

**Minutes**  
**Southern Section A&WMA Conference Call**  
**January 8, 2015**

**PRESENT:** Hayleigh Barlar, Steven Burns (guest), Walter Huff, Chris Hurst, Tom Lotz, Pleas McNeel, Maya Rao, Joan Sasine,,; Thomas Wideman, Justice Manning

**ABSENT:** Dallas Baker, Arup Bandyopadhyay, Tom Busmann, Shelley Forbes, Andrea Gardiner, Desiree Howell, Laura James, Don Sodersten, Shelby Stringfellow,

The meeting was called to order by Chris Hurst at 2:06 p.m. EST.

**Consent Agenda:** Not approved, waiting for final December meeting minutes

**SECRETARY'S REPORT** (See consent agenda)

**TREASURER'S REPORT** (*Current for December 2014*)

<b>Total Funds</b>	<b>\$19,924.85</b>
<b>Investment</b> CD at First Tennessee	\$10,358.61
<b>Available Balance</b>	<b>\$9,566.24</b>

**COMMITTEE REPORTS**

**Section Chair Report**

This is the first meeting for the year. The new chair has set three goals for the Section: 1) help rebuild and strengthen the E TN chapter, 2) pursue establishing student chapters in MS and TN to complement the success of the AL and GA student chapters, 3) identify a young professional rep for each chapter whom will be involved locally and with Southern Section.

**AL Chapter**

The Chapter has almost finalized the numbers from the 2014 conference and current accounting indicates a profit of \$16,570. Only 40% of this is to be returned to the Southern Section.

The Alabama student Chapter has now entered a 30 day provisional period with the university as part of student organization recognition. Their first event/meeting is scheduled for January 26<sup>th</sup> which will involve three speakers

**GA Chapter**

The Chapter will have its first board meeting and brown bag presentation on January 9, 2015. It will be a joint meeting with the Association of Women Environmental professionals – Beth Blalock, GA EPD, will be speaking about brownfields.

Specific planning for the Section Annual Conference to be hosted by the GA Chapter has been delayed because of the following reason. The date of the event has been moved to August 19 - 21, 2015 due to a better conference facilities option that can be obtained at Callaway Gardens.

### **MS Chapter**

The Chapter will have its first board meeting on January 23, 2015 for brain-storming on chapter goals. The first brown bag, Risk Management: Are You in Compliance?, is scheduled for January 28, 2015 at Trinity Consultants Jackson office. Efforts are underway for a February event/activity.

### **E TN Chapter**

No Report.

### **W/M TN Chapter**

No report.

### **Education Committee**

Pleas will be considering the likely addition of GRE scores to the scholarship application in order to help with the review process. A request for Scholarship committee members should be put out to the chapters by the chapter delegates and the committee will ramp up in May/June time period.

### **Young Professionals**

No report.

### **Membership**

Justice has indicated a willingness to start reaching out to lapsed, renewing, and new members in order to attempt to decrease the trend of professional members disappearing from the organization. Chris Hurst will work with Justice to help facilitate this effort.

### **OLD BUSINESS**

Justice has not updated the Lessons Learned Check List for posting. This will be done by the end of January 2015.

Chris will work with Justice to set up Constant Contact for Southern Section for future use.

### **NEW BUSINESS**

The GA Chapter has moved the date of the Section Annual Conference to August 19 - 21, 2015. More detail will be forthcoming upon contract signing

The deadline for submission of articles to the Southern section newsletter is mid-January. Chris Hurst will be submitting articles on the GA Tech student chapter and one from the incoming Chair. Please submit an article if you can!

Since the elected secretary is unable to make Thursday meetings due to a class conflict the suggestion was made by the Chair to set meetings for second Wednesdays of each month at same time (2 p.m. ET, 1 p.m. CT). This was accepted by everyone on the call. A request was made to send out an Outlook calendar invite for the event each month, which Chris will complete.

The next call is **scheduled for February 11, 2015, for 2 p.m. EST (1 p.m. CST)**. The meeting was **adjourned** at approximately 3:00 p.m. EST.

**Action Items:**

1. AL Chapter to finalize financial report on Annual Meeting held in September and split the proceeds on a 40/60 basis, with the Chapter retaining 60%.
2. AL and W/M TN Chapters to hold/complete Chapter elections ASAP and send results to Justice for Section records.
3. Chapter Chairs, or State Directors, are requested to solicit their chapter for scholarship committee members between now and the end of April; notify Pleas.
4. Justice to finalize and post the Lessons Learned check list on the web site for future reference for chapters hosting the Annual Meeting.
5. Justice to contact all 2014 lapsed, non-renewed members for follow-up.
6. Chris Hurst to submit 2 articles for January/February quarterly newsletter (Done)
7. Chris Hurst to send out email calendar invite to Board (Done)
8. Chris will try to contact representatives of the E TN chapter.

**January 8, 2015**

Consent Agenda  
Southern Section AWMA

Item #1: Secretary’s Report and Meeting Minutes

Minutes of the December meeting were sent to the Board on January 8 with a request to have any comments by January 16.

Item #2: Treasurer's Report

<b>Total Funds</b>	<b>\$19,924.85</b>
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Item #3: Committee Reports

9. [Section report by Chair]
10. [Alabama Chapter]
11. [GA Chapter report]
12. [MS Chapter report]
13. [E TN Chapter report]
14. [W/M TN Chapter report]
15. **Education/Scholarship:**
16. **Young Professional:**
17. **Membership report:** Section membership increased by 2 members during December so that we are back to the October level of 243. However, the inconsistency in reporting new, renewing and lapsed seems to be extant. Justice, as Membership Chair, needs to do more follow-up on lapsing members.

Item #4: Old Business

- a. **Host Check List for Chapters planning Annual Meeting.** Justice has just begun updating the Check List from Lessons Learned for posting, so it was not posted by the conference call as promised. The Check List will be done by the end of January.
- b. **Election Results:** Returns on the officer ballot rose to 10+%, from 8% reported on last call, after sending the Newsletter with a reminder that the deadline was near.
- c. **Constant Contact:** Some discussion on this meeting management tool indicated that no big interest seems to exist. If a chapter wants to use this or other meeting management tool than Scott Sanders could be contacted for insight on this one. **Cvent** is too expensive.

Item #5: New Business

- a. The GA Chapter has an announcement on the **Annual Meeting** regarding a change in date.

Item #6: Next Meeting Date and Time

Next Call is to be decided by the Board under the leadership of the new chair, Chris Hurst. Our Secretary is unable to attend the calls on Thursday this semester.