

**MINUTES
SOUTHERN SECTION A&WMA CONFERENCE CALL
SEPTEMBER 22, 2016**

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).¹

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.

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

Item:	Responsible:
Provide Excel version of conference cost spreadsheet to TN Chapter	Pleas
Send distribution curve of signup dates to BOD	Pleas
Provide Chapter info and links to Maya/Pleas for posting on the Section website	All

ATTACHMENT 1

CONSENT AGENDA

September 22, 2016
Consent Agenda
Southern Section AWMA

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)

Total Funds	\$13,091.49
Investment (CD at First Tennessee)	\$10,379.35
Available Balance	\$2,712.14

Item #3: Committee Reports

- a. [Section report by Chair]
- b. [Alabama Chapter]
- c. [GA Chapter report]
- d. [MS Chapter report]
- e. [E TN Chapter report]
- f. [W/M TN Chapter report]
- g. Education/Scholarship
- h. Young Professional
- i. Membership report
- j. A&WMA International Report

Item #4: Old Business

Item #5: New Business

Item #6: Next Meeting Date and Time

October 19, 2016 at 2:30 pm.