American Mosquito Control Association
Board of Directors Meeting
27 April 2020

Minutes
(via Zoom web conference)

PRESENT

AMCA BOARD MEMBERS IN ATTENDANCE
Ary Faraji, PhD, President
Jason Kinley, Past President
Mark Breidenbaugh, PhD, President Elect
Dennis Wallette, AMCA Vice President
Gary Hatch, Treasurer
Broox Boze, PhD, Industry Director
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

AMCA STAFF IN ATTENDANCE
Natalie Perry, Megan MacNee, Evan Wise, Nito Goolan, Dave Butler

GUESTS
Angela Beehler, Chair, AMCA Legislation and Regulatory Committee
Joe Conlon, AMCA Technical Advisor
Dave Brown, AMCA Technical Advisor
William Walton, PhD, Past President

CALL TO ORDER, WELCOME, INTRODUCTIONS
The meeting was convened at 9:02 am PST by AMCA President, Ary Faraji.

Faraji noted that the meeting was the first board of directors meeting after the Membership Meeting the previous week and welcomed new board members Dennis Wallette as Vice President and Broox Boze as Industry Director.

AGENDA
Faraji indicated he wished to add two agenda items: Adding a new member to the Executive Board and a Discussion of Board Liaisons to Committees. A motion was made to approve the agenda as amended.
  o  **Motion**: Goodman, Boze second. Motion approved without objection.
MINUTES
Members suggested several edits to the 20 March 2020 board minutes. A motion was made to approve the minutes of the 20 March 2020 Board of Directors meeting with suggested edits.
  o  **Motion:** Goodman, Boze second. Motion approved without objection.

VIRTUAL MEMBERSHIP MEETING
Faraji asked members their thoughts about the recent annual Membership Meeting, held via Zoom web conference. Members indicated feedback was generally positive and believed the platform was worth using again for membership and board meetings, perhaps on a more frequent basis.

FINANCIAL REPORT
**Annual Meeting P/L**
President Elect Mark Breidenbaugh, who also served as annual meeting Program Chair, indicated that efforts to reduce expenses, including liability from hotel and convention center contracts, had been very successful. He also noted that efforts to encourage sponsors, exhibitors and registrants to consider donating their funds has successfully eliminated a financial loss from cancellation of the meeting and has reduced, but not eliminated, the budget shortfall.

Natalie Perry, AMCA Meeting Manager, noted that all final expenses were in and revenue numbers were solid but not final, as registration refunds have not yet been finalized.

AMCA Executive Director Dave Butler noted that several elements of the annual meeting have been moved online including many of the abstract presentations, the Membership Meeting and the Memorial Lecture. He also indicated that sponsors and exhibitors who had agreed to contribute their fees to help offset losses have been recognized on the web site and in electronic newsletters. Butler also noted that refunds that had not yet been processed would show up on AMCA’s balance sheet as a cash asset and as a liability.

**Discussion:**
Faraji expressed his appreciation to Breidenbaugh for organizing what would have been an outstanding meeting and thanked AMG staff for their efforts in minimizing financial liability for the organization. Goodman encouraged the board to develop a consistent message to explain how sponsor and exhibitor funds were used to mitigate financial losses and demonstrate how funds were used to benefit members.

  •  **Charge:** The board directed AMG to draft a letter to donors thanking them for their contribution to AMCA’s success and how funds will be used to benefit AMCA members.

  •  **Charge:** The board directed AMG to follow up with Kristy Burkhalter to ensure she had resolved travel funds request, per March board of directors meeting.

**Estimated year-end Financials**
AMCA Treasurer Gary Hatch reviewed estimated year end financials, as prepared by AMCA Accounting Manager, Nito Goolan. Hatch noted that Membership Renewals and Legislative Advocacy funds were both better than budget. Hatch indicated that the net balance after expenses of the Legislative
Advocacy funds would likely offset the projected deficit of the annual meeting. Hatch projected that even with revenue shortfalls in publications, the organization will likely end the year with a relatively small budget deficit.

- **Motion:** A motion was made to approve the Estimated Year End Financials as presented. Wallette, Goodman second. The motion was approved without objection.

**STRATEGIC PLANNING PROPOSAL**

Faraji noted that the development of a strategic plan had been a priority for the board of directors for some time and he credited immediate Past President Jason Kinley with its continued development.

Faraji called members attention to three documents in their packet – a cover memo, a contract proposal for strategic planning consulting services from John Berghoff of Xchange, and an outline of the planning process with timeline and budget. Faraji reported that the budget, which is estimated at $151,000 would be reduced to $141,000 as the consultant agreed to reduce his fee from $85,000 to $75,000.

