Minutes of the Interim Board of Directors Meeting
American Mosquito Control Association
September 20, 2013
Seattle, Washington

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AMCA Board Members in Attendance
Roxanne Connelly, President
Steve Mulligan, President-Elect
Ken Linthicum, Vice President
Tom Wilmot, Past President
Gary Hatch, Treasurer
Larry Smith, Industry
Paul Capotosto, North Atlantic
Dennis Salmen, Mid-Atlantic
Henry Lewandowski, South Atlantic
Mike Szyska, North Central
Rick Duhrkopf, South Central
Zane McCallister, West Central
James Lunders, North Pacific
Becky Cline, South Pacific

AMCA Staff
Sarah Gazi
Joe Conlon
Debi Maines

Others in Attendance
Angela Beehler

CALL TO ORDER:
President Connelly called the AMCA Board of Directors Meeting to order at 8:00 AM on September 20, 2013.

APPOINTMENT OF PARLIAMENTARIAN:
President Connelly appointed Mr. Lunders as Parliamentarian.

APPROVAL OF AGENDA:
President Connelly reviewed the items on the agenda. The below items
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were added to New Business:
- Ustream video sent by Ary Farajollahi  
- Latin American Regional Director

- **ACTION:** A motion was made by Mr. Mulligan to approve the agenda with the added discussion items. The motion was seconded by Mr. Hatch. The motion passed unanimously.

**REVIEW OF CONFLICT OF INTEREST POLICY:**
No conflicts of interest were disclosed.

**APPROVAL OF THE MINUTES:**
The minutes of the August 6, 2013 Board of Directors Meeting held via conference call were reviewed.

Mr. McCallister indicated that his name was omitted from the list of Board Members in attendance.

- **ACTION:** A motion was made by Dr. Duhrkopf to approve the minutes of the Board of Directors Meeting held on August 6, 2013 with the recommended change. The motion was seconded by Ms. Cline and passed unanimously.

**MINUTES – BEST PRACTICES:**
Ms. Gazi informed the Board of Directors that it is not best practice to include individuals’ names in the minutes when recording motions.

- **ACTION:** A motion was made by Dr. Duhrkopf to no longer include individuals’ names in Board Meeting minutes when recording motions. The motion was seconded by Mr. Capotosto and passed unanimously.

**REVIEW OF THE 2013 MEMBER SURVEY:**
The Board of Directors discussed the accuracy of the demographics.

- **ACTION:** The Board of Directors requested that demographic fields be added to the member database.
It was suggested that some answer options be revised for 2014 to improve accuracy.

Discussion was held concerning Sustaining Members and that they are only completing one survey.

Certification for field technicians was discussed and if a certification program would do more harm than good. The idea of having specific criteria for who could be certified was discussed. This topic will be presented later in the day.

BOOK DISCUSSION:
The Board of Directors discussed “The End of Membership as We Know it”.

Ideas and concepts that were addressed included:
- Repackaging information and content recycling
  - Broadcasting content live from Annual Meeting. Other organizations have not seen a drop in attendance. Might encourage attendance for the following year. Not all sessions would be streamed.
- Membership Models
  - Customized membership models – Is this worth looking into?
- Lunch seminars during the annual meeting
- How to further engage the Young Professionals
  - Are the YP criteria too limiting?
  - Is AMCA membership required to be a YP? The Board agreed that it is not and YP involvement is a recruitment tool.
  - Invite YP President to attend AMCA Board Meetings.
  - Consider values and work ethics of Generations X, Y and Z.

CONSENT AGENDA:
Discussion was held regarding webinar registration fees.
• **ACTION:** A motion was made to offer webinars free of charge to AMCA members for the current fiscal year and secure sponsors. The motion was seconded. Four were opposed and two abstained. The motion passed.

• **ACTION:** A motion was made to approve the reports within the consent agenda. The motion was seconded and passed unanimously.

**TREASURER’S REPORT:**
Mr. Hatch presented the July 2013 financial statement. Membership revenue is higher YTD than this time last year due to the dues increase.

Investments are averaging almost 3%.

It is only one month into the year and too early to make any real projections.

• **ACTION:** A motion was made to approve the Treasurer’s Report and the July 2013 financial statement as presented. The motion was seconded and passed unanimously.

**NOMINATING COMMITTEE:**
Dr. Wilmot reported that there will be two Vice President candidates on the ballot, Drs. Cope and Becker.

