



Pi Chi Omega

The Professional Pest Management Fraternity

**Pi Chi Omega
Board of Directors Meeting,
Purdue University, West Lafayette, IN
January 11, 2016**

Members Present: Judy Black, David Fincannon, Tom Myers, Dale Baker, Andrea Coron, Kim Kelley-Tunis, Mark Sheperdigian, Gene White

Guests Present: Kristin Coron, Jim Sargent, Eric Smith

The meeting was called to order at 8:05 am by Judy Black.

A motion was made by David Fincannon (seconded by Kim Kelley-Tunis) to approve the minutes from the October 19, 2015 Board Meeting held during Pest World. The motion carried.

President's Report: Judy welcomed the Board to the Purdue Pest Management Conference and thanked them the time they have dedicated to Pi Chi Omega during the event. She announced the Pi Chi Omega hospitality suite would be open that evening in Union Club room 328 from 9:00 – 11:00 pm and thanked J.T. Eaton for hosting that suite. She encouraged Board members to attend and to bring a guest. She reminded the Board to provide coverage to the Pi Chi Omega booth throughout the meeting and to wear their "Ask me about Pi Chi Omega" buttons to generate interest in the organization. Board members should also plan to attend the Pi Chi Omega membership meeting on Tuesday, January 12, 2016 4:45pm - 6:45pm in the Purdue Memorial Union - West Faculty Lounge. See staff to make payment for your dinner ticket. Judy indicated that she had a very full agenda and that she hoped to cover most if not all of the items on her list.

Kim Kelley-Tunis asked if there had been much feedback regarding the announcement that dues payments and contributions are not charitable deductions under our corporate structure. Staff reported that very few members voiced any concern. A discussion ensued regarding the potential formation of a Foundation that could manage the scholarship funds and allow for contributions to become charitable deductions. Judy formed an Ad-Hoc committee and assigned Tom Wright as the chairman. Tom should build a committee to assist him with this research. The research should define the benefits and purpose of forming a Foundation and establish the initial start-up costs and work involved and the ongoing maintenance requirements to sustain the foundation.

Executive Director Report

Pest World: The Executive Staff wrapped up final tasks surrounding Pest World, including reaching out to contacts made during the event, updating payments and membership information and closing out the accounting for events held during Pest World.

Membership: Staff contacted unpaid members through email, and also mailed invoices to all members with no or bad emails. Phone calls were also initiated to a large portion of the list. Currently the Association has 188 Active members, 116 Associate members, 23 Lifetime/Retired/Honorary members and 7 Student members for a total of 334 members. There are 56 outstanding Active members, 26 outstanding Associate members, and 8 outstanding Student members. The staff also processed pending membership applications for the committee to review and approve to be voted upon by the Board and membership.



Pi Chi Omega

The Professional Pest Management Fraternity

Bylaws Change: Staff met with the Board via conference call on December 11th to approve the proposed bylaw changes as recommended by the Bylaw Committee. Membership was notified 30 days in advance of the membership meeting as stipulated by the current bylaws to reviewed prior to being voted on.

Newsletter: Staff produced an 8-page newsletter that was emailed to all current members. The newsletter was mailed to all unpaid members along with their current dues statement and to all members that have no email address on file for. The Board discussed the layout/design and the production schedule for the newsletter and decided that the longer newsletter could accommodate more pictures and hold more meaningful articles. The newsletter will be produced 4 times a year – alternating between electronic editions and print editions. The print copies of each issue will be produced by PMP Magazine and PCT. PCT produced the print copies of the December 2015 issue. The next issue will be all print, unless members opt for electronic only issues. A benchmark will be sent out to poll members for their preference. Board suggested including featured columns such as:

Scholarship Recipients: Where are they today

Member profile: retirements, deceased, change in position

Technical white papers

Survey summaries

Industry meetings/calendar

Accounting & Finance: will be covered under Treasurer's Report.

Scholarship: staff worked with Stephanie Hill to revamp the scholarship form and provisions. The 2016 scholarships have been announced electronically on Mail Chimp to our membership. Staff will work with the committee to distribute the information to Universities.

Purdue: Staff prepared for the Pi Chi Omega events being held at this meeting, including the Board Meeting, the Membership Dinner Meeting, the Hospitality Suite coordination and the exhibit booth. The events were marketed to membership through MailChimp and Facebook.

Committee Reports

Nominations Committee – Kim Kelley-Tunis

Kim plans on making a pitch at the membership meeting to garner interest among membership to consider serving on the Pi Chi Omega Board or on a committee. A discussion was also held regarding generating interest among students to participate in Board meetings. Dennis Judy's and Mark Sheperdigian's director terms will expire at the end of this year. Kim will check with both of them to determine if they would like to run for another term or if they will be stepping down.

