American Mosquito Control Association
Board of Directors Meeting
9 July 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
Past President 2019              Mr. Jason Kinley
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
Dr. William Walton, AMCA Past President, Chair, JAMCA Editorial Board

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 to add several additional items to the agenda:
  • CDC Grant
  • Joint letter re: The World Health Organization
  • Public Relations Committee web posting
  • Closed Session re: AMG

A motion was made to approve the agenda as amended.
  o  **Motion:** Boze, Goodman second. Motion approved without objection.
MINUTES
A motion was made to approve the minutes of the 4 June 2020 Board of Directors meeting as posted on the AMCA website.

- **Motion**: Boze, Barron second. Motion approved without objection.

AUDIT
Gary Hatch reviewed a letter of engagement with the auditing firm Ruotolo, Spewak & Co. to perform the 2019-20 and 2020-21 financial audits.

A motion was made to authorize the letter of engagement as presented.

- **Motion**: Goodman, Jones second. Motion was approved without objection.

ESA CONSULTATION CONTRACT
Angela Beehler, Chair of the AMCA Legislative and Regulatory Committee, reviewed a proposal she had solicited from Compliance Services International of Lakewood, WA to provide expert strategic advice and development of a model program in support of streamlined Federal Insecticide, Fungicide, and Rodenticide (FIFRA)/Endangered Species Act (ESA) consultation for mosquito control products used by AMCA members (US Mosquito Control Districts). The goal is to (1) develop and have accepted a single labeling statement for ESA compliance that can be used on any FIFRA-registered pesticide with professional mosquito control uses; (2) achieve a US Fish and Wildlife Service (FWS)-accepted Best Management Practices (BMP) and preparedness guide or manual that sets AMCA standards for mosquito control while protecting ESA-listed species; and (3) obtain an EPA-accepted label mitigation statement reflecting goals (1) and (2).

Phase 1 of this proposed project will set the stage with the agencies involved (primarily EPA-OPP and FWS) by explaining the issues and introducing AMCA’s upcoming efforts to develop a workable solution. It is important to bring this to the agencies immediate attention, but in a positive way, so that they can work with AMCA while mosquito pesticide consultations are ongoing and before an agency-based mitigation is proposed product-by-product in absence of a more complete understanding of context and impact.

Phase 1 Cost: $15,000 to $30,000

**Discussion:**
Members asked if the process would provide a data driven information to establish the base argument. Beehler replied that most of the information has already been developed within AMCA and will be assembled in one place as part of the Phase 1 process.

A motion was made to approve the Phase 1 contract as presented at a cost up to $30,000.

- **Motion**: Goodman, Wallette second. Motion was approved without objection.

MEMBER RESEARCH, BOARD TRAINING AND DEVELOPMENT
Dave Butler, AMCA Executive Director reviewed two contract proposals requested by the Board of Directors at its last meeting, after reviewing consultants related to a strategic planning process which the board chose to delay.

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<th>Association Labs</th>
<th>Member/Partner Research</th>
<th>$25,000 plus travel</th>
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<tr>
<td>Managance</td>
<td>Board Training/Development</td>
<td>$5,000</td>
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Discussion:
Members asked what the rationale was for a third-party consultant to conduct board training when AMCA staff had performed this function in the past. Faraji replied that engagement as a governing body was especially helpful, that content would cover a broader range of instruction, discussion and collaboration concerning roles and responsibilities as board member of an association, and also include leadership development. Faraji noted the process is similar to that used by many AMCA member agencies for their own governing boards and could be conducted every 3-4 years, suggesting AMCA staff could onboard individual board members during the interim years.

Members also discussed the importance of conducting the board training in person v. zoom and suggested that be made a condition of the contract.

A motion was made to approve the contract with Association Labs for member/partner research as presented.
  o  **Motion**: Kinley, Clifton second. Motion was approved without objection.

A motion was made to approve the contract with Managance for board training/development on the condition the session must be held in person at the interim board meeting or AMCA Annual Meeting.
  o  **Motion**: Wallette, Jones second. Motion approved without objection.

