

**Minutes**  
**Southern Section A&WMA Conference Call**  
**March 14, 2013**

PRESENT: Julie Aslinger, Kelly Blackwood, Tom Busmann, Shelley Forbes, Christopher Hurst, Pleas McNeel, Joan Sasine, Shelby Stringfellow, & Justice Manning

The meeting was called to order by Julie Aslinger at approximately 1:04 p.m. CDT.

**Consent Agenda:** No changes.

**TREASURER'S REPORT** See report in Consent Agenda (below).

Shelley responded to a couple of questions regarding pass through funds to the Chapters, which haven't been sent.

**COMMITTEE REPORTS**

**Section**

Julie said that the couple of items on her list would be covered in Old Business.

**AL Chapter**

No official report since Larry was unexpectedly diverted away from the meeting. Shelby stated that the Chapter Board would have its next meeting on March 27.

**GA Chapter**

The chapter Board will meet on Friday, March 15 prior to the Brown-bag lunch as previously announced. The chapter has received a couple of sponsorships for the regulatory conference to be held on April 16. Christopher and Justine Harrison, Chapter Vice Chair, will be attending the Leadership Training Academy in Pittsburgh on April 12 – 14.

**MS Chapter**

The Chapter held an after-hours social in February which was not attended as heavily as the officers hoped. However, for those who did attend the purpose was accomplished. Another Brown-bag lunch will be held later this month; no details. Another Board meeting is planned for March 18 to continue planning for the Air 101 Workshop on April 22 – 23, 2013, plus other chapter business.

**E TN Chapter**

No Activity. Tom Busmann, Treasurer, joined the call.

**W/M TN Chapter**

Julie reported on the two meetings that Arup has held and sponsored to promote the Annual Meeting and to recruit new members. He has at least 2 more meetings planned with no specific schedule for now. The Chapter continues work on other aspects of the conference.

**Education Committee**

Pleas has completed a draft application form and compiled a list of contacts. He asked the Board to please review these and provide feedback so that he could get the

application forms distributed within the next couple of days. The type feedback that he is seeking is any comment on the application transmittal (e.g., including ways that the chapters could "piggyback" their scholarship application process with the Section). Of course, additional contacts to whom to mail the material is especially requested.

### **Membership**

In addition to the report in the Consent Agenda, Justice indicated that actions such as those that Arup has conducted and planned for the W/M TN Chapter is a very positive approach to recruiting new members, as well as maintaining our current members.

### **Young Professionals**

Laura was unable to attend because of work related responsibilities but she did send Julie an email indicating that she has some ideas for incorporating YP in the Annual Meeting. She will be in touch with the W/M TN Chapter.

## **OLD BUSINESS**

Julie reported on the February 27 headquarters webinar regarding electronically filing the Annual Reports for 2012. Contained in the Consent Agenda is the information, including links, needed to access the appropriate form. Due dates have been pushed back to **April 15** for **Chapters** and **May 1** for the **Section**. Justice will try to get the passwords for the Section and chapters so that each one will not have to do that. The password must be used (when the report form is accessed, the place for the password is obvious) to open the form. One can do parts of it only if time is a factor.

No report on the job posting review committee so we don't know the status of the jobs already posted, or whether we should accept jobs from outside of the Section geographic area for posting.

At least 3 volunteers have plans to attend the Leadership Training Academy on April 12 – 14 in Pittsburgh conducted by HQ for new volunteers who are able to learn more of the Association.

## **NEW BUSINESS**

No decision was reached as to whether the Board wants to review/revise the Section bylaws to include the percentage distribution of the dues.

Justice failed to include the proposal from the web master regarding his change of fees. He will send that along with the minutes and the issue will be on the agenda for the next call.

**Next Meeting:** Conference Call will be Thursday, April 11 at 1 p.m. CDT (2 p.m. EDT).

Meeting Adjourned at about 1:50 p.m. CDT.

### **Action Items:**

1. Shelley to mail the dues pass through checks to the chapters.
2. If the chapters will forward information on their planned activities it can be posted to the Section web site.
3. Pleas has provided the draft scholarship information, including his list of contacts, for which he has requested feedback (see above). He would like any feedback within the

next couple of days so that he can forward the scholarship application material to the colleges.

4. Justice to followup with progress of the iMis vendor in correcting ease of accessing membership statistics from HQ.
5. All chapters should begin completing the electronic reporting form for Annual Reports so that any questions can be answered to meet the filing deadlines. Justice will contact HQ to see whether he can get the Chapter passwords.
6. Justice will forward the web master's proposal for a potential fee increase.

## March 14, 2013

### Consent Agenda Southern Section AWMA

#### Item #1: Secretary's Report and Meeting Minutes

Minutes of the February meeting were distributed on March 10 for comment; please provide any corrections/comments/suggestions no later than March 18. The January minutes have been posted as distributed.

#### Item #2: Treasurer's Report

<b>Total Funds</b>	<b>\$17,697.40</b>
<b>Investment</b> CD at First Tennessee	\$10,332.79
<b>Available Balance</b>	<b>\$7,364.61</b>

Includes:

- a. Dues reimbursement from HQ (\$1682) for Jan 2012 – Jun 2012; Note: I need to send chapters reimbursement checks, but \$560.67(1/3) already subtracted from report total.
- b. GA Associate Membership Dues (\$432)

#### Item #3: Committee Reports

- [Section report by Chair]
- [Alabama Chapter]
- [GA Chapter report]
- [MS Chapter report]
- [E TN Chapter report]
- [W/M TN Chapter report]
- **Education/Scholarship:**
- **Young Professional**
- **Membership report:** Membership numbers climbed back to 235, within 1 of the January total. As of January 7, 2013, we had **236 members**, while on February 13, 2013 we had 202, a drop of 34 members. Lapsed and renewed member records at HQ are very inconsistent with current membership lists. Some inconsistency still exists between New and Renewing members. Justice will contact HQ about this. Regardless, membership continues to need more attention from all Section members, but especially from the Board and chapter officers. W/M TN Chapter is holding membership drive meetings thanks to the generosity of Mr. Bandyopadhyay and his company, ENVIRON.

Item #4: Old Business

- a. **Annual reports** will be filed electronically this year. A webinar was held on February 27 and was to be posted on the HQ web site; however, the tape was lost. To access the blank report one must use this link: [www.wcsawma.org/AnnualReport/signin.php](http://www.wcsawma.org/AnnualReport/signin.php). Then a password must be inserted, which is obtainable from Kate Fischer, [kfischer@awma.org](mailto:kfischer@awma.org). Justice will try to obtain those and send to the report preparer. Some significant changes have been made to the form, which was prepared by a graduate student in the West Coast Section.
- b. **Leadership training** for new volunteers will be held in Pittsburgh on April 12 – 14, 2013. All chapters have been notified and a few people have noted that they plan to attend if possible. Stephanie Glyptis, [sglyptis@awma.org](mailto:sglyptis@awma.org), must be notified so that they can have sufficient handout material. (See last month's Consent Agenda attached to the February minutes.)

Item #5: New Business

- a. After doing a search of the Section bylaws Justice could not find any record of the distribution of Associate dues between the chapters and the section. The Board needs to determine whether this and other minor revisions may be needed to the bylaws. The Board may want to consider appointing a committee to evaluate whether this is a need.

Item #6: Next Meeting Date and Time

Next CALL is scheduled for April 11 at 1 p.m. CDT (2 p.m. EDT).