

**Executive Committee Meeting of the Florida Association of Benthologists
Society for Freshwater Science Meeting, Hyatt Regency
Jacksonville, Florida
May 22, 2013, 5:15 pm
Final**

Attending:

Andrew Rasmussen: President, Peggy Morgan: Immediate Past President, Doug Strom: Consultant Representative and Executive Committee Chair, Laura Line: Secretary, Rob Mattson: Editor, Mark Wetzell: Unofficial SFS Liaison and Alternate, Dana Denson: Member at Large, Wayne Price: University Representative, and Jennifer Davenport: Alternate.

Call to Order: Doug Strom distributed the EC Contact List, and the Constitution and Bylaws.

Approval of the Minutes: Laura distributed the Draft Edited Minutes from the November 7, 2012 EC Meeting and from the November 8, 2012 Business Meeting by e-mail and at the meeting. Rob moved to approve the edited versions of both Minutes. The motion was seconded and unanimously approved.

Treasurer's Report - Dana Denson for Erin Stanwix

Dana distributed Erin's Treasurer Report. Total Income for 2012 was \$6445. Expenses were \$6796 with a net loss of \$351 for 2012. Meetings were profitable, but costs for merchandise purchased caused this loss for the year. As of May 2013, we had \$13,754.36 in the checking account and the endowment Fund CD will have \$17,000 by maturity 8/2014. Our expenses so far for 2013 amount to \$761.54 which includes the SFS vendor payment, mug order and state fees paid. (The income from FAB merchandise sold at the SFS meeting totaled more than \$730.-LL)

Erin noted that the Wave Internet site cost was \$1,174.55 and the State of Florida payment was \$97.87. We also spent \$1,422.98 on new merchandise. (This expense was mostly for the FAB calendars. -LL) Jennifer Davenport has agreed to run for the Treasurer position at the elections this year and will meet with Erin, Dana, and possibly Marianne Pluchino about the details the position entails.

Awards Committee - Gloria Eby

Gloria was not present. Awards were presented at the November 2012 Annual Meeting to Laura Line for Contributions to FAB and to John Epler for the FAB Lifetime Membership Award. The Award for Contributions to Florida Benthology was presented to Tom Perkins at the 2012 Fall Workshop. Suggested nominations for the 2013 awards for Contributions to Florida Benthology, and for Contributions to FAB were discussed. Please send nominations to Gloria.

Bylaws Committee - Marc Minno

Marc was not present. Doug will meet with Marc soon to update him on the (proposed) Bylaws changes. They will produce a 2013 version of the Bylaws.

Endowment Committee - Jennifer Bernatis

Jennifer was not present. Peggy will try to obtain more corporate sponsorship and will communicate with Jen Bernatis about student participation ideas. Several students from St. Petersburg College attended the Annual Meeting last year.

Editorial Committee -Rob Mattson

Rob said that he would be happy to turn over the Editorial position to someone else who may be interested as he has had too many time constraints since 2009. Peggy volunteered to take over the position. She and Rob will be communicating about the details of producing a newsletter.

Internet Committee - Palmer Kinser

Palmer was not in attendance. Dana reported that Gloria setup FAB with Shutterfly, a free service, to post our photos. There is a link on the website to view them and it works much better than uploading them as before directly to the FAB website. Please send photos to Dana that you would like posted.

Literature Review Committee - Julie Bortles

Julie was not present. Not report was given.

Membership Committee - Dana Denson for Erin Stanwix

No report was given. This position was linked to the Treasurer position in the past as the Treasurer keeps track of new members and membership renewals. This is another reason for Jennifer Davenport to meet with Marianne Pluchino, who set up the membership database.

Nominating Committee - Peggy Morgan

The nominees for Treasurer for 2013 so far are Jennifer Davenport for Treasurer, Rob Mattson agreed to run for President-elect, and Laura agreed to run again for Secretary. The EC voted in favor of having Peggy Morgan take the position of Chair of the Editorial Committee.