**JAMCA**
William Walton, Chair of the JAMCA Editorial Board, presented the board’s recommendations to change pricing of publication fees below. Walton noted the cost adjustments are anticipated to generate approximately $1,000 in additional revenue based on past years’ submissions.

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<tr>
<td>Member</td>
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<td>Non-member</td>
<td>$600</td>
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<td>Developing country (member)</td>
<td>$250</td>
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<tr>
<td>Developing country (non-member)</td>
<td>$350</td>
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A motion was made to approve the JAMCA publication fees as presented.
  o  **Motion**: Kinley, Boze second. Motion was approved without objection.

**2020-21 AMCA BUDGET**
Gary Hatch, AMCA Treasurer, reviewed a budget memo and the detailed budget with the Board of Directors.

The budget projects total revenue of $791,748 against total expenses of $906,227 resulting in a projected negative net revenue of $114,479. This compares to a projected negative net revenue of $53,244 in 2019-20.

Several income categories have been projected downward based on anticipated economic challenges and logistical circumstances:

**General**
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<td>Membership</td>
<td>84% of prior budget, 80% of prior projected actuals</td>
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<td>Washington Day</td>
<td>77% of prior budget</td>
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JAMCA  

Revenue $48,000 less $52,800 in expenses

**Annual Meeting**

- **Registration**: 77% of prior budget
- **Sponsorship**: 80% of prior budget
- **Exhibitors**: 75% of prior budget
- **Virtual Ticket**: $26,000 (175 x $149)
- **Virtual Platform**: $16,000 expense

**Discussion:**

Members asked if the virtual ticket would have a member/non-member price. Hatch replied that the decision was made to have one price to keep it simple and reduce any potential barriers to the purchase “product” and one that is intended to increase participation among those who otherwise couldn’t or wouldn’t attend an annual meeting.

Members asked if the anticipated reduction in member dues was real or a precaution. Hatch replied that he does anticipate a drop in membership renewal given uncertainty around COVID and adverse economic impacts to COVID. Butler noted that staff would not be “selling” to the reduced budgeted levels but would be seeking to achieve the 100% budget numbers from 2019-20.

Members discussed elements of the 2021 Annual Meeting. Based on the discussion, Wallette, Breidenbaugh, and Perry agreed to meet the next day and forward any budget changes to Hatch.

Members suggested revenue and expenses associated with AMCA special funds should be included in the budget document and suggested those elements be included in a budget revision at the next Board of Directors meeting.

Members expressed concern that the budget projected a $114,000 deficit which is roughly 30% of AMCA’s unrestricted funds (AMCA restricted funds are approximately $600,000). Members indicated the trend was not sustainable.

Members expressed concern about the potential loss in revenue from Sustaining Members due to reduced tax revenues associated with the current economic downturn and suggested staff and leadership look for areas to cut expenses. Butler noted that the board had recently made decisions that resulted in reduced expenses, including changing management companies and adjusted expenses associated with the new Technical Advisor contract.

A motion was made to approve the budget as presented with the following conditions:
- Board will review the reserve policy at its next meeting
- Board will review expenses associated with restricted funds at its next meeting

  - **Motion**: Jones, Barron second. Motion was approved with one oppose (Boze) and one abstention (Lesser).

**SUSTAINING MEMBERSHIP DUES NOTICE**

Faraji noted that some members had expressed concern about the inclusion of the word “advocacy” within the billing statements of Sustaining Members, as public agencies are prohibited from engaging in
advocacy activities. At the recent Executive Committee meeting, members agreed to change language on the invoices and the website to read “legislative and regulatory advocacy fund.”

ENTOMOLOGISTS OF COLOR
Faraji noted that AMCA had been approached by one of its members to advocate for a new organization called Entomologists of Color, seeking an affiliation with AMCA. Faraji informed the board that he had forwarded the request to Herff Jones to present to the Diversity and Inclusion Task Force and with the Bylaws Committee for possible inclusion in the Bylaws. A report will be provided in the future after the request has been investigated.

