

Susan B. Kennedy

A&WMA Coastal Plains/Big Bend

Chapter

Board Meeting Minutes

March 18, 2021



Date: March 18, 2021
 Time: 11:30 am central/12:30 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	Scott Sheplak
✓	Big Bend Chapter	Jason Lichtstein

Susan Kennedy, Chair called the meeting to order at 11:30 pm central. Board Quorum was present.

February 2021 Board Meeting Minutes

Quorum present, meeting minutes approved.

Action Items

Person	Action	Completed?
Debbie	Chapter Merger: get distribution list for Big Bend chapter, pull international list and add to roster, make associate membership available, get list of application & benefits to Joe	In process
Debbie	Update membership with scholarship winners and register winners as International Members	In process
Debbie	Invoice Hector for lapsed membership	In process
Debbie	Annual report info to Susan by end of Month	
Richard	2021 Budget	In process
Greg & Scott	Distribute Scholarship Flyer to schools	
Susan & Michael	Update website with Chapter Merger information	
Joe & Michael	Send out Save-The-Date email for May 27 General Meeting	
Board	How to recruit Students	
Board	Virtual meeting topics	
Board	Work on ways to drive up attendance.	

Chapter Conference

- 2021 Joint Conference on August 6, 2021 (1/2 day virtual)

Annual Report

- Susan preparing it, due at the end of March

Membership Report

- No updates, previous action items are in process
- Annual report information to Susan by end of this Month (**ACTION ITEM – Debbie**)

Treasurer Report

- Richard provided Susan with information: Current account balance \$9,869.00 includes conference money; no planned expenses; expecting donation check from Gulf Power (\$2,000, available by April 1).
- Expecting \$2500 from Big Bend Chapter.
- Maintain balance of \$5,000 in account. Taking five \$1,000 scholarships out, we still have budget remaining above the \$5,000 balance.
- Need to revisit \$5,000 balance goal when new/final board is in place after Chapter merger.
- What are the tax implications of maintaining the balance? Is there a cap?
- Treasurer position – Richard is resigning position at the end of this year. Need to think about potential nominees for the position.
- Need to discuss finding another way to receive mail (in April meeting) to replace the PO Box.

Scholarship Report

- Scott Sheplak has agreed to help promote scholarships in the Big Bend area.
- Flyer is ready; Greg has sent it to Phillip Schmutz. (**ACTION ITEM – Greg to get out to other schools, from Pensacola east to Panama City. ACTION ITEM – Scott to distribute to schools in Tallahassee area.**)
- Five scholarships, \$1000/each.
- Deadline of May 30, 2021 with award in August.

Merging with Big Bend Chapter

- Chapter website needs to be updated with new Board Members (**ACTION ITEM – Susan to send updates to Michael, Michael to update website**)

Event Planning

- Virtual General Meeting for Legislative Update – can decide if in-person is an option by mid-April; hybrid option might be viable.
- Potential date is May 27 – Joe has two speakers lined up. Finalize details in April.
- Send out a Save-The-Date email through Constant Contact (**ACTION ITEM – Joe and Michael**)
- CPD/CEU for General Meetings – not sure if it's worth it for 0.5-hr credit; may be more worthwhile for presentations that are 50 to 60 minutes long.
- Use CPD/CEU availability to promote Associate Membership to non-members – how to do this with a membership drive? Discuss further during April meeting.
- Fall General Meeting – will need to decide date.
- Holiday Party – possibly two parties for each geographic end of the merged Chapter; end of November or early December

Adjournment and Board Next Meeting

With no further business, Mrs. Kennedy adjourned the meeting at 12:33 pm central / 1:33 pm eastern.
Next meeting is April 15, 2021 via conference/video call, lunch time.

Signed:



Debbie Hitchcock
Secretary



Susan Kennedy
Chair