

Susan B. Kennedy

A&WMA Coastal Plains/Big Bend

Chapter

Board Meeting Minutes

February 18, 2021



Date: February 18, 2021

Time: 11:32 am

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	Open
✓	Director, Website Chair, YP Chair	Michael Weedon
✓	Director	Brent Schneider
✓	Director, Hospitality Chair	Amy Mixon
	Director	Open
	UWF Coordinator/Scholarship Liaison	Phillip Schmutz
✓	Big Bend Chapter	Joe Applegate
	Big Bend Chapter	Scott Sheplak

Susan Kennedy, Chair called the meeting to order at 11:32 pm central. Board Quorum was present.

January 2021 Board Meeting Minutes

Quorum present, meeting minutes approved.

Action Items

Person	Action	Completed?
Debbie	Chapter Merger: get distribution list for Big Bend chapter, pull international list and add to roster, make associate membership available, get list of application & benefits to Joe	
Debbie	Update membership with scholarship winners and register winners as International Members	
Debbie	Invoice Hector for lapsed membership	
Susan & Richard	True-up conference funds, pay Section	
Susan & Richard	Provide Joe info on how to transfer Big Bend account	
Richard	2021 Budget	
Susan	Request permission of merger from International and Section	
Susan	Ask Scott Sheplak for help with scholarships	
Susan	Ask for copy of presentation of Feb 16 General Meeting	

Person	Action	Completed?
Board	Recruit nominees for 4 open Board positions of merged Chapters by next Board meeting	
Joe	Reach out to potential speakers for April General Meeting (Legislative Update)	
Joe	Recruitment of Big Bend members for Board positions	
Joe	Coordinate Big Bend account transfer	
Board	How to recruit Students	
Board	Virtual meeting topics	
Board	Work on ways to drive up attendance.	

Chapter Conference

- 2021 Joint Conference on August 6, 2021 (1/2 day virtual)

Membership Report

- Update membership with scholarship winners and register winners as International Members (**ACTION ITEM – Debbie**)
- Pull Big Bend Chapter international list to add to roster (**ACTION ITEM – Debbie**)
- Get distribution list for Big Bend Chapter
- Invoice Hector for lapsed membership (**ACTION ITEM – Debbie**)
- Make Associate Membership available to Big Bend members (not recognized by International). Get list of benefits and application to Joe (**ACTION ITEM – Debbie**)
- Student members – consider Students as Board Members and their International membership will be reimbursed by the Section (50%) and by our Chapter (50%). Table this discussion for future meeting(s).
- How to recruit Students (**ACTION ITEM – Board**).

Treasurer Report

- Susan working with Richard to true-up conference funds. We owe the Section, Richard to forward payment (**ACTION ITEM - Richard**)
- Need budget for this year (**ACTION ITEM – Richard**)

Scholarship Report

- Greg has flyer updated. Three or more scholarships, \$1000/each.
- Deadline of May 30, 2021 with award in August. See if Scott Sheplak can help (**ACTION ITEM – Susan**).

Merging with Big Bend Chapter

- Merger vote and updated bylaws approved by Members.
- Next step – Board positions, bylaws indicate as least two positions from Big Bend geographical area. Joe's recruitment efforts have resulted in interest from two people but would like another week to see if anyone else is interested. (**ACTION ITEM – JOE**)
- Big Bend account – merge funds into Coastal Plains Chapter funds. Provide Joe info on who to write check to; Susan to contact Richard (**ACTION ITEM – Susan**).
- Need to ask International and Section for permission of merger request (**ACTION ITEM – Susan**).

Next Chapter Event

- General Meeting Topic on February 16 – Matt Leopold's presentation on new administration's environmental policy. We had good attendance; good presentation. Can we get a copy of the slides? (**ACTION ITEM – Susan**).
- Continuing education – incorporate 0.5-hour of continuing education credits on future general meeting presentations. We can advertise that in the meeting notice to encourage more members to attend, for members only. If non-members want CEUs, they can become a member.
- Next General Meeting (virtual) in usually in April, move it to second Thursday in May so we can host a Florida Legislative Update? Joe to reach out to potential speakers (**ACTION ITEM – Joe**).

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 12:28 pm.
Next meeting is March 18, 2021 via conference/video call, lunch time.

Signed:



Debbie Hitchcock
Secretary



Susan Kennedy
Chair