Dr. Wilmot indicated that the policy manual needs revisions since the Awards and Nominating Committees are lumped together but the members of these committees are different individuals. These should once again be separated.

**CHARGE:** Bylaws and Policy Committee to revise the Policy & Procedures Manual to once again separate the Nominating and Awards Committees since the committees are composed of different individuals.
It was reported that Dr. Lewandowski will be retiring. The South Atlantic Regional Director position will therefore be on ballot next year. An interim regional director will be appointed in June.

**AWARDS COMMITTEE:**
Dr. Wilmot outlined the nominees put forth by the committee.

1. Medal of Honor - Chester G. Moore
2. Meritorious Service - Diann Crane and Dan Kline
3. Presidential Citation - Salvador Rico
4. John N. Belkin - Graham White
5. Industry - Gerry Hutney
6. Grass Roots - Dell Boyd (Butte County, CA), John McCready (Jackson County, OR) Geneva Ginn and Gaby Perezchica-Harvey (Coachella Valley, CA)
7. Memorial Lecturer - Gordon Patterson
8. Memorial Honorees - “Pioneering Women” of Mosquito Control

The Committee recommends that the description of the Presidential Citation be amended as shown below:

The Presidential Citation recognizes individuals not eligible to receive other awards but who are eminently deserving of special recognition by AMCA. Recipients need not be AMCA members. *This award is presented at the suggestion of the AMCA President, in consultation with the Awards Committee.* After 1982 the Board of Directors set a suggested maximum of no more than 2 awards per year.

If the award criteria are changed as suggested, the call for award nominations would not need to include Presidential Citation.

Suggestions that:
- AMCA members are encouraged to offer suggested nominees for the President’s consideration and,
- The award be intended for recent, specific service more than life-time achievement.

- **ACTION:** A motion was made to approve the 2014 award recipients as presented. The motion was seconded and passed unanimously.
ACTION: A motion was made to approve the changes to the Presidential Citation award wording as proposed. The motion was seconded and passed unanimously.

CHARGE: Bylaws and Policy Committee to revise the Policy & Procedures Manual to reflect the approved wording change to the Presidential Citation.

Discussion was held regarding multiple Memorial Lecture Honorees.

The Memorial Lecture Honoree plaque will be presented to the Young Professionals President and the plaque will then remain at Headquarters.

PUBLIC RELATIONS COMMITTEE:
Mr. Conlon reported on the high volume of media activity that AMCA has been involved in.

The IMM YouTube video is just about done and ready for posting.

Central Life Sciences is working on an upgrade to the “I’m One” video.

Mr. Conlon is also working on compiling survivor group information.

PUBLICATIONS COMMITTEE:
Discussion was held regarding the request from Dr. Molaei for a special publication on the EEE symposium held at the 2013 annual meeting.

It was suggested that these papers be submitted to JAMCA and published as a small section in a regular quarterly issue.

ACTION: A motion was made to deny the request. The motion was seconded and passed unanimously.

CHARGE: Publications Committee to develop guidelines for special publications.

LEGISLATIVE & REGULATORY COMMITTEE:
Ms. Beehler reviewed the current list of subcommittee chairs and indicated that she is looking for someone to chair Federal Lands.
Ms. Beehler reviewed the current status of the Farm Bill and the NPDES fix. We are waiting for a letter from the Senate and this will be sent to our members. We are looking for a possible extension to the end of November.

Ms. Beehler discussed the jurisdiction of CWA. Federal lands could be going beyond refuges. A guidance document is being prepared by the subcommittee which lists information for refuge managers.

ESA cases are on hold.

Extensive conversation was had regarding chemical control data collection. Options included identifying someone from each state and grant money for an app from MRF.

A conference call will be held to discuss establishing a vehicle for the data collection.

**YOUNG PROFESSIONALS ADVISORY GROUP:**  
Mr. Mulligan reported on recent activity. Ms. Burkhalter has been working on promotion of the group. Ms. Agramonte is now President of the YPs. Ms. Bayer is Vice President.

It was reported that Ms. Agramonte will likely not be taking the $1,000 AMCA supported travel stipend.

**ACTION:** A motion was made to hold onto the designated $1,000 stipend. The motion was seconded. Two opposed. The motion passed.

The YP Symposium will include career round table discussions. Speakers have yet to be identified.