Bylaws Committee – Eric Smith:

Eric reported that members were provided with copies of the proposed bylaw changes 30-days in advance of being voted on as dictated by the bylaws. The changes will be voted on at the membership meeting on January 12, 2016.

Finance Committee – Tom Wright

The 2015 Jan 6 Profit & Loss Budget vs. Actual and the 2016 Jan 6 PCO Balance Sheet were presented. The following report was written by Tom and presented by Kristin Coron:

The last two years have been a challenge for our organization. Vern's passing and the subsequent scramble to gain access to financial institutions and obtain records has been difficult. The process would have been impossible without the diligent work of the Executive director team and those people who preceded us. We are especially grateful to Kim Kelley Tunis, President and Eric Smith Interim Treasurer and the previous board.



Pi Chi Omega

The Professional Pest Management Fraternity

I have examined the previous tax filings and the organization has shown consistent growth in assets during Vern's tenure as Executive Director. The organization consistently awarded scholarships and previous boards should be commended for their stewardship and the consistency of scholarships. Monies were consistently built to cover contingencies and funds created to grow monies for increased scholarships. From 2000 to 2014 \$ 25,095.00 investment income was generated.

The records show some weakness. Either through aging membership or attrition, the number of members has continued to decrease over time. This situation has begun to be addressed by this and previous boards. Probably the biggest change put in place is the opening of voting privileges to associate members.

We are currently in a financial position that will allow us to absorb the cost of evaluation and implementation of changes that need to be made. If Pi Chi Omega were to become insolvent in the future, then set aside scholarship monies would be divided between Purdue and NPMA to carry on scholarships. I have not consulted an attorney on this yet, but I am operating on the assumption that scholarship monies set aside by previous boards cannot be used in operating the organization. We must act as fiduciaries for those monies. I don't think that insolvency is likely, but we need to make the right decisions to grow our organization. The way we handle these challenges over the next two years will define Pi Chi Omega from a financial perspective.

The current budget is conservative and shows a loss. This may be necessary in order to address current financial and legal issues. We have made the best segregation between Scholarship Funds and Operating Funds that we are able to do without having supporting documentation. In my opinion, the organization in the past spent too little on growing the organization and reaching out for monies. The one exception was David Fincannon's attempts to create named scholarships. Growing organizations spend resources in these areas for outreach and member support. I have not yet had time to meet with committee chairmen in these areas to determine what funds will be needed for those purposes. So this may be an added expense as we look for ways to reach out to new members.

Accomplishments:

- Taxes: both 2013-2014 and 2014-2015 taxes have been submitted. Letters protesting penalties for late filing have been submitted by both myself and the CPA.
- Kristin has created a chart of accounts and complete financial structure in Quick Books for us to operate from.
- With the help of David Fincannon, named scholarship amounts were identified.
- Kristin has developed a method to track scholarship contributions including the \$5 dollars of each \$55-dollar membership.
- Kristin also has created accounts for individually named scholarship monies and is tracking the balance as scholarships are given out.

Needs:

- Continue to communicate that we are a 501C7 corporation and monies donated to the organization are not tax deductible.
- Create an investment committee to develop investment policy for investment and management of the scholarship funds.



Pi Chi Omega

The Professional Pest Management Fraternity

- Investment Committee to find a financial institution to consolidate investments. My recommendation would be Vanguard.
- Board approve current operating budget and allocation between Scholarship fund amounts and operational funds.
- Have the board document that our purpose for retained earnings to support the scholarship fund and operating fund for emergencies.
- Have board consider the hiring of attorney and new CPA firm both specializing in nonprofit corporations.
- Have the board consider obtaining director and officer liability insurance.
- Move checking account away from Citizen's Bank as early as convenient and move to United Bank.
- Finish the closure of the M&T Bank, Nationwide Annuity \$ 33,334.00 and place in a new financial institution chosen by investment committee.

A motion was made by Kim Kelley-Tunis (seconded by David Fincannon) to approve the financial report as presented. The motion carried.

Membership Committee – Dennis Judy

Dennis reported that he has a total of 8 member nominations:

Active: Reid Ipser, Casey Parker, Chris Arne, Sarah Bernard,

Associate: Edward Wright, John Davis, William Nepper, Marty Roberts

A motion was made by Kim Kelley-Tunis (seconded by Mark Sheperdigian) to approve the 8 nominations as recommended by the Membership Committee. The motion carried.

