

A&WMA Coastal Plains/Big Bend Chapter

Board Meeting Minutes

January 21, 2021



Date: January 21, 2021
 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	Open
✓	Director, Website Chair, YP Chair	Michael Weedon
	Director	Open
✓	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 10:34 pm central. Board Quorum was present.

December 2020 Board Meeting Minutes

Quorum present, meeting minutes approved.

Action Items

Person	Action	Completed?
Susan	Look at possible Conference dates in August	
Debbie	Update membership with scholarship winners and register winners as International Members	
Debbie	Pull Big Bend Chapter international list to add to roster	
Susan	Follow up with Richard re: reconciling conference money with the Section	
Greg	Initiate annual scholarship program (flyer, etc).	
Board	Recruit nominees for 4 open Board positions of merged Chapters by next Board meeting	
Joe	Coordinate Big Bend account transfer	
susan	Reach out to Matt Leopold/David Childs to present at meeting and dates available for February general meeting	
Board	Virtual meeting topics	In process
Board	Work on ways to drive up attendance.	In process

Next Annual/Joint Conference

- Assume the next conference will be virtual; possible dates – look at August for possible dates by next meeting
(ACTION ITEM – SUSAN)

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

Treasurer Report

- Susan to follow up with Richard re: reconciling with Section and ADEM registration invoices. (ACTION ITEM - SUSAN)

Scholarship Report

- Continue to promote scholarship program; could probably afford two scholarships per Chapter in 2021.
- Greg to coordinate scholarship program and work with Phillip. Start flyer and initial program by next meeting (ACTION ITEM – GREG).

Merging with Big Bend Chapter

- Discussion – potential Board members to seek out after final approval of merger and bylaws is completed.
- Member survey for merger – responses are all “yes” so far. Next week is deadline for survey.
- Next steps – recruit 2 or 3 Board members from Big Bend area. Joe approached Scott Sheplak on his availability to be a Board Member; he is considering it. Joe is available to be a Board Member, reaching out to chapter and City of Tallahassee. Other potential recruits – Amy is going to approach people in the AECOM Tallahassee office.
- Have no had Board elections for Coastal Plains Chapter; Jill is resigning from position, so there are 4 open positions. Recruit nominees for 4 open Board positions of merged Chapters by next Board meeting (ACTION ITEM – BOARD).
- Virtual legislative update in mid to late April – first official joint meeting?
- Big Bend account – merge accounts, be sure to spend towards scholarships in Big Bend area. Joe to coordinate account transfer (ACTION ITEM – JOE).

Florida Section

- Needs help with updating website – Michael to assist.

Next Chapter Event

- General Meeting Topic (Virtual) in February 24, 25, or 26 – Overview of impacts of new administration/how it may impact Florida (February).
- Reach out to Matt Leopold/David Childs to present at meeting and dates available (ACTION ITEM – SUSAN).
- Use Microsoft Teams as a meeting platform (Amy can support because she can provide call in number with the meeting).

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 11:29 pm.

Next meeting is February 18, 2021 via conference/video call, lunch time.

Signed:



Debbie Hitchcock
Secretary



Susan Kennedy
Chair