



Pi Chi Omega

The Professional Pest Management Fraternity

Pi Chi Omega
Board Meeting
Shared Screen Conference Call
July 20, 2018 at 10:00 am

Members present: Aaron Ashbrook, Dale Baker, Judy Black, Stephanie Hill, Cassie Krejci, Glen Ramsey, Mark Sheperdigian, Cisse Spragins

Members not present: Andrea Coron, Bennett Jordan, Eugene White

Guests present: Kristin Coron

The meeting was called to order by President Dale Baker at 10:06 am.

Roll was called.

Approval of Board meeting minutes.

A motion was made by Cassie Krejci (seconded by Stephanie Hill) to approve the minutes of the May 18, 2018 Pi Chi Omega Board Meeting. The motion carried.

President Welcome and Report – Dale welcomed everyone. He was glad to share that the changes in structure in membership and dues amounts have been implemented and the response has been excellent. Much work has been accomplished by many of our committees, including the Marketing and Technology Committee, the Awards Committee, the Membership Committee and the Nominations Committee. More on each of their accomplishments during committee reports. The Board has enjoyed wonderful momentum and Dale thanks each member for their participation and their passion. He indicated that there is a lot to cover and that we'd avoid spending time on minutia. With that thought, Dale charged attendees to have a good call and "roll like thunder".

Executive Director Report – Andrea Coron

May Membership Vote – the membership voted electronically on the Bylaw Changes and Nominations Approvals (14 new members). There were 108 members who cast their vote through Survey Monkey and 4 who mailed their ballot in. A clean version of the Bylaws will be hung on the new website.

Awards Committee – worked with the committee to create qualifications for each scholarship and to develop a nomination process and selection process.

A Pi Chi Omega Raise the Bar event was held at NCUE. Big thanks to Rockwell Labs for covering the bar tab. There were approximately 50 people in attendance. We netted at least 2 new members out of the event! Raise the bar was a huge success. It was noted that we need to make sure that we delegate someone to be in charge of picture taking at each event so we get some good pictures to share on our website and social media sites.

Membership: There are currently 409 current members, we have 12 Recommended for Forfeiture at Pest World and 39 who are unpaid by 1 full year, plus owe current dues. This last group, we plan to invoice \$55 + \$95 on the new Membee system and are hoping that the easy click to pay here might get them back on board.



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We have had 156 members pay their 2018-2019 dues, and have 227 members who still need to pay their 2018-2019 dues.

Staff has been very busy uploading data to our Member Implementation Specialist and being trained on the new system. We are scheduled to go live on July 27th, however the website needs to go live at the same time so that may be pushed back a bit since staff still needs to get some new content to Creative Spot.

Website Redesign – the staff has been working with Dale and Mitch on developing the new website. The Development URL has been shared with Member and the necessary landing pages for things like the calendar, events, new members, and the membership directory have been created. The next week will be all about uploading content!

Membership –6 nominations have been presented to the membership committee

Committee Reports

Membership Committee – Dennis Judy – The staff reported the following on Dennis' behalf. The bylaws dictate the 4 quarterly membership nomination form submission deadlines: March 1, June 1, September 1 and December 1. However, the bylaws simply say that the nominations that are approved by the Membership Committee will be voted on by members at the next scheduled meeting. Currently our scheduled meetings are at PestWorld in October and Purdue in January. So, Dennis would like to come up with a policy that outlines a schedule for the membership to vote on new members for the March 1 and June 1 submission deadline. Below I recommend that the deadlines be roughly 6 weeks after submission deadline to allow for the Membership Committee to investigate and approve (within 4 weeks), then time for the staff to publish the list of approved nominations to the membership 15 days in advance of the vote. The following schedule was proffered and agreed upon by the Board.

Deadline

Nominations submitted by March 1 will be voted on in Mid-April

Nominations submitted by June 1 will be voted on in Mid-July

Nominations submitted by September 1 will be voted on at the PestWorld membership meeting

Nominations submitted by December 1 will be voted on at the Purdue membership meeting (or in early-Jan)

Awards Committee – Karen Furguele – The committee looked back in Pi Chi Omega's history and came up with the criteria for the three permanent awards, shared a draft Call for Award Nominations Form and outlined policies surrounding the Award program.