Workshop and Certification Committee - Andy Rasmussen

The fall 2013 workshop will continue with Polychaeta in Tampa. Dave Karlen will set up the workshop with the help of Jennifer Davenport. The Annual Meeting will continue in Apalachicola sometime in November. The Spring 2014 workshop topic has yet to be determined. Ideas included statistics, updates in EPT, and leeches. John Morse of the SFS Taxonomic Certification Committee is working on EPT keys with digital images for all couplets.

Registered Agent – David Evans

David was not present, but has been keeping up with the regulations and deadlines that apply to FAB.

New Business:

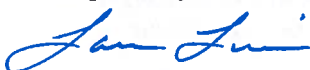
Some FAB members have been listed on committees but have not participated in years. As issues arise, the EC should check to see if they are still interested in being active on those committees. Andy would like to appoint Gloria to be the Chair of the Internet Committee as she has been most active with the website. Doug will call Palmer and ask if he would like to remain Chair of the Internet Committee or turn it over to Gloria.

Dana will ask Jim Hulbert if he would like to remain on the Workshop and Certification Committee, and will check with Eric Pluchino to see if he would like to remain on the Endowment Committee. Since Rob is no longer Chair of the Editorial committee, Wayne moved to make him an at-large member until the Annual Meeting. The motion was seconded and approved unanimously.

Adjournment:

Dana moved to adjourn the meeting at 6:30 pm. The motion was seconded and unanimously approved.

Respectfully Submitted



Laura Line, Secretary.

Executive Committee Meeting of the Florida Association of Benthologists
27th Annual Meeting
Apalachicola National Estuarine Research Reserve
November 5, 2013
Final

Attending:

Andrew Rasmussen: President, Peggy Morgan: Immediate Past President, Julianne Knight-Gray: President-Elect, Doug Strom: Consultant Representative and Executive Committee Chair, Mark Wetzel: Unofficial SFS Liaison and Alternate, Dana Denson: Member at Large, Marc Minno: Bylaws Committee Chair. John Epler was present and left while the meeting was in progress.

Call to Order: Doug Strom called the meeting to order at 5:40.

Approval of the Minutes: The Draft Edited Minutes from the May 2013 EC Meeting was distributed by e-mail. Dana moved to approve the edited version of the Minutes. The motion was seconded and unanimously approved.

Treasurer's Report - Dana Denson for Erin Stanwix

Dana distributed Erin's Treasurer Report. Income since the May 2013 meeting as of Nov. 4th was \$1503. Expenses were \$2537.52 for merchandise, internet, new checks, and office depot with a net loss of \$1034.52. If we include the money we brought in for this meeting (\$1,388) we net 353.48. We had \$12,810.71 in the checking account, and the Endowment Fund CD will have \$17,000 by maturity 8/2014. The total including petty cash is \$12,835.11. Most of the expense was for merchandise. We should make the money back on merchandise sales.

The internet fee is paid until the end of 2013. The invoice was not sent to us this year or last year. The Wave internet company has been notified. The Endowment Fund CD will be rolled over into a new CD after it matures in August. The Treasurer needs to keep documentation for seven years for tax purposes possibly, but we need to confirm, and should probably keep all documents. Marianne must be present or sign a notarized form to change the FAB financial documents for management by Jennifer Davenport. She will need to do this for the Endowment Fund CD as well. We received donations to pay for student awards.

Awards Committee - Gloria Eby

Gloria was not present. The Contributions to FAB will be presented to Dave Karlen at the workshop and the award for Contributions to Florida Benthology will be mailed to Sara LeCroy or given to Dr. Heard to give to her.

Bylaws Committee - Marc Minno

Doug will meet with Marc soon, or by e-mail to update him on the (proposed) Bylaws changes. Doug will e-mail those previous Minutes which address Bylaws changes. Some of the changes take the limits off of the EC to include more members. Doug and Marc will produce a 2014 version of the Bylaws for the next Annual Meeting.

