comments:

- Audited Balance Sheet: Did not find clarifications in expenditures
- Tested Internal Controls: No incidents to report; noted good cooperation from both management companies
- Statement of Activities: Noted that Annual Meeting revenue was up $92,000 while expenses only increased $30,000. Overall revenues increased $38,000.
- Overall: Issued a clean, unqualified opinion
ACTION: Motion to approve 2018-19 Audit Report and associated Management Letter. September 2019 YTD Financial Reports. The motion was seconded and passed unanimously. (Hatch, Jones)

TRAINING PROGRAM – REMAINING CDC FUNDS
Mr. Kinley facilitated discussion around the remaining CDC grant funds, noting that the CDC has indicated the grant period has expired, the grant purpose has been fulfilled and the remaining funds are available for other purposes. Mr. Kinley noted that he believed remaining funds should be used consistent with the original grant objectives – training and education for natural disaster responses including Zika and West Nile.

Discussion:
Members noted that the training provided to date has been very valuable to AMCA members and to the public; e-modules are costly to provide and maintain; the board should gather anticipated cost estimates of the current program for the next several years; previous cost estimates for moving e-modules off of current platform and onto AMCA website are up to $200,000 and $30,000 per year to maintain; should develop products that drive member value and increase memberships; suggestion to obtain determination from audit firm re: use of funds and research member priorities; change in management companies caused delay in development of a plan for use of the funds.

CHARGES: For presentation to the Board by January 30, in advance of March meeting
• AMG – Research costs association with e-modules.
• AMG – Develop options for member research.
• Member Education Committee – Develop proposal for education priorities.
• Executive Committee – Seek additional funding from CDC.

COMMITTEE REPORTS

Annual Meeting
Annual Meeting Planning Committee Chair Ary Faraji and Program Chair Mark Breidenbaugh provided the board with an update on the upcoming Annual Meeting in Portland, March 16-20.
• Mr. Breidenbaugh thanked Natalie Perry for doing a great job on behalf of AMG.
• The committee has received over 380 abstract submissions – more than the goal of 300.
• Trustee Tour has been developed.

Estimated costs for shuttle buses have significantly exceeded budget – seeking direction from board. Budget is $18,000 and bid is $42,000. Convention and Visitors Bureau have offered free transit passes for each attendee. All three hotels are convenient by light rail or bus, frequency would be greater than shuttle busses, passes allow attendees to explore more of the city, would save $18,000 in expenses, allows AMCA to “go green.”

CONSENSUS: AMCA should accept Visitors Bureau offer of transit passes; aggressively promote to attendees before, during and after registration process.
Committee Meetings – Mr. Breidenbaugh will contact committee chairs to obtain preference for meetings times/duration; AMG will book rooms accordingly.

Public Relations Committee
Joe Conlon referred board members to his written report and highlighted the following:

- Committee will need to replace Levy Sun as Social Media Chair. Generally, like to pull the chair from YP Committee.
- Levy wants to record videos of board members to promote the annual meeting and will be in touch with members over the next few weeks.
- Education Day will be Wednesday. Chris Worth is working to identify a school.

Science and Technology Committee

- CHARGES:
  - S&T Committee - Review Spartan Mosquito Eradicator and provide Executive Committee a report within 60 days.
  - AMG - Add S&T tab to AMCA website.

Legislation and Regulatory Committee
Angela Beehler provided the Board of Directors with presentation on the following topics:

- Public Affairs Firm – Mrs. Beehler reviewed monthly and annual expenditures with AMCA’s federal public affairs firm, McDermott, Will, and Emery. Expenditures are made in two segments – monthly retainer and NPEDS. Total expenditures in both segments are significantly less than if paid on firm’s hourly rate.
- Federal Funding.
- VBDN Meeting – upcoming at McDermott, Will, and Emery offices. Ary to attend.
- Waters of the US – current administration providing more clarity, consistency.
- PESP Response.
- Unmanned Aircraft Systems.
- Chemical Control – media and publicity increase perceived risk of pesticides, can cause local pesticide bans. AMCA needs to watch.
- Chemical Control/ESA – Recent symposium at American Chemical Society meeting in San Diego. Discussion around revised methods and modeling to review pesticides.

