

A&WMA Coastal Plains Chapter

Board Meeting Minutes

August 20, 2020

Date: August 20, 2020

Time: 03:32 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 03:32 pm. Board Quorum was present.

May and July 2020 Board Meeting Minutes

May and July 2020 meeting minutes; quorum was present, May and July minutes approved.

Action Items

Person	Action	Completed?
Board	Reach out to Alabama and ADEM contacts for conference speakers [Susan to Ron Gore and AL Chapter; Amy, Jill, Debbie to ADEM; Greg to AL Power & Port of Pensacola, Cheyenne ADEM drinking water]	
Cheyenne	Select virtual games and provide info to Susan for review & discussion	
Susan	Coordinate call/meeting with Section next week; Greg, Debbie, Cheyenne, Jill to also attend.	
Susan	Reach out to Phillip Schmutz for student involvement in conference and to see if he would like to speak at conference	
Cheyenne & Debbie	Send meeting minutes to Michael to upload to website	
Jill & Section	Work on sponsorship levels	
Susan	Contact FL Section about joint Meeting in October	Complete
Susan	Work on draft agenda to share at August meeting	Complete
Michael	Send out save the date notice	Complete
Greg	Award scholarships	In process
Michael, Jill	Photos for website; update website w conference info	In process
Debbie	Membership drive – recruitment at reduced rate of \$10	In process
Board	Virtual meeting topics	In process
Board	Work on ways to drive up attendance.	In process

Ethics Training

- Section ethics training in September is the final chapter in the webinar series. Discussed promoting it at a chapter level.

Scholarship Report

- Greg emailed both recipients and received acknowledgements. Still need to verify Gulf Power matching. Getting scholarship winner info so we can include at conference.

Membership Report

- Discussed how to have chapter members contribute to scholarship; can incorporate scholarship donation through conference registration.
- Memberships extended to 2021; need to start recruitment at a reduced rate of \$10.

Treasurer Report

- No updates since last meeting.

Website

- Michael working on updates and need meeting minutes uploaded.
- ACTION ITEMS: Cheyenne and Debbie to send Michael meeting minutes to upload to website.

Florida Section/Shared Conference

- Florida Section is on board to have an event the day before our virtual conference. Will be having the student competition the morning of October 29; half-day conference in the afternoon.
- One registration, one sponsorship system; split money at end of day.
- Want to have enough money to award four \$1000 scholarships.
- FP&L will give \$3300 to FI Section; we may be able to get \$2000 out of Gulf Power.
- Need to work out agenda; focus on Florida on Thursday, Alabama on Friday.
- Jill and Joe Applegate will work on getting sponsors.
- Need to come up with six speakers for shared conference.
- Make sure Alabama is covered.
- ACTION ITEM: Susan to reach out to Ron Gore and AL Chapter; Amy to see if she has any contacts in AL; Jill will check too. Greg – Alabama Power (battery storage). Someone in ADEM drinking water since they have to monitor for PFOAS, PFAS – Cheyenne has a contact. Debbie – check out ADEM contacts. Greg – reach out to Port of Pensacola.
- ACTION ITEM: Cheyenne pick a couple of virtual games to forward to Susan for review & discussion.
- Need to work out conference platform – let Section take lead on the that (Zoom, Teams, etc).
- Coordinating with Section re: theme, sponsorship levels
- Work with section on who they are pulling in for speakers
- Save Whova for next year
- CEUs – Section responsibility
- Door prizes – solicit from sponsors, may have to pull some out of the budget (gift cards).
- Keynote speaker – coordinate with section, will speak on Thursday.
- ACTION ITEM: Susan to coordinate meeting with Section next week, possibly Wednesday afternoon. Greg, Debbie, Cheyenne, Jill, and Susan to attend.
- ACTION ITEM: Susan to reach out to Phillip Schmutz for student involvement.

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 4:27 pm.
Next meeting is September 17, 2020 via conference/video call at 3:30 pm.

Signed:



Debbie Hitchcock
Secretary



Susan Kennedy
Chair