Endowment Committee – Peggy Morgan

Eric Pluchino has stepped down from the Endowment Committee. Bob Rutter contributed \$100 for the student awards, W&A contributed \$100, and Terra Environmental \$200. We may only use the Endowment interest which is a very small amount, so we have been using contributions for the student awards. We should take the interest we will make in August and move it to the checking account, marked for student awards or grants.

Editorial Committee –Peggy Morgan

Peggy had fun and learned a lot while producing the first Newsletter. We made a goal for producing the newsletter twice a year, before each of the workshops. We need to have the membership database working properly before the next one comes out before the Spring Workshop.

Internet Committee – Dana Denson for Gloria Eby

Palmer stepped down as Chair and Gloria Eby has agreed to take the position. Please send photos to Dana that you would like posted. Identifications need to be included and verified. We can upload them onto Shutterfly, for which we have a link on the website, which works much better than directly posting them on our website.

Literature Review Committee - Julie Bortles

Julie was not present. No report was given. Rob Mattson will contact Julie to ask if she would like to continue and if so, to contact Peggy. Peggy can do searches using the Florida library system for most periodicals. We can link to open access journals through the website.

Membership Committee - Dana Denson for Erin Stanwix

Marianne Pluchino has stepped down from this committee. We have transferred the membership information from Reedy Creek however it still needs some additional adjustments. No report was given.

Nominating Committee - Peggy Morgan

The nominees for Treasurer for 2013 so far are Jennifer Davenport for Treasurer, Rob Mattson for President-elect, and Laura agreed to run again for Secretary. The ballots are made. The election is held toward the end of the Business Meeting. Results will be given and then Julianne will be introduced at the end of the meeting. The official responsibility of making the ballots is the role of the Immediate Past President.

Workshop and Certification Committee – Julianne Knight-Gray

Jim Hulbert has stepped down from this committee.

The fall 2013 workshop will continue with Polychaeta in Tampa. Dave Karlen will set up the workshop with the help of Jennifer Davenport. The Annual Meeting will be held sometime in November in the Tampa area in conjunction with the Fall Workshop. The Spring 2014 Workshop topic has yet to be determined but the dates are set as May 6-8. Ideas included Chironomidae - Tanytarsini with John Epler, EPT, mites and leeches.

Registered Agent – David Evans

David was not present, but has automated the FAB filing with the State.

New Business:

Mark Wetzel mentioned archiving all of the FAB material. Cloud storage was mentioned; the dropbox is for Minutes, letters, and backup other FAB data, except financial information. EC and membership information can be corrected in the drop box by any EC members.

Bins for Workshops which contain items such as paper plates, cups, napkins, coffeemakers, etc. could be kept in the same place. Julianne suggested obtaining two sets: a south bin and north bin for keeping meeting materials so we don't have to move the bins back and forth.

Many Members are not paying membership dues. We need a cutoff date for FAB membership dues. It was always part of registration for meetings and workshops in the past to make it easier for state employees to get funding. Julianne and Jennifer will meet and present possible strategies at the next meeting.

Adjournment:

Peggy moved to adjourn the meeting at 6:30 pm. The motion was seconded and unanimously approved.

Respectfully Submitted



Laura Line, Secretary.

To Do:

1. Doug will meet with or e-mail Marc Minno about the Bylaws changes and help create a new 2014 edition of the Bylaws.
2. Rob will contact the Literature Review Committee Chair, Julie Bortles about remaining on the Committee or stepping down.
3. Laura needs to accept all changes and finalize the May 2013 EC Minutes.
4. Joolz and Jennifer will brainstorm strategies to get a better response from members to pay their dues. (An attachment in the Newsletter may help-LL).

