

TCS BOARD OF DIRECTORS MEETING

MINUTES

Friday, December 3, 2010

3:30 – 5:00 PM EST

ATTENDANCE

President Jeff Benoit, *President-Elect* Lisa Schiavinato, *Immediate Past President* Kristen Fletcher, *Treasurer* Jeff Smith, *Secretary* Chris Ellis, *Directors:* Rick DeVoe, Angela Gustavson Jim O'Connell, Christine Patrick; *Executive Director* Judy Tucker; *Ex-Officio Member* Tali MacArthur; *Newly Elected Officer and Board member* Kate Killerlain Morrison and Rebekah Padgett.

WELCOME

Jeff Benoit extends a special welcome to Kate Killerlain Morrison as new President Elect and Rebekah Padgett as a new Director. Congratulations, also, to Jeff Smith returning as Treasurer and Rick DeVoe returning as a Director. Thanks to Tom Murray for serving as a Director for two years, and a sincere thanks to Kristen Fletcher as Past President.

APPROVAL OF SEPTEMBER MINUTES

Chris Ellis moved to approve September, 2010 Minutes, Jim O'Connell seconded. MOTION PASSED.

FINANCIAL REPORT (Jeff Smith)

It was a good financial year for TCS. TCS brought in more income than expected from the conference. Total income is \$213,435, total expenses are \$174,660, for a net income of \$38,755. TCS will be about \$10K over the net income budgeted for the year. Balance sheet highlights include total assets of \$95,101, net income at \$38,776, and total equity at \$95,100. We will be developing a 2-year budget for 2011 and 2012. If committee chairs are aware of any upcoming expenses, please communicate with Jeff Smith and Judy for accurate estimation and inclusion in the budget. Also, reminder for Chapters Committee to get the student chapter reports including their financial statements in order for tax preparation. Jim O'Connell moved to accept financial report, Christine Patrick seconded. MOTION PASSED.

ELECTION REPORT (Chris Ellis)

The election results named Kate Killerlain Morrison for President-Elect, Jeff Smith for Treasurer, and Rebekah Padgett and Rick DeVoe for Directors. The TCS Board voted on the motion to accept the results of the TCS elections. The final count was 9 in favor, 0 opposed, and 2 not voting.

Contract Discussions and Board Vote

Recommendations provided from the Executive Committee for each contract.

- Bulletin (Editor & Publisher) – *Chris Ellis*

Ellen Gordon submitted the only proposal for editor of the TCS Bulletin. The proposal is for a two-year time frame. She has served as editor for the past 6 years, so knows the duties well. She is willing to maintain the same rate of charge as her previous two contracts. The breakdown is as follows: 4 issues/year @ \$1250/issue, for an expected annual charge of \$5,000. Includes overseeing the writing of articles, editing articles, writing columns and articles as necessary. Will interact as necessary with provider of Bulletin layout services to ensure a quality, final product. Jim O'Connell moved to accept proposal from Ellen Gordon as Bulletin Editor. Christine Patrick seconded. MOTION PASSED.

David Loomis and East Carolina University, similarly, submitted the only proposal for publisher of the TCS Bulletin.

He proposes to provide production assistance to the TCS Bulletin and website teams in their efforts. He will provide basic design, layout, graphics and website maintenance. In addition, he emphasizes that he will use every opportunity as an educational experience for various graduate and undergraduate students, which in turn provides practical training for future coastal managers. Total cost of this 2-year proposal is \$4,500. Chris Ellis moved to accept proposal from David Loomis and East Carolina University as Bulletin Publisher. Lisa Schiavinato seconded. MOTION PASSED.

- Accountant – *Jeff Smith*

Sent out an RFP to 3 firms and received two proposals. Summaries of fee structures were shared. Production of the 990 tax return and 1099 forms for vendors were discussed. TCS Executive Committee recommends accepting the proposal from Swart based on experience in past and gaining familiarity with each other. Also the cost structure for additional consultation seems a bit cheaper. Questions fielded about who audits TCS? Answer: we don't get a formal audit, we just hand off Quick Books to accountant and they take care of it for us. Rick Devoe states that it would behoove TCS to think about doing a formal audit every two years. Rick DeVoe moved to accept Swart Lalande Associates as the recipient of TCS accounting contract, and Jeff Benoit seconded. MOTION PASSED.

