

## **TCS BOARD OF DIRECTORS MEETING**

### **MINUTES**

Tuesday, March 27, 2012

2:00 – 3:30 PM EST

#### **ATTENDANCE**

*President* Lisa Schiavinato, *President-Elect* Kate Killerlain-Morrison, *Past President* Jeff Benoit, *Treasurer* Jeff Smith; *Directors*: Andy Bohlander, Susan Farady, Rick DeVoe, Tony MacDonald, Patrick Lawrence, Rebekah Padgett, Bhaskar Subramanian ; *Executive Director* Judy Tucker; *Ex-Officio Member* Paul Ticco

**Not Present:** *Secretary* Chris Ellis, *Director* Susan White, *Ex-Officio Member* Ariana Marshall

#### **APPROVAL OF MINUTES**

Motion to approve December 20, 2011 Minutes as written. Motion seconded.

**MOTION PASSED**

#### **ELECTRONIC VOTE SINCE LAST BOARD MEETING**

Motion to adopt the proposed 2012-2013 budget. Motion seconded.

**MOTION PASSED**

#### **TCS 23 UPDATE**

##### Preliminary Program and Registration

The Preliminary Program will be emailed to the Board as soon as it comes back from the graphic designer. Registration is projected to open March 30, 2012. Registration fees were set to come closer to breaking even with 300 attendees, but still leave a gap of \$11,000 for sponsorships to make up.

##### Water Field Trip Insurance

The TCS Board discussed the potential risk of offering field trips in or on the water in light of the fact that its general liability insurance excludes coverage for bodily injury for such events. The TCS Executive Director learned of this when discussing a new insurance policy package for property damage and bodily injury with the insurance agent. The agent asked the underwriter to write a special event rider, but it declined to write it. Four other insurance companies did not return a detailed message from the TCS ED to determine interest in writing a rider. Other NGO's which offer similar field trips interviewed by the TCS ED are aware of the same situation, but offer trips anyway because they involve issues and interests of importance to coastal resource scientists and managers. Some additional protection is offered through insurance carried by a commercial boat operating company in one case, and a workman's compensation policy for park volunteers in the other case. TCS will also collect waivers from all participants. After due consideration, no one objected to proceeding with the two field trips with the suggestion that some parameters be put in place for water events offered at future conferences.

### Student-Board Dinner on Tuesday Evening

The TCS 23 Student Activities Subcommittee would like to have a Dutch treat dinner with the TCS Board to provide an opportunity to network with TCS leaders. The Board was amenable, but asked that it not be scheduled in conflict with university/alumni receptions.

### Board Meeting at TCS 23

To take advantage of the opportunity for a longer discussion of some of the critically important issues TCS is facing, the TCS President would like to convene this meeting as early as possible on Saturday, June 2. Those who are able to should plan to arrive in Miami on Friday, June 1.

### **ANNUAL REVIEW OF AFFILIATION OF TCS CHAPTERS**

The Chapters Committee submitted a report of the procedure used to conduct the annual review of the chapter operations for the purpose of renewing their affiliation with TCS. All chapters were in compliance with the criteria for reporting and for operating in accordance with the letter of understanding with TCS.

Motion (Padgett) to renew the TCS affiliation with the TCS Chapters at Duke University, East Carolina University, Stanford University, University of Delaware, University of Rhode Island, and University of Washington. Motion seconded (Benoit).

### **MOTION PASSED**

The University of Delaware Chapter will be considered inactive until the Fall 2012 semester when new officers and faculty support can be identified. All documents and recognition by the university will remain in place.

The University of Hawaii Chapter will no longer be considered affiliated because they have not participated in the annual review since their inception in 2009. However the framework for the chapter still exists should interest in reaffiliating develop.

The Chapters Committee plans to contact each chapter to report the continued affiliation, pass on compliments and point out strengths, and request that they send a signed letter of affiliation to the TCS Office. A list of suggestions for improved operations will be raised to all chapters as continued outreach and support from TCS.

### **TCS 24 LOCATION**

Rather than assume the next conference will be in the same format in 2014 and announce its location at TCS 23, the Board will explore other formats, including regional, smaller, and more frequent ways that it can partner with potential funders to accomplish shared goals. The conference should evolve from larger questions such as:

- “What opportunities for funding are available to besides dependence on a biennial conference?”
- “What other opportunities can TCS become known for?”

