

**A&WMA Coastal Plains Chapter**  
**Board Meeting Minutes**  
*February 25, 2016*

**Minutes of Meeting:**

Date: February 25, 2016

Time: 11:30

Place: Franco's

**Board, Directors, & Standing Committee Members (present if checked):**

Chair	Greg Terry
✓ Vice Chair	Jill Johnson
✓ Treasurer	G. Dwain Waters
✓ Secretary and Membership Committee Chair	Susan Kennedy
✓ Immediate Past Chair	John Meade
✓ Director	R. Mike Markey
✓ Director	Cynthia Arnold
✓ Director	Dennis Mitchell
Director	James Garrison
✓ Director and Luncheon Committee Chair	Amy Mixon
Director	Hector Hernandez
Scholarship Committee Chair	Matt Schwartz
✓ Guest	Trista Miller

**Guests: None**

**Jill Johnson, Vice Chair, called the meeting to order at 11:39 am. Board Quorum was present. Ms. Trista Miller was introduced to Board members. Ms. Miller will be assisting with the March meeting and 2016 Technical Conference.**

**January 2016 Board Meeting Minutes**

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January meeting minutes were reviewed; comments made and accepted. Motion made and passed to approve modified January Board meeting minutes.

**Associated Business**

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Members discussed January meeting action item for Mr. Mitchell to investigate dollar limits associated with Door Prizes given by the Chapter. Based on his research resolution was made and passed via email to limit prizes from the chapter to be less than \$600.00 each; identify \$2.50 of the conference registration as segregated for door prize raffle participation and notify vendors that items donated for door prizes cannot exceed \$600.00 per item. *Action item was identified for Board members to inform potential sponsors of the Annual Conference of the \$600 limit as needed.*

**Treasurer's Report**

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Mr. Waters had no update since January meeting.

## Membership Update

Ms. Kennedy had no update since the last meeting. Members did discuss the action item from last meeting to review Membership Status. Because Chapter pays liability insurance for our Board Members to International, all Board members should be International members. Members reported most have reviewed status and those that are not International will update their Status. *Action item was identified for Board Members who are not International members to update their Status.*

## January Meeting Action Item Review

Person	Action	Status
Dwain	<i>Solicit annual insurance policy for Board members</i>	Dwain reported that the annual insurance policy is effective August 1 <sup>st</sup> . It covers Board members only if they are International Members. It does not cover Florida Section Board members. He is investigating when the insurance needs to be paid – now are in April similar to previous years.
Greg	<i>Contact Matt Schwartz for his thoughts on scholarships and ask if he would like to continue on the Board as Scholarship Committee Chair or if he had a suggestion for another.</i>	Greg: Had call with Matt. He has been disappointed with applicants last few years. He is looking at someone else with more time to help promote the scholarships. He is open for our ideas. Matt also thinks the poster competition will work well and many students are preparing posters for April class presentations anyway. He thinks if those students are contacted, they will enter but may not be available to attend June 10 <sup>th</sup> . I did contact a somewhat recent UWF graduate, Lindsey Box, and she has agreed to assist us with communicating to UWF and other students. Members discussed the possibility of expanding the scholarships to science education majors.
All	<i>Board Members to review their membership status.</i>	See Membership Update.
Greg and All	<i>Schedule March meeting, reserve room and solicit speakers</i>	Greg: Working on this with theme of robotics in environmental applications. IHMC and EPA lab contacted nothing set up yet – this may end up being an April meeting. Members discussed potential alternate ideas for March meeting. Mike Markey agreed to reach out to FDEP and Amy Mixon agreed to reach out to Thompson Engineering. <i>Action item identified for Mike and Amy to reach out for speakers.</i> Date of March meeting has not been set. It may run into April. Date will be set once speaker is confirmed.

Greg and All	<i>Reserve annual Conference venue – Greg Terry. Suggest Key Note speaker options so that the speaker can be reserved as soon as possible - all</i>	Greg: 3 <sup>rd</sup> Floor conference center reserved June 9 and 2 <sup>nd</sup> Floor main auditorium reserved June 10.
Dennis	<i>Investigate any dollar limits for annual conference prizes –</i>	Complete. See Associated Business
Dwain	<i>Follow up with the Alabama Chapter regarding financial assistance</i>	Mr. Waters reported that he has contacted the Alabama Chapter and that they are working on their 501(3)(c) status and are not in need of funds at this time. Mr. Waters let the Alabama Chapter know that we are here if and when they need the Coastal Plains Chapter.
Susan	<i>Investigate options for the website and Facebook pages.</i>	No Update

### **UWF, Student Participation and Scholarships**

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Mr. Mitchell reported that during his recent meeting with UWF staff, a request was made by UWF for judges for a student poster completion in April. He noted that participation in this completion by Chapter members would help promote the involvement of student participation in the Chapter. *Action item was identified for Members to consider judging the Student Power Competition in April at UWF.*

Members also discussed the Student Poster Competition for the Annual Technical Conference. Awards to winners of the Competition are Scholarships.

### **June Annual Technical Conference**

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Members discussed several items regarding the June Technical Conference including the possibility of a Panel (on CCR) and Keynote Speakers, such as Heather Ceron or Stan Meiburg. Quint Studer was also mentioned as a possible speaker during the conference. Members agree to begin reaching out to potential speakers for the Conference. *Action item was identified for Cynthia Arnold to follow up with Heather Ceron and Stain Meiburg and for John Meade to follow up with Quint Studer.*

AWMA Joint Technical Conference Planning List was reviewed and updated by Members. Planning list is attached.

### **New Business**

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*Action item: Mr. Terry noted that he needs to complete the AWMA 2015 annual report.*

*Action item: Mr. Waters will file all Treasurer-responsible 2015 Chapter reports in the next 30 days.*

Mr. Waters passed out copies of the Draft bylaws for members to review. It was noted that the bylaws needed updating and finalization in a prudent timeframe. *Action item was identified for Dennis/Dwain/John to bring a “latest version” of the bylaws to the Board by March meeting.*

**ACTION ITEMS:**

Person	Action	Completed?
All	<i>Board members to inform potential sponsors of the Annual Conference of the \$600 limit as needed.</i>	
Amy and Jill	<i>Board Members who are not International members to update their Status.</i>	Jill - complete
Mike and Amy	<i>Board Members to reach out for speakers for March meeting</i>	complete
All	<i>Board Members to consider judging the Student Power Competition in April at UWF.</i>	
Cynthia and John	<i>Heather Ceron, Stain Meiburg and Quint Studer will be contacted regarding annual conference speakers.</i>	complete
Greg	<i>AWMA 2015 annual report needs completion.</i>	
Dwain	<i>All Treasurer-responsible 2015 Chapter reports will be filed in the next 30 days.</i>	complete
Dennis/Dwain/John	<i>"Latest version" of the bylaws will be brought to the Board by March meeting.</i>	

**Adjourn**

Meeting adjourned at approximate 1 pm.

**Signed:**

Susan Kennedy  
Secretary



Greg Terry  
Chair