

**A&WMA Coastal Plains Chapter**  
**Board Meeting Minutes**  
*DRAFT January 16, 2020*

**Minutes of Meeting:**

Date: December 19, 2019  
 Time: 04:01 pm  
 Place: Geosyntec Office

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

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| ✓ 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 04:01 pm. Board Quorum was present.**

**December 2019 Board Meeting Minutes**

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December 2019 meeting minutes were reviewed and approved. Section updates given.

**Action Items**

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Person	Action	Completed?
Richard	Transfer balance from Business to Lifegreen bank accounts; close out Business account	
Richard	Investigate interest-bearing account options	
Richard	Revise the Chapter budget to breakdown membership & sponsor revenues generated from the conference	
Debbie	Look into happy hour venue options for the conference	
Debbie	Get updated 2020 membership application to Michael to post to website	
Ben	Look at different app options (pricing & benefits) for the	
Susan and Phil	Student development and sending team to FSU for the student challenge.	In process
Board	Offering CEU Ethics training in a 2019 meeting. Confirm topic, date and price. Greg has been approved.	In process
Board	Send Michael updated headshots, fun facts, photos for website update.	In process
Michael	Freshen up website.	In process

Ben	Look into other apps for the 2020 conference.	In process
Board	Work on ways to drive up attendance.	In process
Board	Topics and speakers for general meetings.	In process

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**Scholarship Report**

Discussed the number/amount of scholarships to be awarded, who will be heading up committee (Jill or Greg).

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**Membership Report**

Debbie will finish signing up scholarship members and updating membership application. Add Lori to the membership list; she also needs to become an International Member.

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**Treasurer Report**

Richard provided Treasury Report; discussed closing out Business Checking due to annual fee and looking into an interest-bearing account. Motion passed to close out Business Checking. Discussed development of a budget for 2020, including minimum operating expenses, scholarship fund, buffer/emergency fund level. Conclusion: annual operating budget of \$8,000. Discussed looking at membership revenue and sponsorship revenue breakdown, presenting revised budget at next meeting with this information.

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**Next General Meeting**

Discussed February meeting dates and topics/speakers, CEUs for meeting. Also discussed charging \$10 per registrant for general meeting lunch, except students and those that will bring lunch – as a fundraising mechanism for Student and Young Professional chapters.

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**Board Meeting**

Discussed if we need to change the location/time of Board meetings. Decided to stay with the current day/time/location (Thursday, 4:00, Geosyntec office).

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**Annual Conference**

Tentative conference date is June 5. More planning/discussion during next Board meeting. Discussed researching different locations for happy hour (menu, event space fee, waterfront, 50 people – Jaco’s, Nick’s, South Market as possibilities).

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**Adjournment and Board Next Meeting**

With no further business, Mrs. Kennedy adjourned the meeting at 5:23 pm  
 Next meeting is February 20 at Geosyntec at 3:30 pm.

**Signed:**



Debbie Hitchcock  
 Secretary



Susan Kennedy  
 Chair