

# A&WMA Coastal Plains/Big Bend Chapter

## Board Meeting Minutes

*April 15, 2021*



Date: April 15, 2021  
 Time: 11:31 am central/12:31 pm eastern  
 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	
✓	Director, Continuing Ed Chair, Scholarship Chair	Greg Terry
✓	Director, Website Chair, YP Chair	Michael Weedon
✓	Director	Brent Schneider
✓	Director, Hospitality Chair	Amy Mixon
	UWF Coordinator/Scholarship Liaison	Phillip Schmutz
	Big Bend Chapter	Joe Applegate
	Big Bend Chapter	Jason Lichtstein

**Susan Kennedy, Chair called the meeting to order at 11:31 pm central. Board Quorum was present.**

**March 2021 Board Meeting Minutes**

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Quorum present, meeting minutes approved.

**Action Items**

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Person	Action	Completed?
Susan	Provide info to the Board Sections & Chapter Vice Chair Election	Complete
Debbie & Michael	Set up membership payment through Constant Contact	
Debbie	Invoice Hector for lapsed membership	
Debbie	Update membership with scholarship winners and register winners as International Members	
Board	Find a replacement for Richard (Treasurer)	
Susan	Coordinate with Richard regarding budget for remainder of 2021	
Susan	Follow up with Jim Walker on final approval of merger	
Susan, Debbie, Joe, Michael	Send out Save-The-Date for May general meeting, email through Constant Contact with membership registration	
Board	Virtual meeting topics	
Board	Work on ways to drive up attendance.	

## International / Florida Section Updates

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- People registering for Annual Conference already, June 15-17, 2021 (virtual conference); Student competition
- Sections & Chapter Vice Chair Election – due in May, one vote for the candidate from the Board – Susan will research and get info to the Board (**Action Item – Susan**)

## Annual Report

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- Susan submitted it on time – yay!

## Membership Report

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- Set up membership payment through Constant Contact (**Action Item – Debbie & Michael**)
- Discussion on raising associate membership to \$35; motion to increase (Debbie), second (Amy), passed by Board.

## Treasurer Report

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- Need to find a replacement for Richard, find someone that is interested in serving as Treasurer for ~five years. (**Action Item – Board**)
- 2020 Report – beginning balance of 12K, ending balance of 9K (does not reflect money getting from GP and Big Bend) – difference reflects costs associated with scholarships and conference; conference costs not fully reflected, need to get 2021 report from Richard.
- Have Whoova application purchased for 2021 conference (didn't use it for the 2020 conference).
- Susan getting with Richard on budget for remainder of 2021. (**Action Item – Susan**)

## Scholarship Report

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- April 1 should have received Gulf Power check at PO Box. Susan to check with Cynthia on PO Box.
- May 30, 2021 deadline.

## Merging with Big Bend Chapter

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- Jim Walker with International Sections & Chapters said he was OK with it, but waiting for Florida Section approval. (**Action Item – Susan to Follow Up**)

## Event Planning

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- Send out a Save-The-Date within next week or so, email through Constant Contact with membership registration (**Action Item – Susan, Debbie, Joe, and Michael**)
- Greg checking on requirements to be a provider for general technical CPD/CEU (based on content), he is current until May 30.
- Don't advertise CPD/CEU with meetings until Greg gets confirmation on content requirements.
- Speaker gifts – a “real” gift to send instead of donation? Need a 3-week notice to place order for coffee mugs, orders of 24 or 48.
- Annual Conference August 6 (1/2 day virtual) – start officially planning it next month.
- Fall General Meeting – will need to decide date (early October).
- Holiday Party – possibly two parties for each geographic end of the merged Chapter; end of November or early December.

## Website

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- Michael updating the Board member page, needs 2018 & 2019 Board Meeting Minutes.

## **Adjournment and Board Next Meeting**

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With no further business, Mrs. Kennedy adjourned the meeting at 12:33 pm central / 1:33 pm eastern.  
Next meeting is May 20, 2021 via conference/video call, lunch time.

### **Signed:**



Debbie Hitchcock  
Secretary



Susan Kennedy  
Chair