

**MINUTES
SOUTHERN SECTION A&WMA CONFERENCE CALL
OCTOBER 19, 2016**

PRESENT

Justice Manning, Maya Rao, Kelley Spence, Wade Bice, Laura McCarthy, Joan Sasine, Desiree Howell, Dallas Baker, Pleas McNeel, Chris Hurst, Don Sodersten. ¹

CALL TO ORDER

The meeting was called to order by Maya Rao at approximately 2:33 p.m. CDT and roll was called.

CONSENT AGENDA

See attached.

SECRETARY'S REPORT

See Consent Agenda. The September Meeting Minutes were approved by the Board, with minor corrections. Kelley made a motion to approve and Don seconded it.

TREASURER'S REPORT

See Consent Agenda.

There was additional discussion regarding the reimbursement of the dues check. Chris noted that the list sent from National did not include all members, so it is unclear if the breakout sheet that Stephanie provided is accurate. Chris has requested clarification from Stephanie. We will hold off on distributing the Chapter funds until clarified. Maya will email the current list to the board for review.

COMMITTEE REPORTS

- **Section Report:** No report.
- **Alabama Chapter:** Update provided by Wade Bice.
 - The 501(c)(3) documentation not complete; one more form is left to complete.
 - The Chapter is planning a regulatory update meeting for next spring.
 - The Chapter is working to generate support for multiple candidates for each position for upcoming elections. Marketing efforts for the elections have increased.
 - The University of Alabama student chapter is working to put together a job fair.
- **West and Middle TN Chapter:** Update provided by Don Sodersten.
 - Chapter members continue to work on planning for the 2017 conference and have had

¹ The members present represent a quorum.

- a couple of planning meetings.
 - A meeting on the topic of natural gas powered cars is scheduled for November 30 and will be held in middle TN.
 - The Chapter elections will be held before the end of November. There is a push to get TDEC employees more involved in the Chapter.
- **Mississippi Chapter:** Pleas provided the report for the MS Chapter.
 - At the recent meeting the Chapter reviewed the conference, reviewed evaluation forms, agreed to update the “lessons learned” document. The final numbers for the conference aren’t available because the final invoice from the Beau Rivage hasn’t been received.
 - The Chapter is planning to do a social event geared to YPs on the coast.
 - A social event is planned for December at a distillery in Jackson.
 - A Kemper Power Plant tour is being planned for next year.
 - A tour of the space center and a talk on use of drones is being planned.
- **Georgia Chapter:** Joan Sasine provided the report for the GA Chapter.
 - The Chapter decided to cancel the Annual Conference due to low sign-up numbers.
 - The Chapter is planning a brown bag lunch for December, which will be 2 hours, instead of the usual 1 hour. Awards will be present to students at this meeting.
 - The Chapter is planning for upcoming elections.
- **Education/Scholarship:** Pleas McNeel provided the report.
 - The Southern Section scholarship award went to Leslie Gillespie-Marthaler, a Ph.D. Candidate at Vanderbilt University. Leslie was not able to attend the conference, so Kelley Spence and Andrea Gardiner presented the award to Leslie over lunch in Nashville.
 - At the Annual Conference, the MS Chapter presented a scholarship award to Tadesse Sinshaw, a Ph.D. Candidate at The University of Mississippi.
 - Pleas requested details from other Chapters regarding scholarship awards
- **Young Professional:** Laura McCarthy provided the report.
 - There is a YP event coming up in MS.
 - Working toward an informal mentor-mentee program working with National YP support team. This program will hopefully will help with retaining memberships during the transition from student to YP.
 - Planning to have a brown bag lunch for YPs in the Jackson area.
- **Membership:** Justice Manning provided the report.
 - In August, there were 227 members; In September, there were 224 members. Reportedly, no members had memberships that had lapsed, so there seems to be a discrepancy. Justice plans to email the International President regarding these membership tracking concerns.
 - Justice will send emails to lapsed members and welcoming new members.
- **International:** Dallas Baker provided the report.
 - There are several upcoming events:
 - Webinars – project management, NOx controls
 - Live event – EPA/AWMA info exchange at Research Triangle Park

- There is currently a call for abstracts for the annual conference in Pittsburgh; due Nov. 22.
- Honors/awards – extended the call for nominations to Nov. 15; volume of nominations is low; Dallas encouraged the members to nominate someone that is deserving.
- Elections from last ballot – Chris Nelson of 3M is newest president-elect.
- **Conference Update:** estimate profit at about \$10,000; but don't have final invoice from Beau Rivage; preliminary numbers were distributed with last minutes; Pleas will provide final spreadsheet; the registration deadline was extended from July 30 to August 15; Pleas provided distribution of registrations; will have good numbers on head counts for meals – ordered minimums and scaled up on demand;
- **Website Training:** Maya will set up with Todd and Section and Chapter representatives.
- **Email from A&WMA International:** Maya forwarded an email from A&WMA International about opportunities for local section/chapter sponsorship opportunities for the 2017 Annual Conference. The minimum sponsorship level is \$4500 (bronze). Sponsorship perks include a certain number registrations to the conference. We will follow-up next meeting to see how the Section may want to participate.
- **Other Topics:** there were no other topics brought up for discussion.
- **Form a Nominating Committee:** Maya will form a three person nominating committee. Send her an email if you are interested in being on the committee. The committee will be finalized by Monday, October 24. Section should consider nominating an Alabama member for Vice Chair. Four positions need to be filled including Secretary and West TN Director. Maya clarified that the State Directors on the Southern Section Board will be nominated by the Southern Section, not by the State Chapters.
- **Administrative Help:** need someone to do all the admin things that Justice did in the past; how many hours, how much to pay; we had reached out last year to several potential candidates (Justice provided 5 names), but no one accepted; previously paid \$15 per hour; Justice will call one of his contacts to see if there is any interest; if there is interest, then can discuss level of effort and payment.
- **NEXT MEETING:** November 16, 2016 at 2:30 pm CST.

The meeting was adjourned at 3:18 pm.

ACTION ITEMS

Item:	Responsible:
Form nominating committee	Maya
Contact potential candidate for administrative position to gauge interest	Justice
Solicit details on scholarship award criteria from other Chapters/Sections	Pleas
Confirm the breakout list from Stephanie at HQ is accurate	Chris/Maya

ATTACHMENT 1
CONSENT AGENDA

**October 19, 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

Total Funds	\$13,539.49
Investment (CD at First Tennessee)	\$10,379.35
Available Balance	\$3,160.14

Activity this month included a dues check for \$1120.00 from HQ for Jan – June 2016.

- 40% of the reimbursement (\$448) goes to the Section and is reflected in the balance below.
- 60% of the reimbursement (\$672) goes to the Chapters. HQ did not include a breakout sheet indicating how the funds should be distributed to the individual Chapters. Shelley requested one. If a breakout sheet is not provided, Shelley suggested that we use the chapter average percent over the past 5 years, as shown in the table below.

	Total over past 5 years	Percent of total
Alabama	\$1,275.40	20.88%
East Tennessee	\$719.80	11.78%
Georgia	\$2,091.87	34.24%
Mississippi	\$915.00	14.98%
West/Middle Tennessee	\$1,107.47	18.13%
Total	\$6,109.53	100.00%

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
November 16, 2016 at 2:30 pm.