American Mosquito Control Association  
Board of Directors Meeting  
3 September 2020

Minutes  
(via Zoom web conference)

PRESENT

AMCA BOARD MEMBERS IN ATTENDANCE
President   Dr. Ary Faraji  
President-Elect   Dr. Mark Breidenbaugh  
Vice President   Mr. Dennis Wallette  
Treasurer   Mr. Gary Hatch  
Industry Director   Dr. Broox Boze  
International Director   Dr. Catalina Alfonso-Parra  
North Atlantic Director   Mr. Robert Duryea  
Mid-Atlantic Director   Dr. Brian Byrd  
South Atlantic Director   Mr. Christopher Lesser  
North Pacific Director   Mr. Gregory Barron  
West Central Director   Dr. Lee Cohnstaedt  
South Central Director   Mr. Herff Jones  
North Central Director   Dr. Mark Clifton  
South Pacific Director   Mr. Gary Goodman

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

GUESTS
Angela Beehler, Chair, Legislative and Regulatory Committee  
David Brown, AMCA Technical Advisor

CALL TO ORDER, WELCOME, INTRODUCTIONS
The meeting was convened at 9:03 am PST by President Faraji.

Faraji welcomed members to the call.

AGENDA
Faraji asked members to review the agenda.

A motion was made to approve the agenda as presented.
•  **Motion**: Goodman, Wallette second. Motion approved without objection.

MINUTES
Boze made note of suggested edits to the minutes of the 9 July 2020 Board of Directors meeting. 
A motion was made to approve the minutes of the 9 July 2020 Board of Directors meeting with corrections.
•  **Motion**: Goodman, Boze second. Motion approved without objection.
NOMINATIONS AND ELECTIONS
In the absence of Immediate Past President, Jason Kinley, chair of the Nominations and Elections Committee, Megan MacNee, Deputy Executive Director, provided a report.

MacNee noted that the committee had received nominations of officers, a mailing was being prepared to notify members of the election timing and format including the deadline to renew membership in order for ballot to be counted (October 15).

Discussion
Members noted that there was no advertisement to the membership for nominations of officers, only for awards. Members also noted that the Nominations Committee must present a slate of nominations for consideration by the Board of Directors before being placed on the ballot.

• Action: The Board of Directors directed staff to distribute an email to AMCA Membership soliciting nominations for Vice President as soon as possible.

CDC GRANT APPLICATION
Butler informed the Board of Directors that AMCA’s grant application to the CDC was approved, however the award as for $250,000, not for the $1.5 million requested in the grant submission.

Goodman noted that the grant team met with Roxanne Connelly of the CDC, who has been assigned as AMCA’s grant program manager to discuss narrowing the project proposal to focus on Best Management Practices associated with Culex control. Goodman said the grant team would work with the Members Education Committee to determine how best to develop and administer the information and material. Goodman noted that while the grant award was less than hoped for, having AMCA positioned for current and future grant opportunities was a priority objective. He also noted that AMCA was the only vector control organization to receive a grant award, which better positions AMCA as the “go to” organization for research and best practice information concerning mosquito control. Goodman indicated that a subsequent round of funding could fund a “train the trainer” element if that is what leadership desired.

Discussion
Members noted that there were funds remaining from the previous CDC grant which could be used to complete this project if needed. Faraji thanked Mr. Goodman and other members of the grant team for their efforts (Dave Brown, Angela Beehler, Dave Butler, and Dr. Rajeev Vaidyanathan). Goodman noted that Dr. Vaidyanathan served a valuable role as a paid consultant.

AMCA MEMBER RESEARCH
MacNee reported that Association Labs received 78 responses to the qualitative research survey which reflected a representative cross section of AMCA members and partners. Association Labs plans to have a summary report to the Oversight Team the week of September 7 and plans to present survey results and review a draft qualitative survey with the team the week of September 14.

MEMBERSHIP COMMITTEE
Member Renewals
Butler reported that Membership Renewals were at 73% of budget and renewals continued to come in at a solid pace. Butler suggested staff work once again with regional directors to follow up with non-renewed members.
**Discussion**

Members expressed concern about the percentage of renewals among sustaining members. Members requested staff clearly identify the importance of and any specific actions requested in any emails seeking directors to assist with membership renewals.

- **Action:** Members requested a bi-weekly status report of sustaining members that includes agency name, contact information and status of communication/payment.