Board Votes:

- Committee roster change – added Stephen Dobson to the Chemical Control Sub-Committee, Karen Reardon to the Clean Water Act Sub-Committee and Taryn Crepeau to the PESP Sub-Committee.
- Approve membership to the Association for Unmanned Vehicle Systems International.

- ACTION: Motion to L&R Committee board actions. The motion was seconded and passed unanimously. (Goodman, Hatch)
Discussion

- Need liaisons from committee to states and public health partners. Will discuss at Annual Meeting.
- Mosquito Control and hemp may come up as a federal issue

Budget Impacts

Mrs. Beehler indicated that she would like the board to consider the possibility of contracting with a firm to assist with securing meetings with lawmakers for the DC program.

Bylaws Committee

In the absence of Janet McAllister, Bylaws Committee Chair, Mr. Kinley reviewed the committee report which proposed to establish a permanent committee in Diversity and Inclusion.

Discussion

Members discussed the perceived value of an organizational emphasis on diversity, noting recognition of diversity is a trend among associations of all types, assisting with membership engagement and leadership development. Herff Jones indicated that he had been in touch with the members who had proposed the establishment of the committee and suggested that he reach out to them to determine their specific intent before the board made any decisions.

- **CHARGE:** Pending Mr. Jones’ discussion with members who proposed the bylaws amendment, Membership Committee to establish a Task Force on Diversity and Inclusion to develop a set of findings and recommendations for consideration by the board at its March meeting. The board also suggested that questions relative to diversity and inclusion be included within a future member research tool.

2024 ANNUAL MEETING SITE LOCATION

AMCA Meeting and Events Manager, Natalie Perry presented results and recommendations from the RFP process to solicit candidate cities for AMCA’s 2024 Annual Meeting.

- New Orleans (two hotels submitted)
- Baton Rouge
- Dallas

After discussion, board members voted to determine their preference with Dallas receiving the most votes.

- **CHARGE:** Board members suggested that questions regarding annual meeting location and amenities be included in future member research.
TECHNICAL ADVISOR CONTRACT SELECTION COMMITTEE

Mr. Kinley reported that the committee had received six proposals from qualified candidates. The committee recommended conducting zoom web conference interviews with the top four submitters with a goal of inviting two finalists to meet with the committee in person at the Florida “Fly-In” meeting, hosted by the Florida Mosquito Control Association, January 14-16 in Fort Meyers.

DIRECTOR REPORTS

Mr. Kinley asked regional directors if they would like to highlight any items included in their written reports within the board book.

North Atlantic – Robert Duryea
Mr. Duryea reported that EEE was “through the roof” and that he would be providing an AMCA Update to an upcoming meeting of the Northeast Mosquito Control Association.

West Central – Lee Cohnstaedt
Mr. Cohnstaedt reported that there were 76 cases of West Nile reported in Colorado and several infestations of Aedes aegypti, the yellow fever mosquito, in Nebraska, Colorado and Utah. He noted that there were no reports from Kansas, as the state has little/no funding for mosquito control.

North Central – Mark Clifton
Mr. Clifton noted that there have been significant discussions of hosting a combined Mid-West meeting in the next three years in Chicago.

South Central – Herff Jones
Mr. Jones reported the district was seeing apx. 1/3 of the previous year’s activity and noted that they have seen no reports of EEE in humans but did have reports of EEE in mosquitoes and equine population. Mr. Jones noted that there are plans to host a joint Louisiana/Texas meeting in December of 2020 and that he and colleagues are having discussions with Arkansas and Oklahoma to encourage them to organize mosquito and vector control activities.

North Pacific – Gregory Barron
Mr. Barron noted that 70 reports of West Nile were filed but none in human or equine populations. He also reported that a director position was open in Idaho.

