

## **TCS BOARD OF DIRECTORS MEETING**

### MINUTES

Monday, March 21, 2011

3:30 – 5:00 PM EST

#### **ATTENDANCE**

*President* Lisa Schiavinato, *President-Elect* Kate Killerlain-Morrison, *Treasurer* Jeff Smith, *Secretary* Chris Ellis, *Directors:* Rebekah Padgett, Patrick Lawrence, Susan White, Rick DeVoe; *Executive Director* Judy Tucker; *Ex-Officio Members* Ariana Marshall\*; Paul Ticco\*; *TCS Member* Tali MacArthur

\* A TCS Board of Directors vote took place in January, 2011 regarding ex officio appointments for the 2011 calendar year. Paul Ticco and Ariana Marshall were approved as ex officio members of the TCS Board.

#### **APPROVAL OF MINUTES**

Motion to approve December, 2010 Minutes (Schiavinato), Second (Ellis). **MOTION PASSED**

#### **Final TCS Diversity Action Plan**

On December 2010, a draft plan was shared and comments were requested. Comments were due January 20, after which an updated version was shared with the BoD. Responsible parties and timelines were added. Additionally, an executive summary was included. Any last minute comments were welcomed. Currently, no budget has been identified for this item.

Motion to approve the current iteration of TCS Diversity Action plan (Schiavinato), Second (Lawrence). **MOTION PASSED**

**ACTION:** Next step will be the development of a timeline and budget for specific action items, including training at the board retreat

#### **TCS 23 Hotel Recommendation**

John Cooksey (conference coordinator) assisted with scoping possible conference hotels for the next TCS conference, including three located downtown and one on North Miami Beach. The Conference Committee assessed four hotels and recommends to the Board the Hyatt Regency based on a rating system developed by Committee. The facility seems very amenable to TCS needs because the conference rooms are close together, the cost to TCS is the least expensive, and the cost to participants is reasonable. Hyatt also claims to be a “green” hotel because it promotes eating locally sourced foods and using recycled products, etc.

Motion to approve the Hyatt as the official TCS Conference hotel (Killerlain-Morrison), Second (Devoe). **MOTION PASSED**

**ACTION:** Need to explore public transportation options from airport to hotel.

**ACTION:** Cooksey to clarify the hotel's policy regarding who is eligible for the government per diem rate, and whether a larger block of rooms at that rate can be made available.

### **Coastal Zone '11 Café Conversation Update**

The abstract submitted by Tom Bigford for a roundtable workshop to provide assistance in job search skills was accepted by the CZ 11 organizers. The TCS session will be one of several concurrent sessions scheduled on Tuesday, July 19 from 2:45 – 4:00 PM. It will be held the day after a panel consisting of coastal resource professionals from several employment sectors, including either Tom Bigford or Jeff Benoit as a TCS representative. The session will have a “table topic” format and will focus on different aspects of the job search such as working the USAJobs.gov application process to yield an interview, resume writing, job interview skills. The track is part of a student career theme track, but table leaders will be prepared to assist mid-career participants. TCS will receive recognition as an organizational partner in the workshop and in the program. These two events are opportunities to continue the TCS effort to help students transition into the profession and to promote TCS between TCS conferences. Killerlain Morrison will lead the workshop planning as Chair of the Special Projects Committee. Padgett and Schiavinato volunteered to assist with the planning and to participate at CZ11.

Motion for Board support in moving forward with the session (Schiavinato), Second (Killerlain-Morrison). **MOTION PASSED**

**ACTION:** Board members who will attend CZ11 are asked to participate in the workshop. Please notify Killerlain Morrison as soon as you know you will be attending.

### **2011 TCS Annual Meeting at Coastal Zone '11**

It is common practice to have an annual meeting at the CZ conference. A room at no charge has been secured on Wednesday, July 20, from 7:00 – 8:00 AM.

**ACTION:** Tucker to make food and beverage arrangements with hotel (at TCS expense).

### **2011 BoD Retreat**

Because not many Board members are confident that they will be attending CZ, a retreat in conjunction with that event cannot be planned. Using the assumptions of a Friday to Sunday retreat, held in June, in a location that would reduce time taken to drive in, with room rates under \$100, Charlotte and Atlanta emerged in a search by HelmsBriscoe, a meeting location search company. General consensus was that Charlotte in late August may be best. Telephone/video conferencing may be a possibility for those unable to attend.

