

A&WMA Coastal Plains Chapter

Board Meeting Minutes

April 16, 2020

Minutes of Meeting:

Date: April 16, 2020
 Time: 03:30 pm
 Place: Conference Call

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

- | | | |
|---|--|-------------------|
| ✓ | Chair | Susan Kennedy |
| ✓ | Vice Chair | Cheyenne Whitmire |
| ✓ | Treasurer | Richard Brown |
| ✓ | Secretary and Membership Committee Chair | Debbie Hitchcock |
| ✓ | Immediate Past Chair, YP Chair | Jill Johnson |
| ✓ | Director, Continuing Ed Chair, Scholarship Chair | Greg Terry |
| | Director | Lori Kress |
| ✓ | Director, Website Chair, YP Chair | Michael Weedon |
| ✓ | Director | Ben Stewart |
| ✓ | Director, Hospitality Chair | Amy Mixon |
| | Director | Open |
| | UWF Coordinator/Scholarship Liaison | Phillip Schmutz |

Susan Kennedy, Chair called the meeting to order at 03:30 pm. Board Quorum was present.

Action Items

Person	Action	Completed?
Michael, Jill	Photos for website; update website w conference info	
Debbie, Jill	Work on structure of fall general meeting to get students involved	In process
Debbie	Membership drive/update for distribution	
Board	Virtual meeting topics	
Ben	Contact Whova – can fee be applied to postponed conference	
Susan/Michael	Send out email to membership announcing conference postponement	Complete
Debbie, Jill	Work on structure of fall general meeting to get students involved	In process
Richard	Transfer balance from Business to Lifegreen bank accounts; close out Business account	In process
Richard	Investigate interest-bearing account options	In process
Richard	Revise the Chapter budget to breakdown membership & sponsor revenues generated from the conference	In process
Susan and Phil	Student development and sending team to FSU for the student challenge.	In process
Board	Offering CEU Ethics training in a 2020 meeting. Confirm topic, date and price. Greg has been approved.	In process
Board	Work on ways to drive up attendance.	In process
Jill	Conference sponsorship levels & pricing suggestions – raise conference fee to \$100?	On Hold

Person	Action	Completed?
Greg	Look into AWMA coffee mugs	On Hold
Board	Conference and Workshop topics and speakers	On Hold
Debbie	Look into happy hour venue options for the conference	On Hold
Board	Offering CEU Ethics training in a 2020 meeting. Confirm topic, date and price. Greg has been approved.	On Hold
Jill	Check into getting Grover Robinson as Keynote Speaker	On Hold

Scholarship Report

- Gulf Power application finished
- Still going to award scholarships even though conference has been postponed.

Membership Report

- Discussed how we will serve our membership during COVID restrictions: section webinars, organize virtual meetings (May), virtual workshops.
- Membership drive since conference is postponed.
- Debbie to writ up membership update/drive to send to Michael to send out.

Treasurer Report

- Preliminary conference budget drafted but not refined yet.

General Meeting

- Hold virtual meeting on May 7th.
- Meeting/webinar topic discussion: TRI, PFAS, general regulatory update, stormwater updates.

Student Chapter

Postpone student focus meeting to this fall. Discuss possible dates with Phillip.

Young Professionals

Difficult to plan social events with COVID-19.

Annual Report

- Report submitted – goals for reporting statistics next year include tracking YM and student member information.

Leadership Academy

Leadership academy – postponed to 2021.

Annual Conference

- Postpone conference indefinitely
- Announcement/note on website about the conference delay
- Send email to membership indicating postponement
- Whova app – inform them on postponement to see if purchase can apply later when conference rescheduled

- Crisis communication speakers fees \$300-\$500 – try to find an agency person for Keynote
- Workshop on hold – topics discussed were solar panels, PFOA/PFOS
- International conference – still scheduled for the end of June

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 4:45 pm
Next meeting is May 21 via conference/video call at 3:30 pm.

Signed:



Debbie Hitchcock
Secretary



Susan Kennedy
Chair