**Diversity and Inclusivity Subcommittee**

Herff Jones reviewed the charges the committee has established:

- Serve as a resource to other committees to ensure diversity among membership
- Develop a statement reflecting AMCA’s committee to diversity and inclusion
- Present a draft Code of Ethics to the Board of Directors for its review
- Determine how to strategically engage and support the Entomologists of Color
- Host an event at the AMCA Annual Meeting
- Include a presentation on Diversity and Inclusivity as part of the Annual Meeting

**Discussion**

Members noted that a Code of Ethics can be recommended by the Diversity and Inclusivity Subcommittee but should be a product of the Board of Directors to apply to the entire organization. Members also suggested the code of conduct apply to AMCA in general not just the Annual Meeting. Members suggested the board take time to review the subcommittee’s mission statement.

**FINANCIAL REPORT: 2019-20 YEAR END FINANCIALS**

AMCA Treasurer Gary Hatch reviewed draft year-end financial report for the 2019-20 fiscal year, highlighting the following:

- **Membership Dues** – Regular and Sustaining Dues performed better than budget
- **Annual Meeting** – Members chose to contribute $43,000 in foregone registration fees and approximately $150,000 in sponsorships and exhibitor fees.
- **Publications** – Revenue was under budget and expenses were slightly above budget for JAMCA.
- **Advocacy** – Revenue attributed to advocacy was slightly under budget, because transfer from annual meeting registration didn’t occur, although advocacy expenses are less than budgeted
- **Net revenue** – Net revenue was negative $40,000 which was approximately $12,000 better than budgeted.

**Discussion:**

Butler noted that JAMCA will receive more effective marketing in conjunction with the launch of the revised JAMCA website. Members requested more detail on consultant fees associated with JAMCA. Members noted that with the cancellation of the Annual Meeting, the finances could have been in much worse shape and congratulated leadership and staff with managing contracts and minimizing expenses. Members noted that AMCA leadership needs to focus on financial sustainability as the membership trends were not positive, member value needed to be addressed beyond attendance at the Annual Meeting and alternative revenue sources should be explored.

A motion was made to accept the draft 2019-20 Financial Reports as presented.

- **Motion:** Jones, Boze second. Motion was approved without objection.
EVENTS UPDATE
AMCA Events Manager Natalie Perry updated the board on the following:

2025 RFP Status
Perry reported she had received three proposals for the 2025 Annual Meeting (Puerto Rico, Charleston, SC and Louisville, KY) and would present them at the Interim Board Meeting in November:

2021 Annual Meeting Status
Perry reported on the following:
- **Salt Palace**: In speaking with convention center staff, all Q1 meetings are planning hybrid meetings (in person/virtual) with appropriate social distancing requirements.
- **Room Blocks**: To conform with reduced budgeted attendance and to reduce financial liability, room blocks and F&B at the convention center have been reduced by approximately 25%
- **Registration**: Perry is moving registration and sponsor/exhibitor solicitation back to October 1
- **Abstracts**: Perry notes the committee currently has 21 abstracts and she is reaching out to the submitters again.
- **Virtual Ticket**: Based on feedback she is receiving from peers in event management, virtual tickets are providing associations with an opportunity to increase member engagement and significantly increase overall meeting attendance.
- **Virtual Meeting**: Perry noted that the virtual platform she is contracting with will allow AMCA to host the meeting in a 100% virtual setting if required. Perry also asked for volunteers to serve as a “virtual host” to conduct behind the scenes interviews and special insights to virtual attendees.

Washington Conference
Perry noted that she has been in touch with the hotel in Alexandria but staff has been slow in responding due to reduced staffing levels from COVID, though she is not worried about losing out on booking.

Discussion
Members expressed appreciation to Perry and the Annual Meeting planning committee for their efforts. Members expressed concern about meeting the needs of sponsors and exhibitors in a hybrid or virtual setting and suggested staff reach out to corporate partners to identify what they are hoping for. Members suggested staff keep track of members registering for the virtual ticket by member segment to assist with future marketing efforts

PUBLIC RELATIONS COMMITTEE
AMCA Technical Advisor, Dave Brown, who chairs the Public Relations Committee, updated the board on the following topics:
- **Electronic newsletters**: The committee met to discuss the board of director’s recommendation to distribute a more regular electronic newsletter in a condensed, user friendly format. Members of the committee, who are all local district PR professionals, are happy to support the new format and help develop content.
- **AMCA website**: Brown continues to work with the PR Committee and AMCA staff to make incremental improvements in the current AMCA website including managing information on the front page.
• **Butterfly in North Dakota:** There was a reported Monarch butterfly die-off that occurred after an adult mosquito control mission was conducted near Fargo, North Dakota. This generated a significant amount of publicity at the local level, as well as interest in some national publications. Brown provided talking points to the local mosquito control director in conjunction with the registrants’ public outreach coordinator, as well as responded to a local letter to the editor.

