

Georgia Chapter A&WMA Board Meeting Minutes

April 9, 2021

Present: Mark Aguilar, Shanna Alexander, Hannah Behar, Shira Colsky, Charlie Denton, Steve Ellingson, Katy Lusky, Elisabeth Munsey, Brett Owen, Matt Talbert

Absent: Joey Dean, Kim Sanders, Ashley Ward, Tom Wurzinger, Keith Ziobron

1. **CALL TO ORDER:**

Vice Chair called the meeting to order and outlined the Agenda for this Board meeting (attached).

Charlie Denton

2. **SECRETARY'S REPORT:**

The Meeting Minutes for March 12th were reviewed and approved for posting to the website. Shanna provided an update from the Southern Section (SS) Program Committee meeting that was held on April 7th. A call was made for Chapter announcements to be added to the April and/or May issue of the SS newsletter.

Shanna
Alexander

3. **TREASURER'S REPORT:**

Katy submitted the following report:

Reporting Period: March 13 – April 9, 2021

Current Wells Fargo Balance = \$7,981.85

Current PayPal Balance = \$5,412.15

Total Assets = \$13,394.00

Major Debits (WF & PP):

\$197.21 – MemberClicks (March)

\$16.95 – Merchant Services (April)

Major Credits (WF & PP):

None

Other Business:

In March, the annual tax form was completed, and the insurance paid in full. Hannah inquired about budget for a newsletter subscription. Katy and Charlie mentioned that we can send emails through MemberClicks. Shira will give a MemberClicks tutorial to Shanna and Hannah following the meeting.

Katy Lusky

4. **COMMITTEE REPORTS:**

Education/Scholarship:

- Elisabeth announced that she accepted a new managerial position in the Lead and Asbestos Unit of the Land Protection Branch and will need to transfer her responsibilities to another Georgia EPD associate in the Air Branch but will continue to support the Chapter. Her official start date is April 16th.
- The committee will start looking into soliciting scholarship abstracts in August.

Elisabeth
Munsey/Mark
Aguilar

Young Professionals:

- Matt mentioned that he and Ashley are still planning to host their first career development webinar series for the YPs on April 23rd which will complement the Brown Bag events. The event flyer was circulated to all YPs. Chair Kim Sanders will be the event's first speaker.
- Shanna mentioned that the SS Program Committee of the webinar series and extended the invitation to all SS Chapter YPs. The announcement appeared in the SS Program Committee's March newsletter.
- Chris Hurst has agreed to be the next quarter's speaker at the July webinar series; however, still in search of additional speakers from industry, legal, and regulatory sectors for the Fall and Winter webinar events.
- Charlie nominated Elisabeth as a featured speaker once she settles into her new position and that the scholarship committee broadcast the webinar series to college/university points of contact. Elisabeth suggested as an alternative that YP announcements be sent to the student scholarship email list since they are more likely to have an interest.
- Matt mentioned that the YP email distribution list is available via the Google account for anyone who wishes to use it.

Ashley Ward
(N/A)/Matt
Talbert

Brown Bag:

- Shira sent out the announcement for the April 16th brownbag. The speaker will be Jim Boylan from Georgia EPD's Air Branch who will present on the COVID Impacts on Ozone in Atlanta.
- Shira announced that moving forward she will save emails from RSVPs to a folder and send the Zoom web link to these emails prior to the webinar.
- Keith has not been available to assist with the brown bag program. Shira made a request for an additional co-chair to assist with planning and outreach. Charlie will check-in with Keith regarding his availability to assist on future brown bag programs.
- Matt's co-worker from GHD will present at the next brown bag event scheduled for June. The topic is *Risk Analysis from Emerging Contaminants*.
- Shanna had also suggested a professor, Dr. Emmanuel Obeng-Gyasi from North Carolina A&T State University who will present on his research on lead distribution in urban soil and environmental justice in Greensboro, NC.
- Shira plans to have four more brown bags this year so in need of two more speakers. Charlie encouraged the group to share the announcement with colleagues to increase the number of attendees.

