



## FLORIDA SECTION BOARD MEETING AGENDA

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October 22, 2018

12 pm - 1 pm EST

Conference Bridge: 305-552-3001 Participant Code: 343 068 28

### I. Call to Order & Roll Call – Manitia Moultrie

#### 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

#### Guests

Max Lee – Northeast Chapter

Jamie Rocco – Tampa Bay Chapter

Joe Brown – new 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

Haofei Yu – UCF Professor (on the phone)

### II. Old Business:

#### a. Approval of the September Meeting Minutes

- i. Minutes were not sent out earlier by Christina, so they were not approved and approval was moved to next month.

The order of the agenda items was modified during the actual meeting to accommodate those who had to leave earlier to catch the pre-conference tour and FCG related boat ride.

### III. New Business

#### a. Next Board Meeting – TBD

- i. Manitia will send an invite for a November meeting

#### b. 2019 Board Positions – Manitia and Christina

- i. Byron has accepted to take the secretary position for 2019.
  - ii. Kaitlyn has accepted to replace Kathy Lockhart position as Membership Chair
  - iii. Joe Brown accepted to fill in the new director position that opened up as Byron is moving to secretary
  - iv. Paula Cobb accepted to remain as a board director for another term.
- #### c. Support International A&WMA 2020/21 Conference – feedback from Stephanie G. – all
- i. Last heard was that a decision about 2021 in FL was going to be made during the November International board meeting
  - ii. Stephanie Glyptis was having a hard time getting a venue that could accommodate the conference. She had no luck with a few of the suggested venues and asked for some others. Liz and Joe A provided some other options. We have not heard back from her on those.
  - iii. Since there will be no international conference in FL in 2020, the board agreed that it was a good idea to move forward with Section conference in Tallahassee in 2019.
  - iv. It was discussed whether to have a smaller conference in 2020 if the international conference will be in FL in 2021. There is overall consensus that not having a big

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conference in 2020 is a good idea, however, there is not a selected option as to what to do in 2020 instead of the big conference. A few options were proposed, but it was decided not to vote on any of these until we hear back from international to see whether the FL conference was a go.

- IV. Treasurer Report – Liz
  - a. Liz provided an updated report of what she had in the bank from sponsors and expenses so far. She indicated that we were expecting to make about 5K to 10K from this conference, so she was pretty pleased with the outcome and where that would put our finances for next year.
  - b. Section Budget Review – Paula
    - i. Paula indicated she had review several budget strategy documents for non-profits and gave a general overview on these strategies to the board. She is working on putting something together for the board to review. The document will be something like a non-profit decision tree.
  
- V. Review of 2016 – 2019 Goals – updates if available
  - a. Promote information sharing
    - i. Susan sent out the latest upcoming meetings in each chapter. She was not in the meeting to provide further comments.
  - b. Grow Florida Section membership – Kaitlyn Tingum is our new Chair
    - i. Kaitlyn was not in the meeting, but she had interest in being the membership chair, so we have appointed her to that position.
  - c. Increase revenue to support new programs & scholarships – all
    - i. Not discussed
  - d. Energize Florida Chapters – FAMU update and UWF update
    - i. Not discussed
  - e. Encourage member involvement – see Board Positions above
    - i. Joe Brown accepted the new director position and Paula Cobb is remaining as a director.
  - f. Promote YP development - Christina Akly
    - i. We are still moving forward with the Air Working Group, which seems to be well received.
    - ii. We have included a few programs in the conference to attract YPs (YP networking and Air permitting 101 session, as well as the student/mentor breakfast).
  - g. A&WMA Leadership Training Academy – 2019 attendee suggestions
    - i. Not discussed
  - h. Building the Florida Section Bench Strengths – Website update – Southeast Chapter
    - i. Not really discussed
  
- VI. 2018 Conference - Conference Committee Update - Byron and Christina
  - a. Christina and Byron provided a detailed update on the conference and what was needed from everyone in the next couple of days.
  - b. Christina got some additional mentors for the student/mentor breakfast from the board and volunteers to help putting together the goodie bags.
  - c. 2019 Conference – Location and Dates
    - i. It was agreed that 2019 conference should be in Tallahassee.
    - ii. Joe Applegate and Paula Cobb agree to be 2019 conference co-chairs
    - iii. Jill Johnson agreed to be sponsorship committee chair ( Joe A will help)

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- iv. For the technical committee, Joe Brown and Byron Burrows were volunteered as tentative.
- v. Conference venue – Liz will work with the conference chairs to help with contract for the venue.

### VII. Chapter Updates

### VIII. Other items – open discussion – all

- a. Update conference website with younger faces. Student contact picture should not be Jordan Haywood anymore as he is not really involved with it.
  - i. Christina proposes to have Upasna's pic since she has been the contact for the past few years.
- b. Raffles
  - i. Requested more ideas for raffles
  - ii. Liz discussed the new process required by Disney now to get tickets
- c. Save the date
  - i. It was agreed that we need to send a Save the date before the end of the year
  - ii. Include sponsorship opportunities in the save the date, so sponsors that include it in their budget.
- d. It was discussed to have a lessons learned for the conference. Joe and Manitia have put a nice document together related to organizing the conference. A lessons learned could be added specific to each conference.

### IX. Adjourn