

Texas Chefs Association

Winter Board Meeting

February 21, 2016

Hyatt Regency, Dallas, TX



American Culinary Federation
Texas Chefs Association

I. Administrative

A. Call to Order: President Mark Schneider, CEC, CCE, ACE, AAC called the meeting to order at 8:00 am.

B. Invocation: Dr. Ewart Jones, CEC, AAC performed the invocation

C. Roll Call, Sign In & Quorum: A quorum was present. Those in attendance were:

President	Mark Schneider, CEC, CCE, AAC, ACE
1 st Vice President	Dr. Ewart Jones, CEC, AAC
2 nd Vice President	Casey Gates
Secretary/Treasurer	Jack Rayome
AAC Chair	Patrick Mitchell, CEC, AAC
Austin Chapter Director	Eva Barrios, CEC
Dallas Chapter Director	Pete Nolasco
East Texas Chapter Director	Rick Neal
Fort Worth Chapter Director	Heather Kurima
Golden Triangle Chapter Director	Traci Gates
Heart of Texas Chapter Director	Rudy Garza
Houston Chapter Director	Adam Heath, CEC
Rio Grande Valley Chapter Director	Larry Delgado
San Antonio Chapter Director via Proxy	Ron Smith
TCA Administrator	Sam Brewster
Guests:	
Heart of Texas Chapter	Anthony Gully
Houston Chapter	George Morfin
Houston Chapter	Michael Schuster
Rio Grande Valley	Dustin Stair

D. Sergeant at Arms: Traci Gates was appointed as Sergeant at Arms.

E. Welcome & Introductions: Chef Schneider welcomed those in attendance and thanked everyone for their time. Schneider acknowledge the presence of Chef Andre Bedouret as a guest and reminded the board that guests and Assistant Directors do not receive a vote.

F. Review of Minutes: Jack Rayome requested changes and/or modifications to the meeting minutes of the July 10th Board of Directors Meeting. Traci Gates presented a motion to approve the minutes as presented. The motion was seconded by Adam Heath and moved by the board.

G. Review of Meeting Agenda: Mr. Rayome opened the floor for modifications to the meeting agenda. The following items were added for discussion under New Business:

F2: Change Longview Chapter to Lufkin Chapter (per request of Casey Gates)

N. TCA Fundraiser (per request of Traci Gates)

O. TCA Traveling Chefs (per request of Traci Gates)

P. TCA State Awards (per request of Mark Schneider)

Q. TCA Financial Support of State Award Winners (per request of Mark Schneider)

R. Certification Chair (per request of Mark Schneider)

V. Nominations & Elections, D. Retired Lifetime (per request of Pete Nolasco)

Jack Rayome entertained a motion to approve the agenda as amended. A motion was presented by Traci Gates, seconded by Pete Nolasco and moved by the board.

II. Report of the Officers

A. Chairman of the Board: Charles Duit, CEC, ACE, AAC, CDM, CFPP was not in attendance but reported no grievances.

B. President: President Schneider referenced his report in the meeting handbook and provided highlights from his report. Schneider commended Casey Gates on the success of the membership drive and encouraged Chapters to continue the positive momentum by continuing local membership drives and creative incentives for membership recruitment. Chef Schneider express gratitude to host Chapters for allowing him to visit and attend local events; expressing his desire to visit all Chapters by the conclusion of his presidency. He asked Chapters to provide two dates for potential visits. Schneider thanked Eva Barrios for her terrific work with certification and referenced upcoming certification seminars in March and April. Schneider acknowledged the five Texas chefs nominated for ACF awards and expressed his excitement for their recognition and representation of the Texas Chefs Association. Finally, President Schneider encouraged Directors to submit content to be featured in the *Chef Connect* newsletter.

C. 1st Vice President: Dr. Ewart Jones spoke to the importance of retaining both current and new members and encouraged the board to reach out and welcome new members when they join TCA. He also encouraged Directors to contact local members who have dropped their membership. Dr. Jones referenced the Culinary Visions Partnership (CVP) program and announced that one partner has not renewed from last year. Jones will work with Sam Brewster to retain that company and develop new partners. Finally, Dr. Jones announced that August marks 30 years of membership with TCA/ACF and 20 years as an AAC Fellow. He will apply for the ACF Hall of Fame this fall.