Information can be obtained from the membership survey to determine how to best support the members' needs. The ad hoc Location Committee, chaired by Jeff Smith, will wait to begin their work until the larger questions have been determined.

## **FINANCIAL REPORT**

The Profit and Loss Budget Performance report - showed a net income of (910) which is only 2% of the budgeted loss after the first quarter of the conference year when TCS is at a low point in its two-year budget cycle. Some conference sponsorships have been received already. Membership dues income is 57% of budget, but does not reflect the renewal dues income in late December. The Balance Sheet reports Total Assets of \$59,642.

Directors and Officers Insurance was purchased. An Audit Committee was identified and plans to meet after the TCS tax return has been filed to begin the process of issuing RFP's for an audit.

## **COMMITTEE REPORTS**

### Chapters

Angela Gustavson resigned from the committee. The committee has assisted the TCS 23 Student Activities Subcommittee in planning events for the conference. Several members of the committee assisted the TCS 23 Student Travel Scholarship Subcommittee make monetary awards from sponsorship funds, including two awards of \$350 from TCS.

### Communications

The *TCS Bulletin* Advisory Subcommittee has been reactivated to assist with implementation of the committee's work plan. Directors Susan Farady and Andy Bohlander have joined the subcommittee. The membership survey is being planned in conjunction with the Membership Committee.

### Membership

The membership survey, which is being planned jointly with the Communications Committee, will elicit membership demographics, use of current membership benefits, interest in proposed new benefits to match their needs, and identification of coastal issues of interest to them. A section will be developed to get information about preferred conference/meetings format. Other committees have an opportunity to offer questions or topics for the survey. The survey will be distributed through Survey Monkey. The survey will be released after the TCS 23 registration announcement, and results will be tallied and summarized in a report for the June Board meeting.

Membership on 12/31/11 (when renewals were sent out) was 327. Current membership is 234. A list of the non-renewed members will be sent to the Board with a request that each member contact a number of former members (with a focus on the Regular members) to encourage them to renew or determine the reasons for not renewing.

### Education Committee

The three events jointly sponsored by TCS and Taylor & Francis Group have been held, and the grant funds have been released for the Southeast Tidal Creeks Summit and the Gullah Geechee Sea Island Coalition. Reports for each were produced and submitted to TCS, and summaries will be published in upcoming issues of the *TCS Bulletin*. The committee will plan and host a workshop at TCS 23 that will focus on professional mentoring. Findings at this workshop will inform TCS about a potential member service.

### Development Committee

Approximately \$45,000 in sponsorships has been raised toward the \$120,000 goal for TCS 23. Board members were thanked for the suggestions of potential sponsors which the committee will follow up. Board members were asked again to approach their home organization for a small amount, between \$500 and \$1,000. The committee is beginning to pursue organizations in Florida. Director Tony MacDonald will contact Jim Murley to see how he can help in Florida. No contacts within BP have been found to pursue them.

The TCS Development Committee (Beniot, Schiavinato, Morrison, Smith, Tucker), along with committee chairs DeVoe (Education), and Lawrence (Membership), met in February via conference call to discuss the need to develop a fundraising campaign that will help meet the Development Committee's goal of diversifying sources of long-term funding and lessening TCS's financial dependence on the success of the conference. The Executive Committee and committee chairs agreed to form a Fundraising Campaign Committee (FRC), which will function as part of the Development Committee. The FRC's main task will be to develop a draft campaign plan that will incorporate the internal (committee work plan goals) and external (features of TCS programming which match potential funders' goals) aspects of TCS. Board members and committees will be consulted along the way to a complete draft for presentation at the June Board meeting. After that point, work will begin on researching and cultivating potential foundation and corporate prospects, developing supporting marketing materials, and actively soliciting support. Though the financial need is immediate, adequate time will be needed to identify the needs of potential funders and position TCS to be able to meet those needs. Two more short-term strategies were offered including raising membership dues (after reassessing the benefits of membership as informed by the membership survey), and soliciting individual charitable donations, led by Board participation.

### **NEXT MEETING**

The next TCS Board meeting will be held at TCS 23 on Saturday, June 2. This will be a longer meeting to allow time to discuss the potential TCS 23 net income, TCS's financial forecast, and the fund raising plan. Board members are encouraged to arrive in Miami on Friday, or as early Saturday as possible.

**Meeting adjourned at 4:50 PM (EST).**