

## FLORIDA SECTION BOARD MEETING AGENDA

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February 22, 2017

2:30 pm - 3:30 pm EST

Conference Line: 1-205-257-2663; Code: 5490161#

I. Call to Order & Roll Call – Susan Kennedy

2017 – 2018 Officers:

Susan Kennedy – Chair

Liz Foeller – Immediate Past

Chair/Executive Secretary

Manitia Moultrie – Vice Chair

Christina Akly – Secretary/Treasurer

Paula Cobb – Director

Byron Burrows – Director

Jill Johnson – Director

Joe Applegate – Director

Julianna Duckworth – Director

Kevin Holbrooks – Director

Upasna Rai – Education Director

Kurt Westerlund – Website Director

Kathy Lockhart – Membership Director

Joe Brown – 2017 Conference Chair

Highlighted names were present in the call.

II. Old Business:

a. Approval of the January Meeting Minutes

- i. Christina was not on the January call, so she did not take the minutes.
- ii. Susan will check with Manitia about the January minutes.

b. 2017 Conference follow up – Joe/Manitia

- i. Neither Joe nor Manitia were on the call. Susan asked Liz to provide the financial update related to the conference and explain the financial statement she sent out to the Board prior to the call.
- ii. Liz discussed all items in the financial statement. Dues and conference is what is making money. Overall take away from Liz is that we are spending more than what we are making, so on the long run, it is not a sustainable model.
- iii. Paula brought up a discussion about the overall purpose of the conference and if going about having an annual conference was meeting that goal. It was discussed that the main purpose was for making money, which would cover mostly student related expenses (scholarships, travel, conference) and also for information exchange.
- iv. Paula brought up the idea about having a combined conference with other organizations so that we do not have to cover all the expenses. Some potential partners discussed included FCG, Florida Brownfields organization, Florida Environmental Engineers, Permitting School.
  1. It is believed that for this year it might be a little late to pursue a shared conference as most would likely have already picked up their dates and venues. **Byron will look into what FCG is planning for this year's conference to see if that is an option. He will share the information he gathers with the Board within the next 2 weeks.**

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- v. Several ideas were brought up regarding increasing the revenue for the conference. These included the following:
    - 1. *Increasing the conference registration fee.* Liz pointed out that if we go with the Wyndham hotel in Jupiter (Harbourside), the cost of food itself per person would be close to \$300, so if we do not charge at least that we would not be even covering the food cost.
    - 2. *Increasing the amount for sponsorship level.* Joe A proposed to do \$1,000, \$2,000 and \$3,000 for silver, gold and platinum sponsorship levels, respectively.
    - 3. *Ensuring that sponsors only get 1 or 2 conference registrations, depending on level, regardless of whether they are speakers or not.* Last year many sponsors had a free registration for being a sponsor and also got additional free registrations for beings speakers.
    - 4. *Having speakers pay part of the conference registration fee.* Christina suggested giving a discount for a day pass or a full conference pass to people that are speakers, instead of giving them a full free ride to the conference.
  - vi. Julika brought up some additional ideas on venue, which included FAU Jupiter campus and the Roger Dean Stadium in Abacoa.
    - 1. **Christina will check out those venues to see if they can handle our conference needs, if they are available and whether they could be a potential option.**
- III. 2018 Conference
- a. Co-Chair announcement – Byron and Christina
    - i. Christina and Byron are happy to be the chairs for the conference.
    - ii. There was a discussion about committee chairs for the conference. It looks like Manitia will be the Technical Committee chair and Joe A will be the sponsorship chair. Christina indicated that Craig Ash from the SE chapter wants to help out with the technical and sponsorship committees and Jordan Haywood is interested in helping with the technical committee.
    - iii. **Joe A will send the list of conference sponsors they used for last year's conference to the Board** so that board members can take a look and see if they can help with reaching out to any of them.
  - b. Venue update – Liz
    - i. Already discussed
  - c. Southeast Chapter support – Christina
    - i. Chapter is aware of the conference being down here and will help out as possible
  - d. Next steps
    - i. Christina and Byron will get on a call to discuss a date for a Conference Kick Off Call
- IV. Scholarship Chair – Dr. Cooper's retirement/replacement, Haofei Yu – no update
- i. No update
- V. Review of 2016 – 2019 Goals
- a. Promote information sharing – Susan Kennedy

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- i. Susan indicated she wanted to proceed with her initiative of doing quarterly announcements starting on this quarter. She will reach out to the chapters to see if they want to include any announcements about events and will include something about the conference.
  - b. Grow Florida Section membership – Kathy Lockhart
    - i. Kathy was not on the call but she sent Susan an email with her update: currently, there are 166 members in the FL section. Susan suggested getting a list from Kathy on the membership. **Susan will reach out to Kathy to get a membership list circulated to the board**
  - c. Increase revenue to support new programs & scholarships – all
    - i. No update
  - d. Energize Florida Chapters – FAMU update
    - i. Manitia not on call to update about FAMU.
    - ii. Upasna indicated that she will be attending the UF poster symposium tomorrow, and also a workshop where she expects to be connecting with students from various universities. She will provide an update on next call.
  - e. Encourage member involvement – Joe Applegate or Julianna Duckworth?
    - i. No time for update
  - f. Promote YP development - Christina Akly
    - i. Christina will get 2 YP members in the SE chapter (Kaitlyn and Alejandro) to see if they want to lead the Air Working Group, which was expected to start meeting quarterly starting in March.
  - g. A&WMA Leadership Training Academy (4/27/18-4/29/18) – Susan Kennedy/Manitia Moultrie
    - i. Susan and Manitia are signed up to attend this year.
  - h. Building the Florida Section Bench Strengths – Website support – Susan
    - i. Susan indicated that she wanted people on the board to “think of their replacement” as a way to get younger people involved.
    - ii. Susan has recruited an intern from work that will be helping with the FL section website.
  - i. Support International A&WMA 2020 Conference – all
    - i. No news from international.
- VI. Budget Review/Update
- a. Covered earlier
- VII. Chapter Updates
- a. Will be covered on next month’s call.
- VIII. Other items – open discussion – all
- a. No new items in open discussion.
- IX. Adjourn
- a. Meeting adjourned at 3:35 pm.