D. 2nd Vice President: Chef Casey Gates addressed the results of the membership drive, which added 109 new members. The Houston Chapter experienced the most growth with 43 new members. Gates encouraged Chapter Directors to focus on retaining new members in order to reap the discounts offered by the membership drive. Gates also stressed the importance for Chapter Directors to submit minutes to the State Office. President Schneider referenced the bylaws, which require Chapters to meet a minimum of ten times throughout the year in order to avoid probation.

E. Secretary/Treasurer: Jack Rayome thanked the board for their efforts to retain Sam Brewster as TCA Administrator. Rayome explained that the TCA has not received any interest in sub-leasing the State office in San Antonio and will continue to pay rent through November of 2016. The office still holds significant historical records and memorabilia that will need to be removed and stored prior to the termination of the lease. President Schneider recommended identifying a local San Antonio member to visit the office and take pictures of records. Ron Smith volunteered to take on this task.

F. State Culinary Student Ambassador: President Schneider announced this position as vacant and encouraged official nominations to fill the seat. Schneider added that the individual needs to be a student who is willing to travel, recruit and plan student activities during the State Convention.

G. ACF Certification: President Schneider expressed his desire to step down from this role after serving for ten years. The new candidate should be an Approved Certification Evaluator (ACE). Schneider explained the reasoning for his desire to step down and stated that he had performed 153 certifications. Schneider is putting together a packet explaining the requirements to become a "CC" and intends to organize packets for all certification levels. Dr. Jones announced future dates for Practical Exams for 2016, which are posted on the TCA website.

H. Social Media Chair: Stephanie Smith was not in attendance; however, President Schneider reviewed her report in the handbook. Schneider encouraged all to "like" TCA related content on social media.

I. Community Outreach Chair: Lynn Krause, CEPC, AAC was not in attendance; however, President Schneider reviewed her report in the handbook. The report addressed the incredible work being done by Mercy Chefs and expressed Chef Krause's gratitude for the number of volunteers who have shown up to assist in disaster recovery. Schneider encouraged Chapters to invite Lynn to visit with local members about the great work being done by Mercy Chefs.

III. New Business

A. Constitution, Bylaws & Policy Manual: President Schneider expressed his desire to align all of the governing documents; including adapting the ACF bylaws to fit the TCA structure. Schneider currently has amendments drafted for the Constitution and Bylaws but has not addressed the Policy & Procedures Manual. President Schneider recommended the nomination of a three-person committee, charged with revising the governing documents to present to the Board. The appointed committee included: Jack Rayome, Casey Gates and Pete Nolasco.

B. Website: Sam Brewster referenced the proposal from Clubessential to redesign the TCA website. Brewster reviewed key features that he believes will significantly upgrade the presentation and user-experience; including an online director, event calendar and mobile platform. The fee for the site design and launch is discounted from \$5,000 to \$500 with a \$50 hosting fee per month. Traci Gates recommended that Directors email recommended website features to Sam to be incorporated into the site design. Mike Schuster requested website examples from Clubessential, which Brewster agreed to provide. President Schneider ruled to allow 30 days to provide alternate companies to Sam Brewster. If no objections are received, we will move forward with Clubessential.

C. Concho Valley Dissolution: President Schneider announced that the Concho Valley Chapter remains on probation through the Summer Board Meeting. If the Chapter does not meet the bylaw requirements by the deadline, membership will be moved to the Member At Large category based on zip codes.

D. ACF State Voting Rights: President Schneider referenced his campaign promise to petition the ACF Executive Board to obtain voting rights for TCA Chapters. Schneider acknowledged that the ACF will be hesitant to provide Texas with so many votes but stated that TCA Chapters meet the ACF voting requirements.

E. New Chapter Development: Galveston – Dr. Ewart Jones stated that he visited two Galveston members in January. They currently have two members at Moody Gardens and Galveston Country Club and are working on potential members at the Hilton. Until they meet the requirements to form a local Chapter, Dr. Jones explained that they remain members of the Houston Chapter. Lufkin – Casey gates stated that the Lufkin Chapter has eight or nine members and they are ready to formally organize a Chapter. President Schneider explained that they need to appoint an Interim Director and elect a Director in the next election cycle. Schneider referenced the election cycle: April – Chapter Nominations, May – Chapter Elections, June – Deadline to submit Directors to State Office.