• **GMO mosquitoes in Florida:** The interest in GMO/SIT mosquitoes being considered for release in a District in Florida resulted in some interest in many national news outlets. The PR committee had anticipated this and had already generated talking points for agencies to use, in addition to working with the Science and Tech Committee to develop FAQ that was placed on the AMCA website.

• **Group letter:** AMCA signed onto a multi-organization letter concerning upcoming legislation, Protecting American Children from Pesticides Act, and encouraged state and local associations to also sign on.

**Discussion:**
Members thanked Brown for allowing them the opportunity to provide input before engaging on the issue in Florida. President Faraji asked Brown to assess if the time required for the TA position was consistent with the current services agreement.

**LEGISLATIVE AND REGULATORY AFFAIRS UPDATE**
Angela Beehler, Chair of the AMCA Legislative and Regulatory Affairs Committee, provide the board with an update on the following items:

• **New Technical Advisor:** Beehler noted that the transition to the new Technical Advisor was going very well, especially with Dave Brown’s ability to bridge the communications between the Science and Technology, L&R and PR committees.

• **Federal issues:** Working with AMCA advocacy firm, McDermott Will & Emery, Beehler and the L&R Committee have engaged on the following federal issues:
  - Legislation that could ban product consistently used for mosquito control
  - Legislation concerning unmanned aircraft, relative to those manufactured in China
  - Working with EPA concerning “Homeowner Guidance” encouraging homeowners to contact districts first before using home treatments
  - Provided comments to EPA concerning bat habitat in Florida
  - Support for funding for the SMASH and TICK Acts

• **RISE Meeting:** Beehler and Dave Brown participated in a virtual strategic planning meeting

• **Compliance Services International:** Beehler and Brown continue to work with CSI to address label language concerning endangered species. Beehler noted that the issue with the monarch butterfly in North Dakota has delayed work on the project. Beehler noted they would be meeting the following week about Fish and Wildlife.

**Discussion:**
Regarding the monarch butterfly issues, members suggested it might be valuable to consider developing a BMP concerning insect collection.
Members suggested it would be helpful to develop a feature to inform members of the work of the Technical Advisor and position the TA role, responsibilities and activities as a member benefit. Dave Brown noted it was important for AMCA to address USFW’s concerns concerning the monarch butterfly.
BYLAWS – US TERRITORIES
Faraji reported he has been in communications with the Bylaws Committee concerning the status of US Territories within the AMCA governance structure. Members in Puerto Rico had discussed the possibility of establishing a new district specifically for the Territories whereas Faraji and the Bylaws Committee believed it was most appropriate for Territories to select which AMCA region with which they were most aligned. Faraji noted that he has asked regional directors to work with the territories to survey their members to determine which AMCA region they would prefer to join.

AMCA RESEARCH FOUNDATION
2021 Award Process
Mark Breidenbaugh, AMCA First Vice President and chair of the AMCARF Selection Committee, reported they had received nearly 50 proposals and had selected eight to submit for final proposals. Final proposals are due on October 9 and will be announced/awarded in December.

Awards Adjustment
Breidenbaugh reported the committee had received requests from 2020 award recipients to adjust their agreements:
  • Brelsfoard – requested deadline extension due to impacts of COVID-19
  • Reeves – requested budget adjustment without changing allocation

A motion was made to approve the adjustments as presented
  • Motion: Wallette, Goodman second. Motion was approved without objection.

OFFICE APPROVAL OF CONTRACTS
Faraji requested the board consider a policy requiring officer approval of contracts over a specified amount.

  • Charge: The Board of Directors directed AMCA staff to work with AMCA Treasurer Gary Hatch to develop and present a proposal for the board’s consideration at its next meeting.

CLOSED SESSION
Faraji requested the Board of Directors meet in closed session to discuss the evaluation of AMG.

A motion was made to adjourn in closed session.

  • Motion: Goodman, Boze second. Motion was approved without objections

ADJOURN
A motion was made to adjourn the Board of Directors meeting.

  • Motion: Jones, Duryea second. Motion was approved without objection.

The meeting was adjourned at 11:32 am Pacific.