Faraji noted that the strategic planning process would employ the Appreciative Inquiry method, a holistic operating system of recognizing the best in people and their organizations, and unlocking the collective wisdom to determine when we have been our best and how to continue to appreciate and grow our past successes. The AI approach is intended to be conducted in three phases – a member survey; a virtual preplanning meeting to identify priorities and a three day, and an in-person meeting with apx. 60 stakeholders in attendance in addition to the board. Faraji noted that the in-person session was intended to be collaborative and result in a shared plan with specific objectives, deliverables outcomes and task forces dedicated to achieving those objectives. Faraji also noted that the strategic planning approach should concentrate more on the method utilized and not just the costs of getting any facilitator to run a typical summit.

**Discussion**

Members discussed the following points:
- encouraged the process to be flexible, to allow virtual convening in the event COVID-19 is still limiting public gatherings.
- asked how participants would be selected. Butler noted the survey and preplanning meeting would identify priorities and members of the preplanning group would help select participants best positioned to inform and support these priorities.
- suggested Faraji seek multiple quotes for consulting services vs. a single source.
- suggested the consultant include a plan to assist with implementation
- suggested the consultant have experience working with non-profit associations
- suggested staff refine the budget to include costs outlined in proposal including AV, cost of materials, etc.
- in a year when the annual meeting was cancelled, spending $150K from the AMCA general fund on planning, could be considered negatively by the membership or vendors who responded to the “financial emergency” of the cancelled annual meeting.

- **Charge:** AMG to reach out to at least two additional firms to obtain proposals and quotes. AMCA Executive board to review all submissions and make a recommendation to the board, which will then act in a subsequent virtual meeting.
MEMBERSHIP

Diversity and Inclusivity Chair
Herff Jones recommended Dr. Kristen Healy as chair of the Diversity and Inclusivity Subcommittee.

- **Motion:** A motion was made to appoint Dr. Healy as Chair of the Diversity and Inclusivity Subcommittee. Boze, Breidenbaugh second. Motion was approved without objection.

International Membership Category
Butler called members’ attention to a memo proposing to add a membership category for International Members, available to those individuals and agencies from nations identified as developing economies by the International Monetary Fund, consistent with board direction in November. Butler noted that pricing and costs were proposed to be similar to the retired member category but without voting privileges.

**Discussion:** Members discussed whether to limit membership to only developing countries. Members also discussed the value of specific member benefits to international members, including Wing Beats. Wing Beats will only be delivered digitally, if at all (available on the website)

- **Motion:** A motion was made to approve the proposal for International Membership based on the World Bank designation and forward to the Bylaws Committee to develop language for approval by the board and consideration by the membership. Wallette, Jones second. The motion was approved without objection.

REPORTS

JAMCA Editorial Board
JAMCA Editorial Board Chair Bill Walton called members’ attention to a draft report sent via email over the weekend, which outlined three areas:

- Timeliness to Publication: Board is considering adding an assistant editor or section editors
- Quality of Papers: Board seeks to increase impact factor; is considering inviting a prominent researcher to submit for each issue; expansion beyond mosquitoes, pending strategic plan.
- Financials: Suggest implementing a multiple fee structure developed previously; increase ad revenue with new web platform.

Walton noted that AMG and a subcommittee of the board have been engaged with Allen Press to review alternatives for a new web platform which could help advance all three objectives above. The group hopes to launch the new site in July in conjunction with the release of the next issue of JAMCA.

**Discussion:** Members suggested adding “special collections” editions. Members asked if recipients of MRF grants be required to submit to JAMCA. Walton suggested they be encouraged to do so.

- **Charge:** Board requested Breidenbaugh discuss MRF recipient submissions to JAMCA with S&T Committee.
ADDITIONAL DISCUSSION

Board Liaisons
Faraji asked members if they would like to change or add a board liaison position. Boze agreed to serve as Board Liaison to the Public Relations Committee.

Executive Board
Faraji informed the board that Jones had agreed to step down as one of two directors on the Executive Board to stay consistent with AMCA Bylaws. Mark Clifton and Chris Lesser were both nominated as director members of the Executive Board. Faraji appointed Mark Clifton to the position.

ADJOURN

There being no other business, a motion was made to adjourn the meeting. Kinley, Jones second. The motion was approved without objection and the meeting was adjourned at 10:51 am PST