F. ACF Culinary Graduate Program: President Schneider referenced his proposal in the handbook for the TCA to pilot a Culinary Graduate Program. The two/three year program would be offered by ACF certified institutions. Students would work under Certified Chefs and would graduate as Certified Sous Chefs. Schneider explained the value in retaining students throughout culinary school as well as after graduating. The board agreed on the positive merit of the program and Schneider asked for comments within two weeks before submitting it to ACF for the agenda at Regional Conference.

G. State Office: Jack Rayome requested grievances with State Office support and none were given. Rayome deferred the performance evaluation for the TCA Administrator until the next Winter Board Meeting.

H. – J. Financial Statements: Jack Rayome reviewed the financial statements included in the meeting handbook. Additionally, Rayome addressed a forecast report that was distributed at the meeting. The profit & loss statement showed a loss of \$7,000 for 2015. Rayome described the method of “Accrual Accounting” which recognizes revenue when it is billed; therefore, adjustments are required when receivables are not collected. As a result, the \$7,000 loss will likely increase after membership drops are made. Rayome summarized activity by stating that the Chapter brings in roughly \$50,000 annually and spends \$50,000 annually; adding that the elimination of the rent payment will decrease expenses significantly. Rayome congratulated the Rio Grande Valley Chapter for making \$400 on the 2015 TCA Convention. Treasurer Rayome described cash positions on the balance sheet and described the reasoning for using funds from the savings account during months when cash flow is low. Over the last three years, \$18,000 has been transferred from the savings account to the operating account. Based on his calculations, Rayome estimates the TCA to have roughly \$36,000 available for investment purposes. President Schneider reviewed the Restricted Accounts on the balance sheet and encouraged Chapters and individuals to donate to these accounts. Rayome referenced the forecast report, which revealed the shift in expenses due to the new administrative relationship with Brewster Association Services, LLC. Rayome stated that he is looking into the legality of charging credit card transaction fees and will report back to the Board. Lastly, Rayome warned against accepting “in-kind” donations in exchange for CVP recognition. He explained that the CVP should be reserved for cash donations and any product donations for the Convention should be kept separate.

K. State Convention: Pete Nolasco explained that the relationship with Charlie Brown Travel Agency had been terminated. As an alternative, all reservations will go through his staff member. Chef Nolasco expressed his excitement for the cruise and requested a minimal registration fee, since food is included in the cruise fee. President Schneider asked Mr. Rayome to calculate a minimum registration fee in order to cover costs. Rayome added that 50% of CVP revenue is assigned to cover Convention expenses. Schneider stated that the registration fee

will need to be based on a recommendation from the Treasurer. President Schneider described the importance of having a quorum present and asked Chapter Directors to gauge local interest and send expected attendance counts to him as soon as possible. President Schneider requested a motion for the TCA to sponsor the attendance of Diane Butler and her spouse on the cruise. Larry Delgado presented the motion, which was seconded by Adam Heath, CEC and moved by the board. Jack Rayome agreed to extend a formal invitation to Diane Butler.

L. – M. Membership Drive: Casey Gates recapped the membership drive results and a drawing was performed to give away one free cruise registration. Chef Heath's name was drawn for the free registration. The top five recruiters were identified to receive a Chef's Roll, they were: Adam Heath, CEC, Tiara Guard, Larry Delgado, Cassandra Armstrong and Dina Cooper.

N. TCA State Fundraiser: Traci Gates proposed an annual fundraiser to raise money for the State Chapter and a chosen charity. Chef Heath suggested using an "Icebreaker" at the State Convention as a fundraising mechanism. The board agreed on this idea and President Schneider requested that it be formalized in the Policy & Procedures Manual. Since the 2016 Convention is too close to incorporate the fundraiser, Gates recommended Mercy Chefs as the first benefactor and offered the Golden Triangle Chapter as host.

