



Pi Chi Omega

The Professional Pest Management Fraternity

**Pi Chi Omega
Board of Directors Meeting,
Conference Call
Sept. 9, 2016**

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

Not Present: Gene White

Guests Present: Kristin Coron

The meeting was called to order at 3:15 pm by Judy Black.

A motion was made by Kim Kelley-Tunis (seconded by Dale Baker) to approve the minutes from the May 17, 2016 Board Meeting held via conference call. The motion carried.

President's Report:

Executive Director Report

Membership – In late May we divided up the list of unpaid members among the membership committee and board, and asked people to reach out to these delinquent members. We did get some more accurate info for a few people, and not a whole lot else!

Membership invoicing was initiated with an email blast on July 1 asking people to pay their 2016-17 dues. We also mailed invoices to all members who we do not have an e-mail address for. At the beginning of August, we sent out individualized e-mails, with personalized invoices, to all members who had not yet paid.

Our current, paid membership stands at 372, up from 350 at the May meeting. This represents 218 Active, 110 Associate and 44 Honorary, Lifetime, Retired and Student members. The unpaid list is 61 – these are folks that we haven't heard anything from in the last year. The membership committee will recommend this group of people for membership suspension.

Finances – Apart from daily accounting tasks, the staff has been in contact with the Sponsel Group – our accountants, to provide yearend information to them that has enabled them to file our 2015 tax return. Because our revenue is below the minimum threshold, we are able to file return with a postcard. The staff has also engaged with the finance committee to complete the interview process to select an investment advisor, and subsequently draft an investment policy statement.

Looking Ahead

After a year of working with Pi Chi Omega, the staff would like to make some recommendations based on our experiences with the board and members of Pi Chi Omega.

Now that the Pi Chi Omega operations have been stabilized, the Board has worked together for several months, and a communication network established with the members, we believe it would be a good next step to take a strategic look at the organization. What has the mission become? What role does PCO play in the industry – what role do we want to play? What size should PCO be? This then leads into the discussion of finance. How does PCO finance its operation?



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Revenue – currently membership dues are the only stream of operating revenue. There are a few ways to increase that: increase membership numbers, increase membership dues, or hold a special fundraiser to raise operating money.

Committee Reports

Bylaws Committee – Eric Smith – No Report

Finance Committee – Tom Wright

Balance Sheet – current total assets stand at \$207,931.57. Year End 2015-2016 Balance Sheet ended with \$199,800.35.

Profit & Loss Budget vs. Actual – the Year End 2015-2016 Year End Profit & Loss Budget vs. Actual report shows the year ending with \$2,090.71 net loss. Current year to date Profit & Loss shows a net income of \$8,084.41.

Because there are several pending expense decisions the Board needs to make, I have instructed the Executive Staff to hold off on creating a budget for this fiscal year. We have created a draft budget and will plan to present it to

I addressed a number of issues in my treasurers' report prepared for the Purdue Board meeting. The staff and my fellow committee members have worked hard to fulfill the directives given by our President and the board.

We currently have engaged Liz Belcher with Sponsel CPA Group LLC. as our CPA. She is currently reviewing records provided by Kristin Coron. This group is in Indiana and have associations and nonprofits as a specialty. Liz will prepare the taxes for my signature.

The ad-hoc finance committee made up of David Fincannon, Larry Hanks, Kristin Coron, and myself worked on and struggled with what our financial policy should be and who we should select as an outside professional money manager. We interviewed three individuals and in the end we selected Mr. Duvall. We are presenting a plan that Mr. Duvall helped generate (attached).

Kristin sought out pricing for Director & Officer Insurance and a Liability policy. The quotes are attached. To protect the interests of Pi Chi Omega and its agents I am seeking the Board's approval of these two insurance policies.

With questions surrounding the Tax-exempt status of our organizational structure I will allow our legal counsel, Jessica Dunn McCalpen, to brief the Board and answer. I encourage you to ask her a lot of questions - this decision is the biggest to be made since the creation of Pi Chi Omega. This opportunity is being offered during a meeting scheduled for next week – tbd once we have everyone's response to the Doodle poll.

I would however like to address some concerns that I have, but please understand that my comments are not intended to sway the board in any particular direction. I really don't know what the correct decision is and that really is a problem as I see it.

I am uncertain what Pi Chi Omega's leadership goals are for the organization and what the membership understands about future goals or changes that the board plans to implement. We made a significant change by allowing associate members to vote. Whatever the board decides on these issues should be the driver of any organizational change and not the opposite. The organization as a whole needs to develop a realistic strategic plan that includes current and past leadership and members. A hard look needs to be taken at the resources that PCO has – financial, as well as manpower, to determine what the best course is. If there is not a broader base of volunteers, particularly volunteers who are clearly vested in growing the organization, then changing the structure would be ill advised.



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With any changes there should be metrics for success. Some possible metrics of success could be, increases in membership, increases in donations, investment in staff support, increases in and excitement in committee activity, increases in board activity, diversification of Pi Chi Omega's active reach beyond Purdue, activity of awards for contribution to the industry.