Business Meeting of the Florida Association of Benthologists
27th Annual Meeting
Apalachicola National Estuarine Research Reserve
November 7, 2013
Final

Attending:

Andrew Rasmussen: President, Peggy Morgan: Immediate Past President and Editor, President-elect: Julianne Knight-Gray Laura Line: Secretary, Rob Mattson: Member at Large, Mark Wetzel: Unofficial SFS Liaison and Alternate, Dana Denson: Member at Large, Several other FAB Members were in attendance.

Call to Order: Andy Rasmussen

Andy called the meeting to order at 10:20 am.

Approval of the Minutes: The Draft Edited Minutes from the November 8, 2012 Business Meeting were distributed by e-mail and were approved at the May 22, 2013 EC Meeting. Rick Abad moved to approve the edited version. The motion was seconded and unanimously approved.

Awards: Peggy Morgan for Gloria Eby

Peggy announced the awards during the Annual Meeting. The Student Poster Presentation Award went to Katie Robertson and Annie Clift of the University of Tampa. The Undergraduate Student Presentation Award was presented to Danielle Wolaver of Florida A&M University. Kelsey Burns of University of S. Mississippi received the Graduate Student Presentation Award. The student awards were paid with money received from sponsors for the annual meeting: Ardaman & Associates, Terra Environmental Services, Inc., and Water & Air Research, Inc.

The Contributions to Florida Benthology Award will be presented to Sara LeCroy. We will probably need to mail it to her. The Contributions to FAB Award will be presented to Dave Karlen at the Polychaete Workshop next week in Tampa.

Bylaws: Marc Minno

Marc was not present. Andy mentioned that several small changes were made to the Bylaws. We are planning to have new Bylaws written by the next Annual Meeting that will incorporate the new constitutional changes.

Endowment Committee: Jennifer Bernatis

Jennifer was not present.

Treasurer's Report: Erin Stanwix

Erin was not present.

Editorial Committee: Peggy Morgan

We will have a newsletter twice a year. It will happen before the annual meeting and before the spring workshop. We published our first newsletter. Those new members who are present here will all receive the newsletter and e-mail updates.

Internet Committee: Gloria Eby

Gloria was not in attendance.

Literature Review Committee:

Nothing new was reported.

Membership Committee - Jennifer Davenport

Jennifer was not present.

FAB has about 130 paid members and about 200 members in all.

Workshop and Certification Committee: Julianne Knight-Gray (Joolz)

The fall 2014 workshop will continue with Polychaeta in Tampa. Dave Karlen set up the workshop with the help of Jennifer Davenport. The Annual Meeting next year will be in the Tampa/St. Pete area. Possibilities are the auditorium of the Fish and Wildlife Research Institute. The spring 2014 workshop will take place May 6-8 at the University of Florida Entomology and Nematology Department. A topic has yet to be determined. Ideas included a Lepidoptera workshop.

Registered Agent – David Evans

David was not present, but has been keeping up with the regulations and deadlines that apply to FAB.

Unfinished Business: Andy Rasmussen

The Action List has been completed. There is no unfinished business.

Nominating Committee - Peggy Morgan

We only have one nominee for each position, but you may write in anybody on the ballot. Erin Stanwix had to step down as Treasurer. The nominee for Treasurer is Jennifer Davenport. Rob Mattson is nominee for President-elect, and Laura Line for Secretary.

New Business: Andy Rasmussen and Peggy Morgan

Peggy distributed the ballots for the Election with the slate of candidates. The slate of candidates presented was voted in the by the members. The new president is Julianne Knight Gray, the President-elect is Rob Mattson, the Treasurer is Jennifer Davenport, and the Secretary is Laura Line. Julianne thanked everyone for coming to the meeting and Andy for doing an awesome job as President. We have many fresh faces at the meeting, and new students attending. Joolz asked that everyone please contact her with suggestions. Her e-mail address is on the flbenthos.org website. She expressed that she is super-excited to become the new President of FAB.

Adjournment:

Rob moved to adjourn the meeting at 10:40 am. The motion was seconded and unanimously approved.

Respectfully Submitted



Laura Line, Secretary.