January 3, 2023

The executive board of the Virginia Mosquito Control Association held a meeting on January 3, 2023 through GoToMeeting.

Those present were past president Tim DuBois, president Wes Robertson, president elect Carla Caulkins, interim vice president Addie Weddle, interim first vice president Lisa Wagenbrenner, secretary/treasurer Jay Kiser, hospitality room committee chair Ann Herring, merchandise committee chair Penny Smelser, education committee chair Katherine Reutt, special awards committee chair Jennifer Barritt, and local arrangements committee chair Charles Abadam

The executive board meeting was called to order at 8:33am.

Tim DuBois made a motion, seconded by Carla Caulkins, to approve the December 5, 2022 board meeting minutes, and two sets of email minutes (December 9 and December 12) as presented to the board by Jay Kiser. There was no discussion, all in favor and none opposed; motion carried.

Tim DuBois made a motion, seconded by Addie Weddle, to approve the January 3, 2023 financial report as presented to the board by Jay Kiser. There was no discussion, all in favor and none opposed; motion carried.

Board member and committee reports

(Members and committees not mentioned had nothing to report)

Education committee chair Katherine Reutt, the Hampton recertification will be on January 18th. There are 17 people signed up so far. Katherine plans to send out an email to membership before the end of the week to remind them. Wes asked if there would be an advertisement in the Skeeter, but Katherine thinks the winter Skeeter will come out too late. Jay asked if Wes had spoken to Katherine or Parker regarding a potential larval ID course. Wes said he has not, but will make a note of it and talk to them both. Tim asked if there will be an adult ID course in the spring. Katherine said she is not sure, but it will depend on the chair next year. The number of interns seems to be limited over the past years.

Hospitality room committee chair Ann Herring, in the past, $300 was the average amount spent on food for the hospitality room (HR). Because of current food prices, this might be best if raised to $400. This would put the total cost of the hospitality room at $1123.10: $400 for food, $273.10 for the chair’s hotel room (no vote needed), and $450 for the HR itself (in the hotel contract). Tim made a motion, seconded by Carla Caulkins, for the HR committee to be allowed to spend up to $400 for food and beverages for the 2023 conference HR. There was no more discussion, all in favor and none opposed; motion carried. Jay said he will make sure to reserve Ann’s room.

Legislative committee chair Randy Buchanan, sent an email to Wes stating that Washington Days will take place May 17-18, 2023. If anyone needs more information, they can contact Wes.

Special awards committee chair Jennifer Barritt, asked if the voting on the awards had taken place. Jay said that an email vote was started for the awards but the board was still waiting on Lisa’s vote inorder for the motion to be carried. Wes said that emails were sent at the last minute, but it looks like they were too late and not incorporated in the email minutes. As the December 12 email minutes stated, “Tim DuBois made a motion, seconded by Carla Caulkins, to accept the nominations for both awards as written.” Over email, all but Lisa and Kurt voted aye. While the vote was taking place, Kurt resigned from the board via text message to Tim DuBois. During this board meeting discussion, Lisa voted aye. All in favor (unanimous), none opposed, motion carried.

Jay brought up the awards for the student competition. Normally only one award is handed out, but this year they are handing out monetary awards to the top 3 posters. Jay would like to give the Jorge Arias Award to first place and a VMCA SCC award to 2nd and 3rd place. Jay will create the template for the awards, but wondered if wooden plaques should be included. Jay has two empty plaques in his position; one was left over from last year and one was donated. Tim DuBois made a motion, seconded by Carla Caulkins, to give 2nd and 3rd place poster winners an award inserted into a plaque. There was no discussion, all in favor and none opposed; motion carried. Jennifer and Jay will communicate later regarding award printing and pickup.

Student Competition Committee Jay Kiser, the posters had been judged and scores were being tallied. Emails to submitters will go out soon. Jay will also let Carla know who the winner is so they can be added to the agenda. The SCC still plans to have a Q&A session during the morning break on February 15.

Bylaws committee chair Jay Kiser, sent out the updated VMCA Book of Guidelines before the December 5 board meeting. He said that the board needed to vote on it every 5 years to make sure it is up to date. Carla Caulkins made a motion, seconded by Tim DuBois, to accept the updated version of the Book of Guidelines as it was presented to the board by Jay Kiser. All in favor, none opposed, motion carried.

Curiations committee chair Wes Robertson, Wes and Jay still plan to meet up at the conference to exchange equipment.

Local arrangements committee chair Charles Abadam, 2023 conference setup is running smoothly. The food order is about to go in soon. Charles is talking with the AV people and setting up those details. When it comes to the 2024 conference, Charles only has the VA Beach Hilton as an option. The cost of parking at other hotels is the major limiting factor. The board discussed if Charles should have more time to find options or if they should go with the Hilton for the second year in a row. The committee’s recommendation is to go with the Hilton again. Jay Kiser made a motion, seconded by Carla Caulkins, to proceed with the setup to have Virginia Beach Hilton as our 2024 conference location, but the contract should not be signed until after the 2023 conference is over. There was no more discussion. Jay, Carla, Lisa, and Addie were in favor, none opposed, Tim abstained. Motion carried.

MAMCA, Tim DuBois said that the MAMCA conference in Savannah will be next week. MAMCA is looking for a VA state rep for 2023. Jeff Hottenstein will be moving up in the board and will be MAMCA President for the 2025 conference in Virginia. Tim will help out as an active assistant. During the board meeting in Savannah next week, they will discuss the possibility of a joint meeting with VMCA in 2025. Jay suggested that a simple proposal be drawn up for the 2025 combo; explaining to VMCA what MAMCA plans and how it will work.