EVENTS
Natalie Perry, AMCA Events Manager, informed the board on two items:

Interim Board Meeting – Perry noted the contract has been signed for November 11-13. She indicated she would be in touch with Faraji and Butler to discuss the possibility of adding an extra night to accommodate the board training/development process. Once confirmed Perry will email board members seeking travel dates, as AMCA reserves and pays for board member hotel accommodations.

2025 Annual Meeting – Perry noted that she was in the process of sending out a “call for hosts” to regional directors and member agencies in the eastern US to host the 2025 Annual Meeting. Once done, she will begin an RFP process with the goal of presenting three final proposals to the Board of Directors at its interim board meeting in November. Perry noted she had already received interest from Puerto Rico.

ADDITIONAL REPORTS

AMCARF – Breidenbaugh informed the board the Research Fund Committee had just completed the pre-proposal process for the 2021 grant awards, receiving 44 applications. He noted that the committee expects to keep the awards budget to $75-95,000, consistent with 2019.

Nominations and Awards – Immediate Past President, Jason Kinley noted that the N/A Committee had received two nominations for the Memorial Recipient and Lecture. Kinley noted the committee is still seeking nominations for other awards.

Members asked about the process for nominations for open officer/director positions. Butler noted that he would work with Dave Brown on that process the following week.

NEW BUSINESS

Public Relations Committee – Broox Boze, Board Liaison to the PR Committee, informed the board that the committee had developed an FAQ concerning SIT and asked if the committee needed board approval before posting to the website.

Members responded that the committee had the authority to post information as it saw fit and suggested the committee provide board members with a courtesy email prior to posting.
CDC GRANT LETTER
Gary Goodman reported that he had been working with AMCA Technical Advisor Dave Brown to position AMCA to receive federal grants and that a grant opportunity was currently available which required submission of a letter of interest by the end of July. Goodman noted that because of COVID, more federal funding has been directed to public health initiatives. Goodman indicated AMCA’s grant proposal would focus on expanding the Train the Trainer program to address Culex: Surveillance and Control Certification Program for Mosquito Control Technicians and Emergency Response for Local Districts. Goodman also informed the board that he had been in conversation with colleagues at UC Davis who were considering applying for funding to expand the VectorSurv platform and include AMCA as a partner providing outreach and education to member districts.

Goodman noted that obtaining funding from either grant application would provide AMCA with non-dues revenue, enhance financial sustainability, and provide a significant member benefit.

Discussion:
Members suggest building in an indirect cost to offset AMCA internal costs associated with managing the grants. Members also suggested that Goodman consider working with a grant writer to help polish the letter of intent.

A motion was made to provide Goodman with approval to move forward and to approve modest expenditure for a grant writer to assist.

- **Motion**: Hatch, Boze second. Motion was approved without objection.

JOINT LETTER RE: WORLD HEALTH ORGANIZATION
Faraji informed the board that AMCA was approached by the ESA to consider signing onto a joint letter to oppose the Trump Administration’s decision to remove the US from membership to the World Health Organization.

A motion was made to authorize President Faraji to include AMCA on the joint letter.

- **Motion**: Kinley, Boze second. Motion was approved without objection.

CLOSED SESSION
A motion was made to adjourn to closed session to allow the board to discuss AMCA’s relationship with AMG.

- **Motion**: Goodman, Boze second. The motion was approved without objection.

A motion was made adjourn closed session.

- **Motion**: Jones, Boze second. The motion was approved without objection.

ANNOUNCEMENT
Mark Breidenbaugh informed the board that he has accepted a position as Executive Director of the Northwest Mosquito and Vector Control District in Corona, CA.

ADJOURN
There being no other business, a motion was made to adjourn the meeting.

- **Motion**: Kinley, Boze second. The motion was approved without objection and the meeting was adjourned at 11:15 am PST.