- The Committee created an Award Nomination Form (modeled after the Membership Nomination Form), that will provide the definition for each award and lists the prerequisites to be eligible for each award. Just like for the membership nomination, we thought there should be one Pi Chi Omega member in good standing who makes the nomination and another who seconds the nomination. We discussed being very clear that a paragraph must be submitted with each nomination that specifies the individual's contribution or impact on Pi Chi Omega.



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- The Committee defined pre-requisites for each award as follows:
 - Book of Professional Services – at least one author must be a Pi Chi Omega member in good standing, the publication must be scientific in nature and should have a direct, positive impact on the Urban and Structural Entomology industry or field.
 - Award of Achievement- must have served Pi Chi Omega for a 10 year period (not necessarily as a Board member), must be a Pi Chi Omega member in good standing, must have been instrumental in furthering the growth and/or mission of Pi Chi Omega.
 - Generosity Award – individual must be a Pi Chi Omega member in good standing, must have made a significant impact on the financial stability (not intended for \$1,000 contributions) of Pi Chi Omega or a positive impact on the organization that enables Pi Chi Omega to reach our mission.

- The Committee Outlined the selection process – the selection committee will be composed of at least 3 committee members, the executive director or staff, and one person from the Executive Board. The selection committee will verify each nominee meets the eligibility requirements, and determine the action/contribution of each nominee to be significant to helping Pi Chi Omega grow or meet its mission. For a nominee to be approved for an award, a majority (2/3) of the selection committee must support the nomination. The selection committee’s selections will be final, Board approval will not be sought since often times a Board member is a candidate and we want the process to be secretive until the award is presented. The committee will meeting in July and make their final decision for award recipients by July 31st of each year. Nomination will be due no later than June 30th to be eligible for consideration at PestWorld in October.

- Policies –
 - Awards will be given at PestWorld at our mandatory, annual membership meeting
 - An award will only be given if a qualified candidate is approved by the committee.
 - An award can be given to more than one qualified candidate – if two individuals did something worth being awarded, we don’t want to be untimely in recognizing one or the other by only presenting 1 award each year.

The Board asked for more differentiation between the Award of Achievement and the Generosity Award. They also recommended that the definition for the Book of Professional Services more clearly state that other types of documents or publications can be considered for this award, not just books, , to include digital content and published papers. The Board also thought the Committee should clarify that all authors of a publication who are also Pi Chi Omega members will be considered for an award given for any particular work. The idea of changing the name was also proffered but the Board will leave that up to the Committee. In the Policy section the Board recommended that for the composition of the selection committee that the term “Executive Team Member” be used in place of executive director or staff. The Board felt comfortable with the Committee moving forward after these suggestions have been considered and implemented.

Bylaws Committee – Eric Smith – The Staff reported in Eric’s absence that the suggested Bylaw amendments that outlined the new membership categories were approved by the Membership in May and will be hung on the new website.



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Finance Committee – Cisse reported that the Sponsel group will be sending us a worksheet to complete so they can file our 990-EZ, however, she is also getting an estimate from King who prepares UPFUDA's tax returns and may switch to their services if the pricing is better.

The staff has been working through a Quick Books conversion since May 29th. Due to keeping the books in three different versions over the last month, during a very heavy transaction time (dues) the year-end financials presented here today are just to give the Board an idea of where we stand. Until the July statement has been reconciled, we can't be 100% certain that all of the transactions are in the new, hopefully final version of QuickBooks. Solid year-end financials will be presented at the next Board meeting.

Balance Sheet – as of June 30, 2018 Pi Chi Omega's assets stand at \$269,887.38, compared to \$209,809.71 on June 30, 2017, representing a 29% increase. Designated Scholarship Funds – funds that have been designated to be used only for scholarships - can be seen under Temp. Restricted Net Assets on the Balance Sheet and stand at \$206,684.78 (as of June 30, 2018 Investment Accounts Balances).

In May we had projected the residual amount that would be transferred to the "Designated Scholarship Funds under the United Bank account. Since we continued to receive dues payments, that included \$5/payment for the scholarship fund, that amount has changed. The final numbers are as follows:

Total amount collected in the Operating Account \$67,659.74. The final, year-end surplus funds not used to cover the 2018 scholarship expense was \$58,829.74 which has been moved to the United Bank account. This amount represents \$14,170 in Frishman Funds (being tracked separately for the time being) and \$44,659.74 of the Alain VanRyckeghem funds. A total of \$5,840.26 had to be retained in the operating account to cover the scholarship checks totaling \$9,000.

