September 13, 2023

The executive board of the Virginia Mosquito Control Association held a meeting on September 13, 2023 through GoToMeeting.

Those present were current Past President Wes Robertson, President Carla Caulkins, President Elect Karen Akaratovic, Vice President Lauren Lochstampfor, First Vice President Addie Weddle, Secretary/Treasurer Jay Kiser, MAMCA Representative Tim DuBois, Local Arrangements Committee Chair Charles Abadam, Hospitality Committee Chair Carol LaLiberte, and Education Committee Chair Katherine Reutt.

The executive board meeting was called to order at 9:31am.

Wes Robertson made a motion, seconded by Karen Akaratovic, to approve the August 16, 2023 board meeting minutes and August 22, 2023 email minutes as presented to the board by Jay Kiser. There was no discussion, all in favor and none opposed; motion carried.

Wes Robertson made a motion, seconded by Addie Weddle, to approve the September 13, 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

(Board members and committees not mentioned had nothing to report)

Education Committee Chair Katherine Reutt, would like to change the location of the January recertification class to Chesapeake on Wednesday January 15, 2024. The Chesapeake facility can hold up to 50 people. The course will provide recertification for category 8 and register technicians. The board liked the idea and were in agreement with Katherine to keep the same pricing and content of the class as last year. Katherine would like to purchase breakfast items for students/lectures at a cost of $150 (same as last year). Jay Kiser made a motion, seconded by Wes Robertson, to allow the education committee to spend up to $150 on food and beverage items for the 2024 VMCA January recertification. There was no discussion, all in favor and none opposed; motion carried. Katherine will get the agenda in order and send info to VDACS soon. Jay and/or Karen will look at the google form from last year and work to update it for 2024.

Hospitality Room Committee Carol LaLiberte, said that she is not wanting to send out a survey for food suggestions anymore. After talking with Charles, she has a better idea of what she will do. Members of the board said that vegetarian or gluten free options would be nice, but not necessary. Carol was hoping to talk with Ann Hering (past chair) but doesn’t think she has her correct contact information. Jay said he will send her Ann’s number and email after the meeting.

Charles Abadam, the Chair of Local Arrangements and Technical Advisory Committees, just received the catering menus from the hotel. The menus included the costs of F&B, so now he can figure out what will be ordered and how much. Room rates will be $139, which is the new GSA rate for the area. From last year’s surveys, there was talk about having a larger screen in the presentation room. The board asked Charles to collect both the pricing of last year’s screen package and the one with a larger screen. Having the prices to compare could make this decision easier. Charles will work on this. From last year’s surveys, there was talk of changing the room ratios to have more space in the presentation room. Charles will ask the hotel if one of the three conference rooms would be large enough for all the vendor tables and banquet tables. If one room is large enough, the other two can be used for the presentation room.

Charles reminded the agenda committee to tell him how many virtual presentations there will be. He would like to set things up early. During the 2024 conference, Charles plans to have two people up front working the equipment: projector, sound board, and timer.

The 2025 conference will be a MAMCA and VMCA combo. If MAMCA would like to borrow VMCA’s AV equipment, Charles said he would be willing to share. Tim said that Jeff Hotenstein and himself plan to look at some hotels soon and will keep the AV suggestion in mind.

Charles will start looking up hotel information for the 2026 conference.

Agenda Committee Chair Karen Akaratovic, agenda is coming along. A few more people have signed up since the last meeting.

Information Committee Chair Karen Akaratovic, Fall Skeeter is currently being worked on with an article deadline of September 25. She asked the board members to please work on any articles their positions need to complete.

Website Committee Chair Karen Akaratovic, when information and paperwork become finalized with the conference, please send her the information. She is hoping to post the hotel room block link and registration forms soon.

Karen is looking for people to chair her committees next year when she is president. She plans to still work on the website and edit the skeeter.

Student Competition Committee Chair Jay Kiser, the committee has notified colleges and universities across Virginia and its 5 neighboring states and Washington DC. It was a lot of work, but the committee members did great and are receiving emails from professors.

Tour de Skeeter’s full registration will close on September 15. Currently there are 17 registrations and 2 vendor sponsorships. Jay sent an email to the board stating the following:

Student competition committee will be asking the board for a motion and vote this morning to allow us to spend our money for the Tour de Skeeter event on October 14. Below is a breakdown of estimated costs.

