

A&WMA Coastal Plains Chapter
Board Meeting Minutes
DRAFT February 20, 2020

Minutes of Meeting:

Date: February 20, 2020
 Time: 03:31 pm
 Place: Geosyntec Office

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, Scholarship Chair? YP Chair?	Jill Johnson
✓ Director, Continuing Ed Chair, Scholarship Chair?	Greg Terry
✓ Director, Hospitality Chair?	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 03:31 pm. Board Quorum was present.

January 2020 Board Meeting Minutes

January 2020 meeting minutes were reviewed and approved. Section updates given.

Action Items

Person	Action	Completed?
Debbie, Jill	Work on structure of the April 9 th general meeting (to get students involved)	
Jill	Annual Report	
Jill	Check into getting Grover Robinson as Keynote Speaker	
Jill	Conference sponsorship levels & pricing suggestions	
Michael, Susan	Send out "Save the Date" Conference Email after the February general meeting	
Board	Review website updates	
Greg	Look into AWMA swag	
Board	Conference and Workshop topics and speakers	
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
Debbie	Look into happy hour venue options for the conference	In process

Person	Action	Completed?
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
Michael	Freshen up website.	Complete
Board	Work on ways to drive up attendance.	In process
Board	Topics and speakers for general meetings.	In process

Scholarship Report

Greg has drafted the flyer and will send it out asap; deadline to receive scholarship applications will be April 30. Greg has started the Gulf Power sponsorship application – May 15 is the award date and we are asking for \$2,000. If we receive GP sponsorship, we can give four scholarships.

Membership Report

Have one new member; reminder that Board members need to be International Members.

Treasurer Report

Richard is in the process of completing Action Items.

General Meeting

Next General Meeting on February 28; eight people were signed up to date. We are implementing charging \$10 per registrant for lunch, except students and those that will bring lunch. Next General Meeting scheduled for April 9.

Student Chapter

Discussed having another Student networking event, during lunch in April, and consider having a meeting theme to encourage student involvement. UWF is having a scholarship symposium on April 16 – discussed being able to set up a table at the event to represent AWMA. Also discussed a Student poster competition at the annual conference – need to ask Phil if that is something the students would be interested in.

Young Professionals

Getting YP information from Jackson; discussed a goal of having two YP events per year and how we can translate that to increasing YP membership within the Chapter.

Leadership Academy

AWMA Leadership Academy is in April – Jill is interested in attending and may ask for support from the Section and Chapter to cover attendance costs.

Annual Conference

Amy met Ed Bauer, recipient of the Speaker gift from last year's conference, so we can finally provide the donation (\$250).

- Not going to have a joint conference with the Florida Section
- Whova App – recommend using the app again, which will cost \$1400. Motion to approve the money for the app was passed.
- Workshop on June 4th – discussed possible topics such as solar, renewables, climate (green focus).
- Have a theme for the conference by next month.

- Check out alternative for Happy Hour (Union Public House, Nick’s Boathouse, South Market, Jaco’s, Fish House)
- Looking for a Keynote Speaker – see if the Mayor is available.
- Look into different levels/prices for sponsorship; need to increase conference registration fee to \$100.
- Tentative conference date is June 5. More planning/discussion during next Board meeting.

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 4:44 pm
Next meeting is March 19 at Geosyntec at 3:30 pm.

Signed:



Debbie Hitchcock
Secretary

Susan Kennedy
Chair