A total of \$29,083 has been collected in Frishman's name, as can be seen on the Balance Sheet in two places; under the United Bank "Frishman Designated Funds" and under Other Assets "M&T Bank CD". According to the motion made during the membership meeting on October 24, 2017 meeting we should no longer need to track the total raised for Frishman. That motion allowed the fundraising effort to continue to the end of the 17-18 fiscal year. If the \$50,000 threshold had been met the Board was to consider raising the Frishman scholarship from \$2,000 to \$3,000. Since that threshold wasn't met, the Frishman funds will no longer be tracked and will be combined with the "General PCO Contributions" funds. The perpetual Frishman scholarship will continue to be awarded in the amount of \$2,000.

At the May Board meeting, a motion carried that supported moving all of the funds under the United Bank, Designated Scholarship Funds, except for \$10,000, into the Wintrust Investments. The \$10,000 would be held to accommodate one year of scholarship expenses, if needed. Now that we have reached year-end we will move \$51,350.74 into the Wintrust Investments.

Profit & Loss Budget vs. Actual – At the end of the 17-18 fiscal year, Pi Chi Omega's Income/Expense stood at a positive \$52,739.99. This dramatic surplus is mainly attributed to the Alain VanRyckeghem and Frishman contributions. If you remove the \$58,829 transferred to the "Designated Scholarship



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Funds” from the P&L, the net income would stand at a negative \$-6,089.01, so the good news is that we out performed our projected loss of \$-9,447.50. In May, we projected ending the year by a couple thousand dollars in the black, however we opted to pay ½ of the website development fees in the 17-18 fiscal year (\$2,200) and had two additional months of management fees remaining.

Budget Preparation for 2018-2019 Fiscal Year – I have worked with the staff to create the attached draft operating budget for the 2018-2019 operating year. This budget has us coming very close to breaking even on the net income - \$-242.50. If we realized the estimated income from the increase in membership dues, we should bring in \$16,375 additional revenue what was received during the 17-18 fiscal year.

These financials were not voted on.

Marketing & Website Committee – Dale shared with the Board the idea for holding a Dream Team Super Hero presentation at the Purdue Pest Management Conference that would be composed of big name researchers who also happen to be Pi Chi Omega members. We will also hold the Bowling & Billiards Bash, a hospitality mixer, and of course man a booth.

Plans for PestWorld were also discussed. The Board agreed to continue to hold a Raise the Bar event, but suggested seeking sponsorship to cover costs. Cassie, Desiree, and Stephanie offered to help organize this event. An attraction for the booth was to conduct an “Identify the Insect” competition. Visitors can win a drawing ticket for prizes by playing. Extra tickets can be earned by correctly guessing the Pi Chi Omega Ultimate Challenge by blindly identifying an insect through touch only. (Cassie and Stephanie to get critters). Prizes, membership meeting costs, sponsorship of Pi Chi Omega Sponsored speaker were also identified as items that could be sponsored. Desiree and Stephanie will help identify the best bar to hold the Raise the Bar event at.

Membership Committee – in Dennis’ absence Staff reported that 6 nominations would be reviewed by the committee and then put before the membership for approval.

Nominations Committee – Judy Black reported that Cassie has agreed to run for re-election. Due to obligations and limited time to commit to the Board, Bennett has decided to run for re-election. The Nomination committee will identify the slate of nominations, including Cassie and one other member. Cisse recommended putting out an email calling for those interested in serving to contact the Staff.

Scholarship Committee – no report – Dale indicated that scholarship committee may have some upcoming work in developing some type of scholarship and suggested they review the suggestions that came out of the strategic planning meeting.

Ad-hoc Committee – Judy reiterated that she’d like to continue the Ad-Hoc Committee that would work on two items; 1. Core Values and 2. Development of a Board Policy template. Cassie offered to co-chair the Committee with Kim. The Board agreed and Glen confirmed that it would be a good idea to never disband the committee and to charge that committee with always evaluating the organizations 10-year, long term vision or outlook.

Old Business



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Board Policy Development – discussed under Ad-hoc Committee

New Business

The next Board meeting will be held September 21, 2018 at 10:00 am (Eastern).

A motion was made by Cassie Krejci, seconded by Judy Black, to adjourn the meeting at 11:41 am.