Discussion was held regarding the extension of the amnesty period for those who still have not paid their membership dues. The staff explained the process outlined in the bylaws that requires the membership to vote on forfeiting or retaining a member for failure to pay dues. Judy would like to work diligently to get the dues collected or for members on the unpaid list to be recommended for other membership categories, like honorary, lifetime or retired categories with the goal of voting on the membership committee's recommendations at Pest World. Judy requested that the unpaid list be parsed out to the Board and to have each Board member reach out personally to those on the unpaid list to attempt to re-establish their membership. The intent to make recommendations for forfeiture of membership should be clearly communicated well in advance of PestWorld.

Marketing & Website Committee – Dale Baker

This committee was previously represented by two separate committees, but has been combined in an effort to reduce redundancy and to be more efficient in disseminating messages and information through the website, social media, Mailchimp and other communications. David Fincannon indicated that his wife, Ann, would be glad to serve on the committee.

Some items that were discussed regarding the current website were: add a connect with us on Facebook button, update the President's letter, add the most recent issue of the newsletter, add a list of unpaid members, add information about how to be elected to the Pi Chi Omega Board of Directors.



Pi Chi Omega

The Professional Pest Management Fraternity

Awards Committee – Karen Furguele

Karen had indicated interest in serving on the Board and Judy would like to see if Karen would act as Chair of this committee. Since Karen was unable to attend this meeting, Shep indicated he would contact Karen to confirm her interest in serving in this position and to help get her up to speed about what the Board directed the committee to work on. The Board discussed the need to clarify the awards that have been given in the past, and create both a historical record of who has received which awards and a policy document defining the scope of each award (what it recognizes, how often it is awarded, the criteria for being nominated to receive the award and defining who reviews the nominees and makes the final decision for each award). Some awards that were historically presented were the Book of Professional Services Award, National Service Award, and the Good Deeds Award.

Scholarship Committee – Stephanie Hill

Stephanie was unable to attend this Board meeting but has already begun working with staff to update the scholarship application and policies as reported earlier in the Executive Director's report.

David Fincannon brought the Board up to speed on the initial intent of the named scholarship program. The intent was to get the fund up to 1 million dollars so that it could act as an endowment, funding future scholarships each year. Once a fund for each named scholarship reached \$50,000 then a scholarship would be given perpetually in that person's name. As the Balance Sheet shows, the named scholarship fund account balances currently hold the following contribution amounts:

Osmun: \$3,200

Frishman: \$17,913

Wright: \$3000

Bertino: \$1,030

Jackson: \$300

Old Business

The 50 Year History of Pi Chi book has been worked on by numerous people for many years. At PestWorld 2015 Kim got approval from the Board to approach Heather Gooch about preparing a quote for completing the book. Heather has been trying to get a handle on the materials that are finished and the materials left to compile in order to give Pi Chi Omega a quote. David Fincannon suggested publishing the book in phases and including each phase in a practical publication – like a membership directory that would include membership listings, Board listings, Award recipients, Charter/Lifetime/Honorary members, etc. Dave suggested the publication could be in and electronic or print format – or both. Judy suggested forming an Ad Hoc committee to make recommendations to the Board on how to proceed with this important project.

New Business

Honorary Member Nominations: David Fincannon will be making a nomination for Emile Pappas to become an honorary member of Pi Chi Omega. He needs to get 6 signatures from Pi Chi Omega members to secure the nomination and feels there should be no problem attaining them from those who know the contribution Emile gave to our industry and to our country through his service in the military.

Heifer Project: Judy will make a call at the membership meeting for anyone interested in running the Heifer Project to step forward. The Board is already consumed with the work at hand but it would be great if a Pi Chi Omega member wanted to volunteer to run this program.

Sites for alternate or additional future Pi Chi Omega meetings: Judy recommended creating an Ad Hoc committee that would research what meetings are held that might present the greatest opportunity for exposure to potential members, polling current members about meetings they attend to determine the most popular events, and to look



Pi Chi Omega

The Professional Pest Management Fraternity

at different types of meetings Pi Chi Omega might consider sponsoring in the future, like social events at State and other industry meetings, student oriented meetings and possibly electronic webinars meetings. Gene White offered to create a special graphing of the Pi Chi Omega membership. The Board decided a Dinner meeting would be held at Purdue in 2017.

Mentorship program was briefly discussed and tabled for future meeting

Recommendation was made that slides about Pi Chi Omega be created and distributed to State meeting organizers.

A motion was made by Mark Sheperdigian (seconded by Kim Kelley-Tunis) to adjourn the meeting at 5:10 pm. The motion carried.

Note: this meeting ran from 8:05 – 10:50 am, broke for Purdue Pest Conference and reconvened from 3:45 – 5:10.