O. Traveling Chefs: Ron Smith and Traci Gates presented the idea of organizing a group of chefs with certain specializations to travel and assist local Chapters with events. Specialties would include competition, charity fundraisers and certification. President Schneider offered to assist in organizing a team and recommended the use of restricted dollars to help fund travel expenses. He asked Chapters to identify Chefs who have certain expertise and the flexibility to travel to various Chapters. Chef Delgado volunteered to serve in the capacity of Event/Charity Fundraising.

P. TCA State Awards: President Schneider described the difficulty in differentiating between nominees for State Awards and recommended the development of a point system to help evaluate candidates. The criteria can include participation at the Chapter level, volunteer work, Chapter Board service, certification, etc. Schneider suggested that the evaluation committee include three to five previous Chef of the Year winners and Patrick Mitchell, CEC, AAC agreed to serve on the committee. President Schneider agreed to appoint a committee and provide a report at the Summer Board Meeting.

Q. TCA Financial Support for State Award Winners: President Schneider cited the significant expenses associated with Texas Chefs who are nominated to compete for ACF Awards. Schneider explained that these individuals are representing the TCA and need to be supported financially. After a brief discussion, Adam Heath, CEC presented a motion to form a restricted account dedicated to subsidizing certain travel expenses for TCA Chefs to compete for national ACF Awards. The motion was seconded by Ron Smith and moved by the Board. Jack Rayome agreed to proceed with forming a restricted account.

IV. Old Business

A. TCA Staff Feedback: Sam Brewster thanked the TCA Officers and Directors for the opportunity to serve as State Administrator. He had no significant feedback at this time.

B. Culinary Visions Program: The Board reviewed the CVP structure, which was provided in the handbook. President Schneider encouraged everyone to send CVP prospects to Sam Brewster and Dr. Ewart Jones.

C. AAC Report: Chef Mitchell referenced his report in the meeting handbook and announced 24 members in the academy and 34 certified members. Mitchell does not expect anyone to be inducted into the academy this year. Schneider described the long process of becoming an AAC Fellow and encouraged those interested to start the process now. President Schneider adjourned the meeting for lunch at 12:00 pm. The meeting was called back to order at 12:43 pm.

V. Nominations & Elections

A. Honorary Members: no nominations were presented.

B. State Officer Elections: President Schneider announced two vacancies for State Officers: 2nd Vice President and Secretary/Treasurer. Schneider announced that Casey Gates has the opportunity to run for a second term. Schneider added that the TCA has been blessed with Jack Rayome's service as Secretary/Treasurer and he is ready to step down from his position. Mr. Rayome nominated Mike Schuster for the position of Secretary/Treasurer. Additionally, Adam Heath, CEC nominated Jimmy Santiago for the position of 2nd Vice President. Mr. Rayome cited *Robert's Rules of Order*, which states, "Nominations are open now and will remain open until the vote (during the General Session in August), at which point they close."

C. TCA Awards: President Schneider reviewed the timeline for State Awards as follows: April – Chapters nominate local award recipients, May – Chapters hold local elections, June – deadline for Chapters to submit local winners to State. State winners will be nominated and announced at the Summer Board Meeting.

D. Retired Lifetime: Pete Nolasco proposed five members for Retired/Lifetime status: Andre Bedouret, Hans Stettler, Dieter Paul, Klaus Mittelhauser, and Eduardo Bocanegra. President Schneider stated that these individuals should apply for Lifetime Membership and asked Jack Rayome to research eligibility for Lifetime vs. Honorary membership.

IV. Site of Future Conventions

The Chefs of the Coastal Bend Chapter will host the 2017 State Convention in Corpus Christi.

VII. Closing & Roundtable

Larry Delgado proposed a Convention Committee to include previous hosts to assist future Convention hosts. Pete Nolasco presented the State with a \$3,000 check on behalf of the Dallas Chapter. President Schneider concluded by recapping his assignments for Officers and Directors: submit content for Chef Connect, provide expected cruise attendance from local Chapter members, send CVP prospects to Sam Brewster and Dr. Ewart Jones, submit nominees for the two officer vacancies, promote Austin certification seminars, submit candidates for the Traveling Chefs program, send dates for Chapter visits, identify who is attending Regional and National ACF conferences.

The Board thanked Pete Nolasco and the Dallas Chapter for hosting the Winter Board Meeting. At the conclusion of the roundtable, the meeting adjourned at 1:20 pm.