

**Minutes**  
**Southern Section A&WMA Conference Call**  
**April 11, 2013**

PRESENT: Julie Aslinger, Laura James, Tom Busmann, Allison Casey, Andrew Covington (left early), Andrea Gardiner, Chris Hurst, Kyle Flowers (for Tom Lotz & Larry Spann), Pleas McNeel (joined late), Joan Sasine, and Justice Manning

The meeting was called to order by Julie Aslinger at approximately 1:02 p.m. CDT.

**Consent Agenda:** No changes (see attached).

**TREASURER'S REPORT**

Total Funds	<b>\$17,651.54</b>
<b>Investment</b> CD at First Tennessee	\$10,332.79
Available Balance	<b>\$7,318.75</b>

**COMMITTEE REPORTS**

**Section**

There was a correction to the secretary's report in the Consent Agenda; Justice will send the minutes to the web master today as there are no additional comments for March's meeting.

Alison is working on the Section Annual Report to submit to National.

**AL Chapter**

The chapter has identified a place to have air regulatory update in Montgomery, AL and it will be held in October. The notice for speakers will be going out in the next month. The Chapter is working on making a payment of Associate dues to the Section. Talks to discuss next year's Section Annual meeting have begun.

**GA Chapter**

Two members (Chair & Vice Chair) are going to Pittsburgh for the Leadership Training Academy. All is going well for the annual regulatory update conference to be held Tuesday, April 16 in Atlanta. Higher attendance than last year has already registered. The chapter is planning a social event this summer at a local gun range. The chapter has drafted the Annual report to submit to National and it should be done this week.

**MS Chapter**

No Report.

**E TN Chapter**

No Report.

## **W/M TN Chapter**

The Chapter is working on the Annual conference in July. Lots of abstracts have been received so an agenda should be available soon; effort is being directed to registration of attendees as well as vendors and sponsors. It would be helpful if the Section board can help send out emails to potential attendees who may not be on a membership list. Elizabeth is working on the Chapter Annual report.

## **Education Committee**

Discussion at the last meeting as to whether Alabama wanted to use the forms for the Section application process. Alabama is unsure if they will be providing a scholarship this year. Mississippi Chapter is using the Section form with a separate transmittal for their separate scholarship. Pleas will get the notices out to the universities within the week.

## **Membership**

See Consent Agenda below.

## **Young Professionals**

Laura plans to talk to Pleas and Arup about contacts to get more student/graduate involvement, especially for the Annual meeting in July. Laura can meet with Mississippi State and University of Mississippi representatives to get students/graduates involved.

## **NEW BUSINESS**

- a. Associate Dues: No written guidance for collecting associate dues. No Section bylaw exists for dividing/distributing/etc. these dues. Chris moved to amend the bylaws to allow for a mechanism to address associate dues and other technical issues. The motion was seconded and approved. Other chapters, such as Louisiana, who may have language in their bylaws for associate dues should be contacted. Chris offered to chair the committee to review the bylaws and draft the language. Formation of the final committee was delayed until the next call. Pleas offered to help with the committee too. Julie will look for additional members and Justice mentioned that any member of the Section can be members of the committee.
- b. Web master fees. The web master offered up hourly service or he could go on retainer. The web master said that he would provide 48 hour service and if expedited service is needed his fee would be \$50 (immediate) per hour. As long as he can get to it within 3-4 days, then expedited service usually would not be required. The Section Board decided that the \$50 per hour fee was adequate for expedited service when needed. Justice will inform him of this decision.
- c. The Alabama chapter bylaws were sent to the Section. Since it was sent out later than expected, Julie wanted to allow further time to review. Julie felt that Justice's review was adequate. Kyle made mention that any input from the board was good and the chapter would be happy to make changes. He, or Larry, will forward Justice's comments from last fall to the Board.

## **OLD BUSINESS**

Annual reports are in progress. Discussion was on how to get copies of the reports. Allison and Julie are going to work on finding out how to get copies of the reports. Alabama and W/M Tennessee have been submitted to National.

Job Posting Review Committee: Allison has not had any new requests for job postings. She will check on those posted last fall before we remove them. Justice will send a reminder of the availability of this service to members in May.

Leadership training is this weekend. A few members are heading to the training and look forward to a report on the training at the next meeting.

The next call is **scheduled for May 9, 2013 for 1 p.m. CDT (2 p.m. EST)**. The meeting was **adjourned** at approximately 2:02 p.m. CDT.

### Action Items:

1. Justice to send March's minutes for posting to the Section web site.
2. Allison is awaiting chapter Annual reports from GA & W/M TN, with a financial report from E TN for her to complete the Section Annual Report.
3. W/M TN chapter to complete a draft agenda for the Annual meeting as soon as possible after the extended deadline of April 15 for receiving abstracts. Additional follow-up with potential vendors is also needed.
4. Laura to follow-up with Arup, Pleas and MS universities contacts to see what program can be implemented for young professionals at the Annual Meeting in July.
5. Bylaw committee to be finalized by the next conference call; Chris agreed to chair the committee to review bylaws and add guidance for Associate dues distribution plus any other technical issues that may arise.
6. Justice to notify Knol Aust, web master, of the Board's decision to leave his agreement as is and pay an increased fee of \$50 per hour if the need arises for expedited posting.
7. Board members to review AL Chapter bylaws for final action on next call. Kyle to send copy of Justice's comments from last fall to Board for their use if desired.
8. Allison to confirm that the two jobs on web site can be removed. Justice will send a reminder of service available to all members in May.
9. The four attendees (Chris, Justine, Larry, and Laura) to the Leadership Training Academy in Pittsburgh should be prepared to share any insights on the next call.

**April 11, 2013**  
Consent Agenda  
Southern Section AWMA

Item #1: Secretary's Report and Meeting Minutes

Minutes of the March meeting were distributed on March 21 for comment, with a request to provide any corrections/comments/suggestions no later than March 29. None were received so the minutes were sent to the web master for filing.

Item #2: Treasurer's Report

<b>Total Funds</b>	<b>\$17,651.54</b>
<b>Investment</b> CD at First Tennessee	\$10,332.79
<b>Available Balance</b>	<b>\$7,318.75</b>

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 seemed to have stabilized around 235, the same as for last month and January. New and renewed member records at HQ are very inconsistent with current membership lists. Some inconsistency still exists with lapsed members. Justice has contacted 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 March webinar was held and was posted on the HQ web site; Justice sent a link to this webinar to past chairs. 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 was sent to all past chairs. The chapter reports are due by April 15 while the Section report is due by May 1.
- 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.

- b. Fees for the web master may need to be revised depending on the Board's recommendation to a recent statement from the web master (see attached).
- c. Alabama chapter has submitted its revised bylaws to the Board (attached to this month's agenda) for the Board's review and comment.

Item #6: Next Meeting Date and Time

Next CALL is scheduled for May 9, 2013 at 1 p.m. CDT (2 p.m. EDT).