2019 STRATEGIC GOALS AND ACTION ITEMS

Mr. Kinley provided the board with an update and overview of AMCA’s Strategies Goals and Action Items, including:

- Evaluation of Current Programs
- Long term planning for remaining CDC funds
- Improved Leadership and Communications
CHARGES:
AMG staff work with Angela Beehler and the L&R Committee to pilot the use of a Trello Board to improve inter-committee communications and provide better transparency and accountability for committee charges, activities.

AMG improve post board meeting communications with committees and distribute the following to each committee chair:
- Committee Roster
- Charges identified at Board Meeting
- Standing Charges
- Date when the next report is due
- Instructions re: how to schedule a conference call

CONSENT ITEMS/NEW BUSINESS

Nominations and Elections Committee
William Walton discussed several leadership positions that require succession plans:
- Student Competition Symposium Chair
- Young Professionals Advisor
- Latin American Symposium Coordinator

Discussion:
Board members discussed desired terms for the positions and suggested the appointments process should be formalized to identify positions available, terms, responsibilities and nomination/appointments process.

- CHARGE: AMG staff coordinate a call for nominations for the Student Competition Symposium Chair.

Archives Committee
Bill Walton noted that the history timeline on the AMCA website had not been updated recently.

- CHARGE: AMG staff work with the Archives Committee to update the AMCA History page.

Membership Committee
Associate Members
Mr. Butler noted that nearly 200 individuals who were associate members in 2019 have not renewed their membership as an individual member. Butler suggested that the regional directors may be valuable in contacting these former associate members and encouraging them to join as individual members.

Discussion
Regional Directors indicated they would be glad to take on this task but would require resources and support.
o **CHARGE:** AMG staff provide Regional Directors with lists and contact information of former associate members in their districts and provide collateral and talking points to demonstrate the value of AMCA membership and facilitate membership renewal. Suggest the effort take place in January in advance of the registration deadline for the 2002 Annual Meeting.

“Developing Nation” membership category
Mr. Walton noted that the Board of Directors had previously recommended the establishment of a “developing nation” status of international members and suggested the Membership Committee develop a recommendation for consideration by the Bylaws Committee and Finance Committees for review by the Board of Directors at its March Meeting.

o **CHARGE:** Membership Committee develop a recommendation of a “developing nation” classification for international membership to the AMCA, for consideration by the Bylaws Committee and Finance Committees for review by the Board of Directors at its March Meeting.

Legislation and Regulatory Committee
CDC Funding
Mr. Walton noted that there should be follow up to Roxanne Connelly’s request that the AMCA complete requisite paperwork to be recognized as a potential recipient of additional CDC funding and suggested the L&R Committee should be responsible.

o **CHARGE:** L&R Committee develop and submit a paperwork necessary for AMCA to be recognized as a potential recipient of additional CDC funding and submit request to the AMCA President for his signature.

Public Relations Committee
Vector Control logo
Mr. Conlon informed the board that a coalition of mosquito and vector control organizations has developed a logo they are hoping AMCA and other related associations would adopt.

Discussion:
Members discussed the prospect of formally adding “vector control” to AMCA’s name and mission.

o **CHARGE:** Include “vector control” name and mission in future membership research tool.

EXECUTIVE SESSION
Mr. Kinley called the board of directors into an executive session to discuss the following topics:

- AMG Initial Evaluation
- Technical Advisor Evaluation

o **ACTION:** Motion to ratify the Board of Directors’ discussion during Executive Session. The motion was seconded and passed unanimously. (Jones, Duryea).
ADJOURN

- **ACTION**: Mr. Kinley declared the formal board of directors meeting adjourned without objection. The meeting was adjourned at 4:01 PM (PST).

**MEETING WITH LOCAL AREA COMMITTEE – Oregon Mosquito Control Association**
Immediately following adjournment, the Board of Directors met with leaders from the Local Area Committee, which is helping with preparations for the Annual Meeting in Portland, March 16-20.
- Kenny Carver – Washington County
- Chris Worth – Multnomah County

Mr. Carver and Mr. Worth discussed the following topics:
- Education Day
- Trustee Tour
- Importance of Branding
- Volunteer Recruitment
- Big items – bag stuffing, registration desk

Following the meeting, the AMCA Board of Directors toured the Oregon Convention Center.