**ANNUAL MEETING:**  
Dr. Linthicum reported that abstract submission has closed. The current submissions include:

- Total submissions: 190
- Oral (General): 88
- Oral (Symposia): 41
- Oral (Latin America): 14
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Oral (Student Competition): 14  
Oral (Latin American Competition): 4  
Posters (General): 27  
Posters (Latin America): 2  

The committee and staff will be looking into a trustee tour to the Bill & Melinda Gates Visitors Center.  

Dr. Linthicum has invited a director from Gates Foundation to speak during the Plenary Session.  

Dr. Linthicum has also invited Dr. Charles Calisher, Professor, College of Veterinary Medicine & Biomedical Sciences, Colorado State University, to speak during the Plenary Session.  

There are currently 7 accepted symposia in the 2014 program.  

A request was submitted by AH staff to increase the 2014 Annual Meeting budget by $5,000 to help cover additional audio visual costs during the Welcome Reception due to the Super Bowl.  

- **ACTION:** A motion was made to approve the $5,000 audio visual budget increase. The motion was seconded. Three opposed. The motion passed.  

Ms. Maines presented multi-year contract incentives from several hotel brands. It is not recommended by AH staff at this time to pursue a multi-year contract.  

**2018 ANNUAL MEETING SITE SELECTION:**  
- **ACTION:** A motion was made to not vote on the 2018 Annual Meeting site this year. No one seconded the motion. The motion failed.  

Three properties were presented to the Board of Directors for the 2018 Annual Meeting, Sheraton Crown Center Hotel - Kansas City, St. Louis Union Station Hotel, and the Memphis Convention Center.  

Round 1 of voting:  
2 votes to eliminate Memphis
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12 votes to eliminate St. Louis

Round 2 of voting:  
10 votes to select Kansas City  
4 votes to select Memphis

Voting resulted in the selection of the Sheraton Crown Center Hotel in Kansas City, MO.

**REVIEW/UPDATES OF 2013 GOALS:**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Steps</th>
<th>Responsibility of</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Improve member engagement in legislative efforts</td>
<td>Develop legislative liaison list for each state</td>
<td>Regional Directors</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Improve data collection/reporting when request is sent to members – HOW?</td>
<td>Angela Beehler &amp; Sarah Gazi</td>
<td>In progress</td>
</tr>
<tr>
<td>2. Improve Annual Meeting</td>
<td>Keep room rates low for Annual Meeting</td>
<td>Headquarters &amp; Board of Directors</td>
<td>Completed</td>
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<td></td>
<td>• AH staff will gather 3 year proposals from hotel chains to assess if a 3 year contract would be financially beneficial.</td>
<td></td>
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<td></td>
<td>Publicize major symposia that will be held at the Annual Meeting</td>
<td>Program Chair &amp; Headquarters</td>
<td>Will be done upon program completion.</td>
</tr>
<tr>
<td></td>
<td>Evaluate the current site selection process</td>
<td>Finance Committee</td>
<td>Finance Committee gave input for 2018 site selection. Reason for selection needed moving forward. Conversation to continue.</td>
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<tr>
<td></td>
<td>Consider longer presentations in sessions and symposia</td>
<td>Program Chair</td>
<td>In progress. Consider panel</td>
</tr>
</tbody>
</table>
### Considerations and Next Steps