Money made so far:

o We currently have 17 people registered and 2 sponsorships, minus PayPal charges, we have made roughly $1050.

* More registrations may come in
* It would be great to get another vendor to sponsor. Azelis mentioned they would, but I can’t get in touch with them

Money to spend:

o $350 for shirts

o $200 for Amazon Card

o $50 for stamp and ink

o $200 for food + $120 for drink tickets

o Total = $920

If more people register, shirt and food costs may go up.

Desired motion to be made:

o Allow SCC to spend up to $1050 on the costs associated with the 2023 Tour de Skeeter that were provided to board by Jay Kiser via email.

Lauren Lochstamphor made a motion, seconded by Karen Akaratovic, to allow SCC to spend up to $1050 on the costs associated with the 2023 Tour de Skeeter that were provided to board by Jay Kiser via email. There was no discussion, all in favor and none opposed; motion carried. Tim and Carla asked if the meeting location had been decided on. Jay said the decision will be made by September 22 and the location will be shared with those that registered.

Curiations Committee Chair Wes Robertson, has information on specimens collected from Suffolk and Henrico. He will send out an email reminder for jurisdictions to bring their specimens to the annual conference. Wes is still working on paperwork to inventory what species jurisdictions have collected. Wes said that he currently has all the supplies that are needed.

Nominations Committee Chair Wes Robertson, sent Jay an article with nomination inquiries. Once Jay has looked over it, Wes would like to put it in the Skeeter and email to membership. The article gives details about the first vice president, industry representative, and the splitting of the secretary/treasurer position.

Photo Contest Ad Hoc Committee Chair Wes Robertson, photo submissions are currently open, but no submissions yet. Board members ensured that people will probably submit their photos later when the season is over and they know which photos they want to submit. Karen said she will/has put details about the contest in the Fall Skeeter, website, and social media.

Historical Committee Chair Tim DuBois, nothing to update. Plans to put paperwork on our Google Drive during the off season.

MAMCA Representative Tim DuBois, nothing to update. On Friday of this week, Tim and Jeff will take a look at a hotel.

Old Business

* Conference costs: Jay updated the membership and conference forms for 2024. Jay emailed these forms and an excel with estimated costs to the board. Charles and Jay calculated the estimated costs for the 2024 conference and gave their recommendation for the 2024 costs of registration and membership to stay the same as in 2023. In 2023, VMCA made $2,000 from the conference, but in 2024 these costs may allow us to break even. There may be some changes in food prices and we still need to find vendors willing to sponsor the Ice Breaker. Karen said she would feel better if we raised the prices a little so we can have a larger cushion in case there are unforeseen costs. Tim and Carol suggested a raise in price as well. They said that they see higher prices for other conferences that are not as nice as ours. Jay suggested to keep our bank account total in mind. If we have enough money in the account, there is no need to try and make more and the savings can be passed on to our members. In the effort to cover the cost of the 2024 conference, the majority of the attendees in the board meeting thought it would be wise to raise the costs of registrations by $5 each. Memberships, including sustaining memberships, will stay the same. Jay said he will change the documents and email them to the board for a vote.

New Business

* Gathering Virginia data: Jay suggested that VMCA should have someone incharge of regularly collecting surveillance data from Virginia jurisdictions. When MAMCA or AMCA ask for this information for their newsletters, it will already be collected, or at least we will know who is in charge of collecting it. Jay suggested that this should fall under the duties of the VAST coordinator (He is currently in that position). Most attendees agreed, but there was talk of the relationship between VAST and VMCA. Currently VAST is not a committee of VMCA. Some board members suggested VAST become a VMCA “permanent sub organization” like TMVCC. Jay said this would need to be a bylaws change, and he suggested not adding this to the current changes up for vote in 2024. If this is the direction the board would like to go, Jay will bring this idea to the bylaws committee and discuss it for next year. Jay will work up some protocols for the VAST coordinator to collect data and bring it to the board/membership/group.
* The next board meeting will be October 18 (Wednesday) at 930am.

Jay Kiser made a motion, seconded by Lauren Lochstampfor, to adjourn the meeting at 10:57am, all in favor, none opposed.

Respectfully Submitted,

Jay Kiser

Secretary/Treasurer VMCA