

A&WMA Coastal Plains Chapter

Board Meeting Minutes

September 24, 2020

Date: September 24, 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.

August 2020 Board Meeting Minutes

August 2020 meeting minutes; quorum was present, minutes approved.

Action Items

Person	Action	Completed?
Board	Continue search for speakers for waste topic, possibly relating to crisis communication, disaster debris/response.	
Board	Review agenda, get questions/comments to Susan	
Michael, Jill	Send draft of sponsorship flyer to Susan for review.	
Susan	Reach out to Phillip Schmutz for student involvement in conference and to see if he would like to speak at conference	
Michael	Registration announcement to Susan by Tuesday, September 29, 2020.	
Michael	Resend "save the date" with registration being available within the next week or so.	
Susan	Follow up with Florida Section regarding type of platform for conference (WebEx, Zoom, Teams, etc).	
Amy	Reach out to government agencies to see which platform they prefer to use.	
Jill & Section	Work on sponsorship levels	In process
Cheyenne	Send meeting minutes to Michael to upload to website	
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.	Complete
Greg	Award scholarships	Complete
Michael, Jill	Photos for website; update website w conference info	Complete
Debbie	Membership drive – recruitment at reduced rate of \$10	In process

Person	Action	Completed?
Board	Virtual meeting topics	In process
Board	Work on ways to drive up attendance.	In process

Scholarship Report

- Scholarships paid!

Membership Report

- No updates.

Treasurer Report

- Account balance is \$5,315.00.

Florida Section/Shared Conference

- No updates from Florida Section regarding conference.
- Conference date is October 29-30, 2020.
- Sponsorship – Jill to finish flyer to send to potential sponsors. Discuss sponsorship levels and amounts. **ACTION ITEM:** Michael, Jill, and Joe Applegate to get draft flyer to Susan.
- Budget – Board reviewed; motion to approve proposed budget approved by Board.
- Registration update – Michael has the event set up, need to put together announcement email. **ACTION ITEM:** Michael have announcement ready to Susan by Tuesday, September 29, 2020.
- Draft agenda – 5 or 6 sessions for local conference sessions on Friday, October 30, 2020. **ACTION ITEM:** Board need to find a speaker for waste topic, possibly relating to crisis communication, disaster debris/response.
- Need suggestions on conference breaks & prizes. How to demonstrate that a sponsor’s website has been viewed, maybe trivia questions re: websites? Sponsor to provide questions. Timing on when to turn in results/sheets, what format, etc.
- ACTION ITEM:** Board look at agenda, get with Susan with questions.
- Infrastructure – **ACTION ITEM:** Susan to follow up with Florida Section on platform. **ACTION ITEM:** Amy to reach out to government agencies to see which platform they prefer to use.
- May need to have a “dry run” with speakers prior to conference.
- ACTION ITEM:** Susan to follow up with Phillip Schmutz re: student involvement.
- ACTION ITEM:** Michael resend “save the date” with registration being available within the next week or so.

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 4:11 pm.
 Next meeting is October 15, 2020 via conference/video call at 3:30 pm.

Signed:



Debbie Hitchcock
 Secretary

Susan Kennedy
 Chair