**ACTION:** Tucker to submit new dates to HelmsBriscoe, and to inquire about conferencing technology and local public transportation.

### **Financial Update**

The Year End Financial Reports for 2010 show TCS finishing with a net income of \$34,701, ahead of the \$23,840 budget projection. It began 2011 with \$91,026 in total assets, second only to the 2008 net assets of \$102,702. This was due in large part to conference income and membership income through the conference and chapters. Executive Services were higher than budgeted due to extensive work on the conference by the Executive Director. There were no programming expenses under committees.

The financial reports for the First Quarter 2011 through March 11, 2011, show TCS in the unusual position of income exceeding expenses in a non-conference year. This is due to the bulk of membership dues coming in on the annual renewal and a windfall of \$5,801 from the refund of sales tax paid to the state of NC related to TCS 23. Net income is \$5,236 and net assets are \$96,262. The events/program expense was the annual sponsorship of the Ocean and Coastal Celebration.

### **Proposed 2011-2012 TCS Budget**

TCS Treasurer Jeff Smith highlighted several items in the draft two-year rolling budget for 2011 and 2012. Based on the actual year end positions since 2005, most line items were kept at approximately the same level. Under Income, the NC sales tax refund is reported. The conference is shown as a net figure because there will be some expenditures before registration income comes in. The contract with Taylor and Francis for support of an educational seminar in the non-conference year is shown on the both the Event/Program Income and Expense lines. The board retreat and annual meeting expenses are separately listed this time. Membership and Development Committee expenses were carried over from 2010, and all committees are asked to consider whether they will have revenue or expenses to be included. Charitable Solicitation Registration will be filed in states where there are TCS chapters so they may legally pursue their own fund raising activities. Executive Director hours are the same as budgeted for 2010, and should not exceed the amount due to restructuring of the responsibilities of the conference coordinator.

**ACTION:** Board members to provide comments on the draft budget to Smith.

**ACTION:** Committee chairs to provide committee revenue and expense projections based on their plan of work in 2011.

**ACTION:** Smith to develop a timeline for the above culminating in a Board vote to adopt the draft budget, and send it to the Board.

## **Committee Appointments**

The following have agreed to serve as committee chairs:

Chapters – Paul Ticco

Communications – Chris Ellis (Bylaws mandate the Secretary chairs this committee.)

Development – Jeff Benoit

Education – Betsi Beem and Rick DeVoe

Finance – Jeff Smith (Bylaws mandate the Treasurer chairs this committee.)

Nominating – Jeff Benoit (Bylaws mandate the committee makeup.)

Special Projects – Kate Killerlain Morrison (Bylaws mandate the President-Elect chairs this committee.)

A chair for the Membership Committee is needed. Board members are requested to consider serving in this roll or suggesting someone for it. If no one steps forward, a call to the membership will be issued. Committee chairs and members must be TCS members, but do not have to be board members.

**ACTION:** Board to send suggestions for Membership Committee Chair to Schiavinato by April 4.

**ACTION:** Board to vote to approve the above appointment.

## **Committee Updates**

### **Chapters**

Recent call of the committee and chapter representatives was held and the decision was made to schedule quarterly calls prior to the Board meetings. A “state of the chapters” report is being developed for posting on the TCS web site. It will serve as a reference for all chapters and as a means to learn from each other. The information will reflect chapter successes and challenges, project “how to” notes, and suggestions for support from TCS. Chapter presidents have been invited to submit questions for development of this survey, The committee is also developing a work plan that includes this report, ways to work with other committees, timeline and budget.

The Annual Review of Chapter Reports for 2010 was conducted using a checklist of criteria. In the end, it was decided that all student reports were complete, compliant, and met responsibilities of a chapter. Motion to continue affiliation with all student chapters (Schiavinato), Second (Devoe). **MOTION PASSED**

**ACTION:** Letters of Understanding to be signed by the TCS President and chapters.

### **Special Theme Issue of Coastal Management**

Schiavinato reported for special issue editors Professors Larry Cahoon and Chris Dumas, both of the University of North Carolina-Wilmington, that seven papers were peer reviewed and accepted by the CMJ Editor. The issue should be published shortly, as planned for early 2011.

Meeting adjourned at 5:03 PM (EST).