PRESENT
Justice Manning, Maya Rao, Kelley Spence, Desiree Howell, Dallas Baker, Pleas McNeel, Betty Ruth Fox, Don Sodersten, Rob Ashe, Chris Hurst, Tim Martin (for Wade Bice).  

CALL TO ORDER
The meeting was called to order by Maya Rao at approximately 7:32 p.m. CDT.

CONSENT AGENDA
See attached.

SECRETARY’S REPORT
See Consent Agenda. The August Meeting Minutes were approved by the Board, with minor corrections.

TREASURER’S REPORT
See Consent Agenda.

COMMITTEE REPORTS

- **Section Report:** No report.
- **Alabama Chapter:** No report.
- **West and Middle TN Chapter:** No report.
- **Mississippi Chapter:** No report.
- **Georgia Chapter:** No report.
- **Education/Scholarship:** No report.
- **Young Professional:** No report.
- **Membership:** No report.

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1 The members present represent a quorum.
**Conference What Went Right/Wrong:** the following is a list of the comments and discussion points from the dinner meeting.

- Pleas provided a hard copy summary of the conference budget (attached).
- Place the exhibitors/sponsor billboard/poster in the registration area and put in the agenda
- Good “alternative” speakers
- Get copies of the speaker’s presentations ahead of time
- Have a dedicated technology person
- Having 2 dedicated admin people from MDEQ was a huge help
- The home state regulatory agency presence was really great
- Be mindful of the travel costs for regulators to attend
- Get count of % regulators/agency attendees for this conference. Can get this count by looking at the number of government rates on the cost sheet.
- Make sure to have a clear cost structure for the meeting
- Keep in mind the cost of speakers to eat
- Don’t have an offered one-day rate (MS eventually allowed at the end)
- For food – don’t necessarily need to order enough food for all attendees; order on the fly and designate people to make adjustments with the catering staff on the fly
- Need to designate a cost spreadsheet person
- Registration spreadsheet
- At registration, provide a field for “name on badge”
- Refund policy – within 2 weeks of conference, refunds not allowed; make sure to put this policy on the registration form; within 1 month – 100% refund, 2-4 weeks – 50% refund, less than 2 weeks – 0% refund
- Get the registration up early, but don’t expect many people to register early
  - Pleas can provide the distribution curve of when attendees signed up
  - Sending personal emails helped drive registration
- Put a priority on maintaining membership database; don’t depend on International only
- Send contact list for this conference to Chris and he will add to the database
- There are plusses/minuses for separate air and waste tracks vs. all tracks together
- Consultant panels and regulator panels
- Having a theme is important
- Have session chairs – they are responsible to fill the sessions
- Need to give better instructions to speakers on how much time they have and moderator needs to hold them to the schedule
- Need to have shorter bios
- Have an exhibitor schedule
- Is there another way to give exhibitors a way to support AWMA?
- Should we poll the exhibitors for feedback? Is it worth it? would they like another format?
- Need to get more industry participation. A selling point for industry is regulator participation.
- Louisiana doesn’t offer scholarships to Ph.D. students; thought process is that bachelors and masters students are the most likely to enter industry, consulting, agencies and will participate with AWMA
- Get companies to sponsor various aspects of the conference, e.g., graphic design for programs
• Nucor provided bags for each attendee
• Keep in mind that if companies are giving goods, they may not give $
• Sponsor levels – see website
• Tag on a PD opportunity to the last day; professional development ideas: Pollution Control 101, Case Studies; poll regulators for best offerings – what would be useful courses? Sampling techniques? Haz waste refresher?
• Scheduled regulators on the first day for better attendance
• No golf outing
• Consider having planned/staged questions for each presentation to get the ball rolling…

NEXT MEETING: The next meeting will October 19 @ 2:30 CDT via conference call.

The meeting was adjourned at 8:48 pm.

ACTION ITEMS

<table>
<thead>
<tr>
<th>Item:</th>
<th>Responsible:</th>
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<tbody>
<tr>
<td>Provide Excel version of conference cost spreadsheet to TN Chapter</td>
<td>Pleas</td>
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<tr>
<td>Send distribution curve of signup dates to BOD</td>
<td>Pleas</td>
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<tr>
<td>Provide Chapter info and links to Maya/Pleas for posting on the Section website</td>
<td>All</td>
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ATTACHMENT 1

CONSENT AGENDA
Item #1: Secretary’s Report and Meeting Minutes

Past meeting minutes have been posted to the website (http://www.ss-awma.org/minutes.html).

Item #2: Treasurer's Report

Paid the scholarship check/membership dues for Leslie Gillespie-Marthaler ($1,535.00)

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<table>
<thead>
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<tbody>
<tr>
<td>Total Funds</td>
<td>$13,091.49</td>
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<tr>
<td>Investment (CD at First Tennessee)</td>
<td>$10,379.35</td>
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<tr>
<td><strong>Available Balance</strong></td>
<td><strong>$2,712.14</strong></td>
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Item #3: Committee Reports

a. [Section report by Chair]

Item #4: Old Business

Item #5: New Business

Item #6: Next Meeting Date and Time
October 19, 2016 at 2:30 pm.