- TCS 23 Conference Coordinator – *Lisa Schiavinato*

In the fall, Jeff Benoit, Judy and Lisa solicited and received 4 proposals (MF Cooksey, A.S.K. Associates, Inc., Infinity Conference Group and Resource One). The list went from 4 to 2 very fast due to cost. These were John Cooksey and ASK. Cooksey had provided services for the past 2 TCS conferences, fee of \$20,000 same fee as last conference. Good discussion with John. TCS asked about him taking a greater leading role to reduce hours for Judy. He was excited about this opportunity. ASK fee was about \$25,500. Lisa and Judy were pleased with discussion. Services were similar to Cooksey. Upon discussion with TCS Executive Committee we recommend Cooksey based on lowest fee, direct knowledge of past TCS conferences, and a positive, past experience with him and his company. Plus, TCS has wanted to form a long-term relationship with a conference planner. Jim O'Connell moved to approve John Cooksey's proposal as TCS Conference Coordinator and Kristen Fletcher seconded.. MOTION PASSED.

- Taylor & Francis Agreement – *Judy Tucker*

In the past it was 2 contracts for conference and non-conference years. Various membership tiers and thresholds were discussed. Library memberships will not be included. \$20 hard copy print subscription available for CMJ. Regarding the TCS conference, 2 Hershmann student travel awards were in proposal. There was a challenge over wording of conference activities and roles. In past they sponsored a plenary session and requested it be turned into a special issue of the journal. TCS has worked to detach that link as it is unrealistic to require plenary speakers to submit articles for peer review. For the TCS conference they want to get an outcome (a special issue). The issue can now be based on a conference theme as opposed to a specific plenary. Jeff Benoit moved to accept renewal of Taylor and Francis agreement for three years including CMJ subscription, conference sponsorship, and sponsorship of educational events in the non-conference years.. Jim O'Connell seconded. MOTION PASSED.

Diversity Working Group Report – *Tali MacArthur*

Thanks to the committee. The Committee came up with a policy statement: diversify TCS membership and fully engaging underrepresented groups. TCS needs to continuously reach out to groups that we don't interact with on a regular basis. Group came up with a benefits list of reasons to proceed with the effort. Also a list of actions/opportunities/initiatives that will increase involvement of minorities through mentoring, off-year events, diversity-related event, and a retreat for BoD that would be led by someone in the field that does some sort of diversity/cultural sensitivity training. There were suggestions for TCS23 to have a possible event focusing on underrepresented attendees, a scholarship/award recognizing one from underrepresented group, and to continue to investigate similar efforts from other agencies and organizations. A list of groups that TCS may be able to reach out to for partnerships and expand conversation was created. Also possible webcasts since travel money may be tight. There was a suggestion that this to become part of the TCS mission, for this to become more enduring. Also TCS needs metrics to track relative success. NEXT STEP: solicit verbal and written comments from the BoD to create final version and final vote for adoption of action plan. No specific timeline, currently for implementation. Suggested due date for comments: January 20th.

CRRF Discussion – *Judy Tucker*

Had a project in 2006 and we're still holding money in a restricted account. We have \$700 from 2006 that could be combined with the \$275 raised at TCS 22 for a total of \$975 which could be given to a different coastal restoration project. We wanted to make an award in NC due to TCS 22 conference location, solicited proposals from NC entities, and received one proposal. and The Executive Committee has 2 recommendations: 1: release the money that was never used (700 and combine with TCS money (275) and then 2: award the total to the proposal from NC Coastal Federation. Jim O'Connell moved to release restricted funds, combine them, and award them to NCCF. Lisa Schiavinato seconded. MOTION PASSED.

CZ 11 TCS Coastal Café – Judy Tucker

TCS received email from organizers of CZ 11 about a track on future careers in coastal management. Tom Bigford took lead and submitted an abstract for a roundtable session in this area. Abstracts are currently being reviewed. Tom has had to step off of this project. Does TCS want to continue this session? If yes, who can replace Tom? There was a general consensus that TCS should proceed. Jeff and Judy will continue to work this issue with the BoD.

Committee Reports

- **Work plan request – Jeff Benoit**

New year, new leadership. TCS committees should be developing a work plan for the new, upcoming year. What issues should we be discussing? There is a suggestion for Jeff B. and Lisa to have an initial conversation and send out guidance to BoD. Stay tuned for work plan information over next few weeks.

- **Communications Report – Chris Ellis**

TCS online Member-to-member directory is now fully operational. Special thanks to Laurie Jodice and Kevin McLean.

- **Membership – Susan/Tali**

No update.

- **Chapters – Christine Patrick**

Chapters committee recently had a meeting. Lots of chapter participation. What are the current problems, challenges, and how can TCS help? There is a need to outreach to faculty advisers. Need a sustainable base for chapter membership. Need to explain in concrete terms what TCS membership provides to students. What is the sales pitch? Membership directory is a great start. Also wants to use the TCS website.

- **Education – Rick Devoe**

No Update.

Adjourned at 4:56 PM