

A&WMA Coastal Plains Chapter
Board Meeting Minutes
February 23, 2017

Minutes of Meeting:

Date: February 23, 2017

Time: 11:30 am

Place: Franco's

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

✓ Chair	Greg Terry
✓ Vice Chair	Jill Johnson
Treasurer	Richard Brown
✓ Secretary	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
✓ Membership Committee Chair	Debbie Hitchcock
✓ Luncheon Committee Member	Cheyenne Whitmire
Scholarship Committee Chair	Matt Schwartz

Greg Terry, Chair called the meeting to order at 11:34 am. Board Quorum was present.

Membership Report

Ms. Hitchcock provided a summary report of the Chapter members after receiving feedback from the Board. Board members discussed the recommendation and decided to contact some of the lapsed members one more time to let them know that they will be removed from the membership list, but have an opportunity to renew at the Annual Conference in June. Motion was made, seconded and passed to remove all highlighted members from the current roster and contact those identified in "yellow" to let them know their membership has lapsed and can be renewed at the Annual Conference.

Action item – Greg Terry to contact "yellow" members to let them know they have been removed from the roster and can renew their membership at the Annual Conference.

January 2017 Board Meeting Minutes

January 2017 meeting minutes were reviewed. Motion made, seconded and passed to approve January Board meeting minutes.

Scholarships

Board discussed follow up items regarding scholarships and confirmed that recipients must attend at least one meeting to receive the award and be recognized. *Action item – Greg Terry to follow up with Matt Schwartz regarding scholarship recipients.*

Treasurer Report

Ms. Arnold and Ms. Kennedy gave an update on the Chapter account status in the absence of Mr. Brown. Both related that the Chapter accounts have been updated to include Mr. Brown and Ms. Kennedy and Mr. Waters and Mr. Mitchell have been removed from the accounts. Mr. Brown and Ms. Kennedy have also been assigned debit cards for the Chapter. Ms. Kennedy relayed that Mr. Brown saw no need to continue use of an American Express and asked members if they knew of a reason to keep the card. With no reasons being presented the card will be cancelled and renewed if a reason arises to need a card. Members also discussed the use of 2 checking accounts and believe it is related to receipt of scholarship grant funds from 3rd parties. *Action item was identified for Mike/Susan and or Greg to follow up with the Gulf Power Foundation to see about scholarship fund matching.*

Next General Meeting

The next general meeting of the Chapter is scheduled for March 3rd, 2017. Ms. Johnson will lead the meeting in the absence of Mr. Terry. Ms. Mixon will coordinate lunch and Mr. Terry will set up AV needs prior to the meeting.

Website

Ms. Kennedy gave an update on the progress of the new Website. Website is currently under development and draft pages will be ready in a few weeks. Ms. Kennedy still needs photos and fun facts from some of the Board members. *Action item – Board members who have not already should provide photos and fun facts to Ms. Kennedy for the website.*

Open Action Item Review

The following items were identified as open since last meeting – updates are provided:

Person	Action	Completed?
Richard	Transition for the position will require signatory changes on the Bank Accounts. <i>Action Item - Mr. Brown will follow up with the necessary changes.</i>	TBD
Greg and Richard	Members discussed the need for Board insurance and agreed it was necessary. <i>Action Item – Mr. Terry will work with Mr. Brown on procurement of insurance for the Board.</i>	TBD
Mike and Susan	<i>Mr. Markey and Ms. Kennedy will discuss the issue with the Section and determine if dues should continue to be paid to the Section.</i>	Complete

Section Annual Dues Payment

Members discussed the annual dues payment to the Section for associate members and determined that this was no longer necessary because the associate members are not recognized by the Section. Motion made, seconded and passed to no longer send payments to the Florida Section for associate members.

Next General Meeting

Members discussed the scheduling and subject of the next General meeting prior to the Annual Conference. Ms. Johnson suggested a speaker on the updated 62-780 rules and requested dates for the venue. *Action item was identified for Mr. Terry to provide available dates for the Addison Auditorium so Ms. Johnson can schedule the speaker.*

June Annual Technical Conference

Annual Conference is scheduled for June 9, 2017. Workshop would be held the afternoon of June 8th. Board members discussed the potential conflict with the International Conference in Pittsburg. After lengthy discussion, members decided to check schedules with Keynote Speakers to see if June 9th will work and possibly change the date of the Conference if June 9th is bad for the Keynote. *Action item – Mr. Markey and Ms. Arnold will contact potential Key Note speakers to determine best date for Conference.*

Members also agreed to limit speakers to 10 total given the Agenda timing.

Conference Planning list was discussed – see 2017 Conference Planning List_Feb 2017 for more information.

ACTION ITEMS:

Person	Action	Completed?
Richard	Transition for the position will require signatory changes on the Bank Accounts. <i>Action Item - Mr. Brown will follow up with the necessary changes.</i>	
Greg and Richard	Members discussed the need for Board insurance and agreed it was necessary. <i>Action Item – Mr. Terry will work with Mr. Brown on procurement of insurance for the Board.</i>	
Mike, Susan, Greg	<i>Action item was identified for Mike/Susan and or Greg to follow up with the Gulf Power Foundation to see about scholarship fund matching.</i>	
Greg	<i>Action item – Greg Terry to contact “yellow” members to let them know they have been removed from the roster and can renew their membership at the Annual Conference.</i>	
Greg	<i>Action item – Greg Terry to follow up with Matt Schwartz regarding scholarship recipients.</i>	
Amy, Jim, Hector	<i>Action item – Board members who have not already should provide photos and fun facts to Ms. Kennedy for the website..</i>	
Greg	<i>Action item was identified for Mr. Terry to provide available dates for the Addison Auditorium so Ms. Johnson can schedule the speaker.</i>	Complete
Mike, Cynthia	<i>Action item – Mr. Markey and Ms. Arnold will contact potential Key Note speakers to determine best date for Conference.</i>	

Adjournment and Next Meeting

With no further business, Mr. Terry adjourned the meeting at 12:46 pm.

Signed:



Susan Kennedy
Secretary



Greg Terry
Chair