

A&WMA Coastal Plains Chapter
Board Meeting Minutes
April 27, 2017

Minutes of Meeting:

Date: April 27, 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 11:40 am. Board Quorum was present.

March 2017 Board Meeting Minutes

March 2017 meeting minutes were reviewed. Edits made. Motion made to approve edited minutes, seconded and passed to approve March Board meeting minutes.

Membership Report

Greg has drafted a note for lapsed members and will send to Debbie, Jill and Susan for review. Once complete, Susan will forward to lapsed members via the Gmail account.

Treasurer Report

Richard provided an update to the Treasurer activities:

- All bank account signatory changes and online access are complete.
- 2017 Financial Report is Complete.
- *Paypal access and transition is in process.*
- *Solicitation License renewal is in process.*
- IRS documentation is complete.
- *Scholarship distribution is in process to be completed in the next week or two.*

Richard also discussed the issue with respect to 2 Chapter checking accounts. We are not clear as to why we have 2 accounts and members agreed to continue to investigate why we have 2 accounts.

Richard also updated the Board on several details of the June Conference expenses. A general discussion regarding these expenses was held.

Scholarships

The Chapter has awarded 3 scholarships and recipients have been contacted. One recipient has agreed to attend May meeting. *Action item identified for Greg Terry to print out a large “check” for presentation to the student. Action item identified for Greg Terry to ask Trista Miller to serve as photographer for the next General meeting. Action item identified for Richard Brown to distribute the scholarship money to the recipients.*

Upcoming General Meeting

The next general meeting of the Chapter is scheduled for May 5th, 2017. Attendance is presently at 28. Cheyenne and Amy will coordinate lunch for the meeting. Members suggested that we request Homestead Kitchen as the lunch vendor. *Action item identified for Susan to contact Amy with the lunch vendor recommendation.*

Website News and Update

Susan had no new website updates for the Board. *Action item was identified for Greg Terry to promote the new website at the May General meeting.*

Open Action Item Review

The following items were identified as open since last meeting – updates are provided. Items specific to the Annual Conference will be tracked on the Planning List (separate document.)

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>	Complete
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>	In process
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>	In process
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>	In process
Greg	<i>Action item – Greg Terry to follow up with Matt Schwartz regarding scholarship recipients.</i>	Complete
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>	Complete
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>	See Planning List
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Next General Meeting

Greg Terry discussed our preliminary planning for the next General meeting post Annual Conference. Suggested dates are August 2017 and the Board needs to consider topics or speakers.

June Annual Technical Conference

Members reviewed the Conference Planning list and Conference Speaker list and discussed various action items. Items included:

- Conference “voting app” for presentations. Susan suggested using an app called Kahoot! for the presentations requiring an audience vote. *Action item was identified for Greg Terry to work with a Coop to use the app for the Conference.*
- Speaker List – Members discussed their progress on the speaker list including requested speaking times. So far, no problems have been identified with the schedule. *Action Item was identified for Cynthia to put together a Draft Agenda for upcoming Conference communications.*
- Sponsorship – *Jill reported that 3 sponsors have signed up so far and she will send a reminder email to her sponsor list.*
- Workshop – Jill reported that the Workshop is coming together and will be hosted overall by Robert Manning. We will also have 3 additional facilitators and she discussed suggestions. *Action item was identified for Jill Johnson to contact additional candidates to request help as facilitator’s. Cynthia will follow up with Dennis Mitchell.*
- Door Prize solicitation – Members discussed door prizes solicitation progress. *Action item - Richard agreed to contact Hector regarding door prizes and will also help find donations.*
- Speaker gifts – Members discussed donations to local charities for speaker gifts. A local Search and Rescue group will be the recipient of the donation.
- Conference PDHs – Greg Terry will coordinate the PDHs for the Conference.
- Registration Email – *Action item for Susan and Trista to finish first registration email and send a link to Board Members and possibly our distribution list.*

NE Chapter Mini-Conference

Members were reminded of the upcoming Mini-Conference on May 11, 2017 hosted by the NE Chapter at the FSU Augustus B. Turnbull Center in Tallahassee for \$20. Greg Terry will be in attendance.

Contact Information:

Debbie Hitchcock has a new email address: dhitchcock@regenerativepropertysolutions.com. Members were ask to update their records.

ACTION ITEMS:

Person	Action	Completed
Greg and Richard	Action Item – Mr. Terry will work with Mr. Brown on procurement of insurance for the Board.	In process
Greg	Action item was identified for Mike/Susan and or Greg to follow up with the Gulf Power Foundation to see about scholarship fund matching.	In process
Greg/Susan	Greg has drafted a note for lapsed members and will send to Debbie, Jill and Susan for review. Once complete, Susan will forward to lapsed members via the Gmail account.	Complete
Richard	Treasurer activities – PayPal account transition and Solicitation Licensee renewal.	In process
Greg	Action item identified for Greg Terry to print out a large “check” for presentation to the student.	
Greg	Action item identified for Greg Terry to ask Trista Miller to serve as photographer for the next General meeting.	
Richard	Action item identified for Richard Brown to distribute the scholarship money to the recipients.	Complete
Susan	Action item identified for Susan to contact Amy with the lunch vendor recommendation.	Complete
Greg	Action item was identified for Greg Terry to promote the new website at the May General meeting.	
Greg	Action item was identified for Greg Terry to work with a Coop to use the app for the Conference.	
Cynthia	Action Item was identified for Cynthia to put together a Draft Agenda for upcoming Conference communications	
Jill	Action item for Jill to resend Sponsorship invitation email	
Jill/Cynthia	Action item for Jill to contact potential facilitators for Annual Workshop. Cynthia to contact Dennis Mitchell	Complete
Richard	Action item for Richard to contact and work with Hector on door prize solicitation.	
Susan/Trista	Action item for Susan/Trist to draft Conference invitation email and send to Board and possibly members and Contacts	Complete

Adjournment and Next Meeting

With no further business, Mr. Terry adjourned the meeting at 12:47 pm.

Signed:

Susan Kennedy
Secretary

Greg Terry
Chair