Shira
Colsky/Keith
Ziobron
(N/A)

Membership:

- Steve provided an overview of the membership update report for March. There is a consistent downward trend in membership for the Chapter. **[See Membership Update report attached]**
- Steve mentioned the memo outlining how to get scholarship student winners their memberships before they obtain their scholarship awards. Steve stressed

Steve
Ellingson

the importance of hanging onto this memo for activating memberships for future scholarship winners. This process would also allow the students to have some type of documentation of their student membership. The fee is currently \$35 each. **[See Student Memberships for Scholarship Winners Memorandum attached]**

- Associate memberships no longer effective were sent an email on March 24th asking to rejoin the association. A total of 26 have not rejoined. There are also 22 current National members who do not have profiles setup on our website. On March 23rd, an email was sent to these folks asking them to set up their profiles on the Chapter website. No response was received.
- Charlie suggested sending the newsletter to these 22 folks to show them what they are missing.
- Katy promoted Hannah to admin status in MemberClicks and will send Hannah the MemberClicks weblink.
- Katy would like to demote the remaining 22 associates who have not yet elected to rejoin and setup their profiles down to being prospects. Currently, there are six prospects in MemberClicks. We also need the National Members to set up their Chapter membership profiles so that they can receive the newsletter. Katy mentioned that we may have to force create profiles for the National members without profiles so that their emails end up in our email distribution list, but also don't want members that aren't National Members to be counted as National members.
- Katy also inquired about the net two people in March in the monthly membership report and whether the 69 included the two new people. Steve reported that it does include projected three to expire and 9 to renew so would have been a +6 so why projection not 75 instead of 65. Steve stated that it depends on when the report is ran. The expired and joined are spot on the day the report was ran. There were 3 people that joined in March. The 9 that showed up in the report for April were the people who joined in March and the people shown as expired were the people who are expected to expire in April.

Database/Website:

- None

Charlie
Denton

Newsletter/Publication:

- Hannah sent the March newsletter as a PDF to 70 Chapter members on March 23rd. Brett and others mentioned that they had not received the March newsletter. Hannah reported that of the 70 on the receiving list, 65 had opened the email and 39 opened the newsletter.
- Shira mentioned that there are 760 contacts in MemberClicks. Charlie suggested resending the newsletter via MemberClicks email and proposed revisiting the issue during the next meeting to decide how we would like to proceed with newsletter issuance.

Hannah
Behar/ Brett
Owen

- Katy reaffirmed that she would add Hannah as a MemberClicks administrator so that she has access to the entire Chapter email list when forwarding the Chapter's newsletter.

5. OLD BUSINESS:

- Shanna sent around a copy to the group of the latest iteration of the revised Bylaws to the group prior to the meeting. Charlie summarized the non-controversial revisions to the Bylaws based on comments received from SS. Revisions included changing the date from March to April, clarifying the amount for the student membership dues (set by National A&WMA), clarified that the executive board includes the past chair, include a reference to association officer so that only A&WMA National officers who reside in Georgia can be Board members, clarification on the timing of the Chapter's annual election as opposed to just a date triggering from our November meeting, and added a signature for Shanna once the ballot is finalized.
- Charlie made a motion to approve the amended Bylaws. Mark approved seconded by Shanna. The Board voted unanimously to approve the amended Bylaws. The amended bylaws will be sent to SS for final approval and then to the chapter membership via a ballot.

6. NEW BUSINESS:

- Brett accepted the SS Director position.
- Shanna informed the group that the 2020 Annual Report was electronically submitted on March 19th.
- The next Spring regulatory conference planning meeting is scheduled for April 14th.
- Shanna provided a summary of the discussion items from the two previous conference planning meetings. There is still a need to finalize a date, identify speaker topics and fill-in speakers, prepare a draft agenda, send out speaker invitations to state and federal Air and Land Division leaders, solicit sponsors/exhibitors, registration fees, and plan entertaining activities for the session breaks. The group is planning to host the conference for two half-days using the Zoom format.
- Katy agreed to provide an updated contact list for EPA Air and Land Division Directors and advised coming up with a proposed scheme for sponsorship pricing and member/non-member registration fees.
- Elisabeth announced that the Assistant Branch Chief of the Air Protection Branch, Dika Kuoh, had left Georgia EPD for the private sector.
- Charlie encouraged the group to participate in the April 14th conference planning meeting (if available) or to email Shanna any ideas for topics and speakers prior to the meeting.