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Consider a keynote speaker</td>
<td>Program Chair</td>
<td>Completed</td>
</tr>
<tr>
<td>Invite AP Biology classes to Student Competition</td>
<td>Next Generation Task Force &amp; Local Arrangements Committee</td>
<td>The school has been selected.</td>
</tr>
<tr>
<td>Poster session competition</td>
<td>Program Chair</td>
<td>In progress</td>
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<tr>
<td><strong>3. Increase member communication and networking</strong></td>
<td></td>
<td></td>
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<tr>
<td>Create forums or discussion boards on website</td>
<td>Headquarters</td>
<td>Completed. Promotion to continue.</td>
</tr>
<tr>
<td>Use website to improve YP engagement</td>
<td>Headquarters &amp; YP Chair</td>
<td>Created form to collect new members. Created forum.</td>
</tr>
<tr>
<td>Include member and YP spotlights in Mosquito Monthly</td>
<td>Headquarters &amp; Regional Directors &amp; YP Chair</td>
<td>Completed and ongoing</td>
</tr>
<tr>
<td>Consider table top displays at Annual Meeting for state/regional associations – idea sharing rather than meeting promotion</td>
<td>Program Chair &amp; Headquarters</td>
<td>On hold</td>
</tr>
<tr>
<td>Consider symposium on “what’s new in the field?”</td>
<td>Program Chair</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>4. Decrease costs of publication printing</strong></td>
<td></td>
<td></td>
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<tr>
<td>Eliminate hard copy printing and mailing of the AMCA Newsletter.</td>
<td>Headquarters</td>
<td>Completed</td>
</tr>
<tr>
<td>Email the members to promote the electronic only membership.</td>
<td>Headquarters</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>5. Improve and increase AMCA webinars</strong></td>
<td></td>
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<tr>
<td>Create a more consistent schedule for webinars</td>
<td>Training &amp; Member Education Committee</td>
<td>In progress</td>
</tr>
<tr>
<td>Identify experts</td>
<td>Training &amp; Member Education Committee</td>
<td>In progress</td>
</tr>
<tr>
<td>Archive presentations and promote</td>
<td>Headquarters</td>
<td>Ongoing</td>
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<tbody>
<tr>
<td><strong>Promote webinars as far in advance as possible</strong></td>
<td>Training &amp; Member Education Committee &amp; Headquarters</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Provide members with a webinar on effective communication (i.e., How to give a presentation). Joe Conlon as possible speaker.</td>
<td>Training &amp; Member Education Committee</td>
<td>Scheduled</td>
</tr>
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<td><strong>6. Ensure AMCA leadership success</strong></td>
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<tr>
<td>AMCA to fund IBM hotel rooms for Board Members.</td>
<td>NA</td>
<td>Approved</td>
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<tr>
<td>Board of Directors Book Club</td>
<td>Headquarters</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>7. Create IPM video</strong></td>
<td>Joe Conlon &amp; Headquarters</td>
<td>Filming complete. Editing in progress.</td>
</tr>
<tr>
<td>Survey members</td>
<td>Headquarters</td>
<td>Completed</td>
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<tr>
<td>What would this look like?</td>
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<tr>
<td><strong>8. Explore the idea of a certification program for field techs</strong></td>
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<tr>
<td>Promotion of the program</td>
<td>Joe Conlon</td>
<td>Nothing new to report.</td>
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<tr>
<td>Encourage collaboration between districts and university researchers</td>
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Discussion was held regarding the idea of a certification program. President Connelly reported that ESA heard we are looking into this and approached AMCA about a partnership. AMCA would get a part of application fee. This would be a public health certification program.

The Board of Directors agree that this is worth considering. Mr. Chris Stelzig will be asked to call into the next AMCA Board of Directors Meeting.

**EVALUATION OF THE TECHNICAL ADVISOR:**
- **ACTION:** A motion was made to go into Executive Session. The motion was seconded and approved unanimously.
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- **ACTION:** A motion was made to provide Mr. Conlon with a $10,000 bonus. The motion was seconded and approved unanimously.

Executive Session ended.

**MEMBERSHIP WITH RISE:**  
The Board of Directors discussed the current relationship with RISE.

- **ACTION:** A motion was made to become a member of RISE. The motion was seconded. One opposed. One abstention. The motion passed.

**SOCIAL MEDIA POLICY:**  
- **ACTION:** A motion was made to approve the proposed Social Media Policy. The motion was seconded and approved unanimously.

**WHISTLEBLOWER POLICY:**  
- **ACTION:** A motion was made to approve the proposed Whistleblower Policy. The motion was seconded. One opposed. The motion passed.

**LATIN AMERICAN REGIONAL DIRECTOR:**  
President Connelly indicated that communication and participation from Latin American Director Ildefonso Fernandez-Salas, has been limited.

It was suggested that President Connelly contact Dr. Rubio-Palis to see what expectations were communicated with him when accepting the nomination. President Connelly will then contact him directly.

**USTREAM VIDEO:**  
Dr. Linthicum presented an email from Mr. Farajollahi requesting that AMCA utilize ustream and/or other video solutions as means of communication.

The Board will continue to examine this as a solution when needed.
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ADJOURNMENT:
- **ACTION:** A motion was made to adjourn. The motion was seconded and approved unanimously.

The meeting adjourned at 5:19 PM.