I feel making significant changes in the legal structure should be a result of organizational structure changes with a clear plan of financial stability and not the opposite.

A motion was made by Kim Kelley-Tunis (seconded by Dale Baker) to approve the Treasurer's report, including the financial reports as presented and the investment statement policy. The motion carried.

A motion was made by Tom Myers (seconded by Mark Sheperdigian) to approve the quote for Directors & Officers and Liability Insurance as presented.

Discussion centered around the need for these types of insurance policies and the commonality for organizations like ours to carry them. Staff said all of our clients do carry both policies.

David Fincannon advised the Board that a palate of accounting records retrieved from Delaware are being stored at JT Eaton's warehouse. After discussion, it was decided to ask Dale to mark the records "Do Not Destroy – Property of Pi Chi Omega" with the goal of having Board members cull through the records the next time PestWorld or some industry meeting is held near Columbus.

Membership Committee – Dennis Judy recognized the hard work of his committee, Greg Baumann, Larry Hanks and Bennett Jordan for their work on trying to contact the members on the unpaid list. The committee enjoyed some degree of success but feels they have exhausted all efforts to reach members. The committee will be providing a list to the Board to review at the meeting prior to PestWorld on October 17th of members being recommended for forfeiture. The Board will ask the membership to vote on the forfeiture during the membership meeting at PestWorld on October 18th.

The committee will make available a list of the potential members to be recommended for forfeiture to membership through an email blast. The committee will also prompt members to nominate new members by September 17th for the committee to approve. Currently the committee has 9 nominations to consider.

The committee has requested the Bylaws committee to propose changes to the nomination process and approval process that would expedite the committee's and the membership's ability to approve memberships.

Marketing & Website Committee – Dale Baker – changes to the website have been made slowly over the last couple of months. The membership list will be updated once staff provides the current roster. Staff will also work with Dale to research moving to a credit card processing system that could be linked on the Pi Chi Omega website, making paying dues easier for members while also reducing the transaction fees for collecting dues. Dale will touch base with Cisse Spraggins to discuss her desire to continue to serve in some capacity on this recently merged committee, specifically in regards to Marketing.

Nominations Committee – Kim Kelley-Tunis notified the Board that two seats will be open during the next election – Mark Sheperdigian and Dennis Judy. Kim will talk to each director to determine their desire to submit their names for re-election. Kim has also reached out to several other potential members who would bring their talents to the Board and will submit them to the Executive Staff by September 17th. She encouraged Board members to contact her with any other recommendations.

Awards Committee – Karen Furguiele – *no report*

Scholarship Committee – Stephanie Hill – staff briefed the Board about discussions held with Dr. Frishman about his past participation in selecting the scholarship candidate award a Pi Chi Omega scholarship in his name and his desire to be involved



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in next year's selection process. Stephanie and the staff have talked to Dr. Frishman and assured him that this was just a lack of knowledge on the committee and staff's part and would be sure to include him early on in next year's scholarship selection process.

Old Business

The 50 Year History of Pi Chi Omega Book Update – Dale Baker presented draft flyers to the Board to be used to raise funds to assist with the production of the 50 Year History of Pi Chi Omega Book. The Board approved the content of the flyer, suggesting the addition of a deadline and the new Pi Chi Omega phone number. Most members voiced they liked the first sample with the book in the background. Dale will refine the draft and distribute to the Board next week for final comments, then will work to distribute hard and soft copies of the flyer to media outlets, social media sites and will have it available at PestWorld and the PMP Hall of Fame dinner as well.

New Business

Discuss Pest World schedule – currently the two events scheduled are the Board meeting on October 17th at 3:00 pm and the Membership Meeting on October 18th at 10:00 am. The staff will coordinate food & beverage and meeting set up as we did last year. We discussed the lawyer's recommendation to hold "social events" to solidify proof of our tax-exempt status as a social club. After discussion, the Board agreed that a Pi Chi Omega "flash mob" or meeting up at the Pi Chi Omega booth after our sponsored speaker's presentation would be a good idea.

Partnership with NPMA for PCO Scholarship Recipients - tabled

Schedule next meeting – October 17, 2016 at 3:00 pm at PestWorld.

Contract Discussion for Executive Staff – the Board excused the staff in order to discuss the Management Contract Continuance proposal.

A motion was made by Mark Sheperdigian (seconded by Kim Kelley-Tunis) to approve extension of the management company's contract at the requested amount, and approved by an individual roll call vote:

Roll call vote:

Dennis Judy – yes

Mark Sheperdigian – yes

Kim Kelley-Tunis – yes

David Fincannon – yes

Tom Myers – absent

Tom Wright – yes

Dale Baker – yes

Judy Black - yes

Discussion regarding sponsoring interns at NPMA. No vote was take but discussion was that before we commit to that we need to have our strategy planning done. So this year is not a good time.

A motion was made by Dennis Judy (seconded by Kim Kelley-Tunis) to adjourn the meeting at 5:36 pm. The motion carried.