Agenda committee chair Carla Caulkins, said that the agenda is almost complete with just a few titles to fill in. Speaker gifts ideas are being worked on, but amazon gift cards may be the backup plan. Jay said to let him know about the Amazon cards early enough to have them bought.

Sustaining Member Representative, Wes discussed the resignation text message that Kurt Vandock sent Tim DuBois (on December 30, 2022). He asked the board if they thought this was acceptable or if they needed a more formal resignation. Jay said it was extremely difficult to get this communication from Kurt and waiting for something more may never come. Jay felt this was an acceptable resignation for the circumstances. The other board members agreed. Since it is too late for a new sustaining member representative to be added to the ballot, the board will have to choose an interim for 2023. Tim suggested Joe Iburg, but they should all be talked to.

Ballot committee chair Wes Robertson, asked the board to continue the discussion that was tabled in the December 9 email minutes, regarding the issues with the current voting options. Jay started off by saying that a ranking option should really be the way to go. Penny Smelser said that paper ballots at the conference and/or email ballots could be viable options. She suggested sending out an email where people can vote for president and rank the other four candidates for the remaining positions. Top ranked will get the president elect position and so on. Paper ballots can also be available for people at the conference that have not already voted. Tim said he can bring a suggestion box where people can drop off their votes anonymously. Tim DuBois made a motion, seconded by Jay Kiser, to use paper ballots that can be emailed to membership now and offer physical paper ballots at the conference. There was no more discussion, all in favor and none opposed; motion carried.

Secretary/Treasurer Jay Kiser, about 28 people have signed up and paid for the conference so far. More people have signed up and are waiting to pay. Tim said that he had issues not being able to open the registration document on his work computer. Jay suggested using another computer to register and he can send a collective invoice through paypal. Jay realizes this is a potential problem for some, but going to physical paperwork is not an option Jay wants to go back to. Other jurisdictions have not complained so far.

Merchandise committee chair Penny Smelser, the committee has chosen hoodies that they would like to buy but are still deciding on another item. The hoodies will be about $1100 and the other item will be between $500-$700. The committee would like to spend up to $2000 in total. She would be happy if the board wanted to make a motion now or wait until the second item is decided on. Wes suggested avoiding email voting. Tim DuBois made a motion, seconded by Carla Caulkins, to allow the merchandise committee to spend up to $2000 for 2023 merchandise and its shipping. There was no more discussion. Tim, Carla, Lisa, and Addie were in favor, none opposed, Jay abstained. Motion carried.

Historian committee chair Tim DuBois, would like to have a table in the vendor room at the 2023 conference for historical items. There was a question if VMCA would need to pay for this table. Charles does not believe there will be a cost for this table. SCC is also planning to have 3 tables in the vendor room for their silent auction. The thought is there will be no cost for these tables as well..

Old Business

* None

New Business

* The next board meeting will be January 31, 2023 at 8:30am.
* 2023 Conference packets: Jay really likes the way we did the packets last year with most things available on the website and few things physically printed and handed out. He feels that the cost and labor of creating the packets is not worth it. Jay suggested that Karen Akaratovic (website committee chair), create a QR code (to be printed on the name tags and agenda) that will send people to the webpage with other documents. The following packet documents (listed below) were discussed; who is responsible for creating and where membership can find them. Surveys and committee sign-ups were decided to be offered online and printed (for people having issues with online forms). All documents below need to be completed by January 31, 2023 for printing and posting.
  + Jay, 2022 Business Minutes, Online only
  + Jay, 2022 Financial Report, Online only
  + Wes, 2023 Business Meeting Agenda, Online only
  + Carla, 2023 Conference Agenda, Online and Print (Jay will print)
  + Carla, 2023 VDACS Recert Paperwork, Print only (Carla will print)
  + Penny, 2022 Audit, Online only
  + Addie, 2023 Conference Survey, Online and Print (Jay will print 10)
  + Carla, 2023 Committee Sign Up, Online and Print (Jay will print 10)
  + Jay, 2023 Conference Name Tags, Print only (Jay will print)
  + Jay, Drink Tickets, Handed out at Ice Breaker
  + Jay, Email to membership explaining the location of packet information.
* Presidential board: Jay reminded Wes that he is in charge of creating the PowerPoint that is shown in the vendor room. Charles Abadam said he will send Wes the one we used last year. Wes will have this completed by January 31st.
* Photography committee: Jay suggested that Wes talk with TJ (photography committee chair) and see if he plans to come to the conference. Little communication has happened with TJ over 2022, and Jay is worried he may not plan to take pictures during the 2023 conference. Addie said she will reach out to him.
* Drink tickets: Jay asked how many drink tickets would be handed out for the ice breaker and how they will be handed out. Charles suggested two tickets per person like last year, and they can be handed out at the ice breaker entrance instead of in their packets. The board liked these ideas.
* Tim suggested that a tribute be made to Gerald LaLiberte, who passed away during 2022. The board suggested a slide be made for him and added to the presidential board.

Jay Kiser made a motion, seconded by Tim DuBois, to adjourn the meeting at 10:22am, all in favor, none opposed.

Respectfully Submitted,

Jay Kiser

Secretary/Treasurer VMCA