

A&WMA Coastal Plains Chapter
Board Meeting Minutes
FINAL May 26, 2016

Minutes of Meeting:

Date: May 26, 2016

Time: 11:30 am

Place: Francos

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

Jill Johnson, Vice Chair, called the meeting to order at 11:33 pm. Board Quorum was present.

April 2016 Board Meeting Minutes

April meeting minutes were reviewed. Motion made, seconded and passed to approve April Board meeting minutes.

Treasurer Report

No update.

Membership Report

Susan Kennedy noted that one International Member has renewed since last month.

June Annual Technical Conference

- Conference Theme has been decided – “It Ain’t Easy Being Green”
- Introduction of speakers will be done by several members including Greg Terry, Jill Johnson, John Meade, Cynthia Arnold and Dennis Mitchell.

- Agenda is almost complete and should be final by Friday. Ms. Ceron has a presentation theme for the Conference. *Action Item was identified for Cynthia Arnold to finalize agenda and send to Trista and Susan for distribution.*
- *Action item was identified for members to get permission to post presentations from their respective contacts.*
- The Alabama Chapter requested an opportunity to recognize a member at our conference. Board determined that this was acceptable and could occur at the end of the Conference during “Chapter Updates.”
- A presentation is being prepared for Jim Vick. *Action item was identified for Greg Terry to send the presentation to Cynthia as soon as practical for Jim to review.*
- Members discussed the donation for “speaker gifts” to Suter Elementary and suggested a recognition in the News Journal would be appropriate. Cynthia stated she would follow up with the News Journal.
- Members discussed the backup presentation at the Conference which should include sponsor logos and photos of the Jim Norris and Fred Dowling for the Tribute. *Action item identified for Dennis to send photos to Greg Terry for the backup presentation. Action item identified for Trista Miller to find old backup presentation to confirm that all sponsor logos are up to date.*
- Members discussed limiting the lunch hour to 1 hour 10 minutes to accommodate the Agenda.
- Members decided that a Student Competition will not be able to be coordinated and a Conference App will not be available at this late date and will save it for next year’s Conference planning.

April Meeting Action Item Review

Members reviewed action items. Updates are noted below:

Person	Action	Completed
Mike	Action item was identified to provide a Draft Agenda for June 9 th Workshop for distribution as soon as possible.	Complete
Dwain	Action item identified to follow up with Mike on which day Robert is speaking	Complete
All	Action item identified to get topics and bios by May 9, 2016.	Complete
All	Action item was identified to get approval from speakers to post their presentations	Ongoing
Susan/Trista	Action Item was identified to add TRC and TestAmerica to sponsor list on future communications	Complete
Susan	Action item was identified to request Speaker bios from members	Complete
Hector	Action item was identified to coordinate a photographer for the Conference	Complete
Susan	Action item was identified to delegate a member to help with a Conference app	NA
Susan	Action item was identified to investigate having new banners made for the conference	Ongoing
Greg	Action item identified to send latest version of Bylaws to members for approval.	Posponed

Bylaws

Updated bylaws will be distributed to the membership after the June meeting (July) and voted on at the August meeting. *Action item was identified for Greg Terry to distribute Bylaws to members in July.*

August Meeting

The August General Meeting will include a speaker from IHMC. *Action item was identified for Greg Terry to identify a date and confirm a location for the August Meeting.*

ACTION ITEMS:

Person	Action	Completed
Cynthia	<i>Action Item to finalize agenda and send to Trista and Susan for distribution.</i>	Complete
All	<i>Action item to get permission to post presentations from their respective contacts</i>	Complete
Greg	<i>Action item to send Jim Vick presentation to Cynthia as soon as practical for Jim to review.</i>	Complete
Dennis	<i>Action item to send photos to Greg Terry for the backup presentation.</i>	Complete?
Trista	<i>Action item identified to find old backup presentation to confirm that all sponsor logos are up to date</i>	Complete
Greg	<i>Action item to distribute Bylaws to members in July.</i>	
Greg	<i>Action item to identify a date and confirm a location for the August Meeting.</i>	

Adjournment and Next Meeting

Meeting adjourned at 12:46 pm. Next meeting is tentatively scheduled for June 23, 2016 at 11:30 am, but given how close it is to the Conference may be rescheduled.

Signed:



Susan Kennedy
Secretary



Greg Terry
Chair