NEXT MEETING:

May 14, 2021 via Zoom video conferencing – 10:00 am Eastern (Meeting adjourned at 10:58 AM)

Agenda

A&WMA GA Chapter - Executive Board Meeting

April 9, 2021; 10:00 a.m. Eastern

Join Zoom Meeting:

<https://us02web.zoom.us/j/85987012800?pwd=Qk9JR1dQYmNhb2NOQm5UWEZVZ1drQT09>

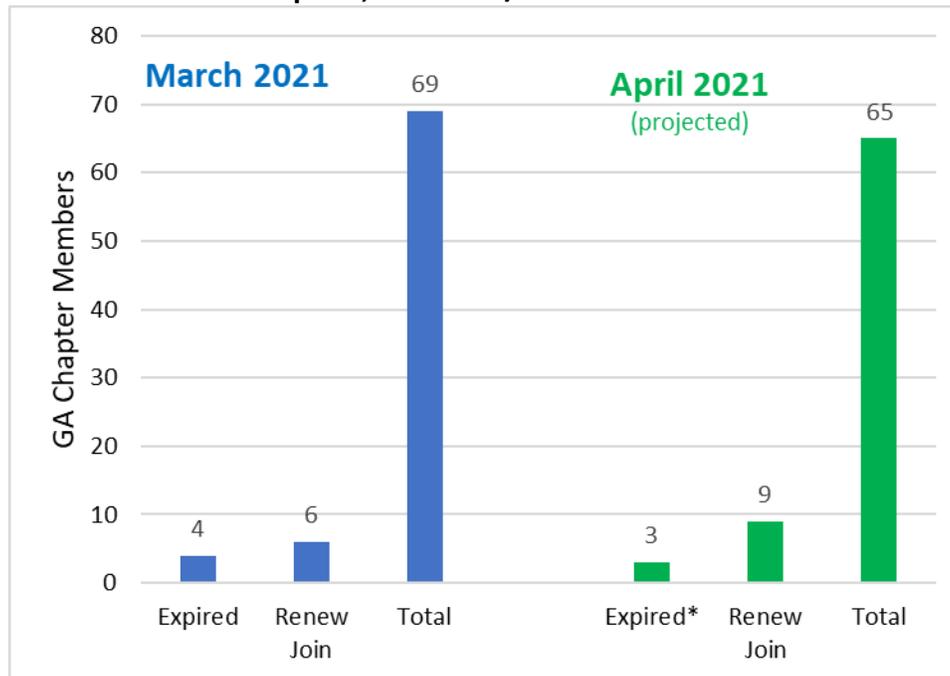
Meeting ID: 859 8701 2800, **Passcode:** 716446#

One-touch: <tel:+1-301-715-8592> | [859 8701 2800#](tel:+1-859-8701-2800)

1.	CALL to ORDER:	Charlie Denton
2.	SECRETARY'S REPORT: Approve March 12 th meeting minutes, post to website.	Shanna Alexander
3.	TREASURER'S REPORT: Current balances Upcoming expenses	Katy Lusky
4.	COMMITTEE REPORTS:	
	<u>Scholarship</u> Status update	Elisabeth Munsey/ Mark Aguilar
	<u>Young Professionals</u> Status update	Ashley Ward/Matt Talbert
	<u>Brown Bag/Program</u> Upcoming and future brown bag events	Shira Colsky/Keith Ziobron
	<u>Membership</u> Membership update report	Steve Ellingson
	<u>Database/Website</u> Status update	Charlie Denton
	<u>Newsletter/Publications</u> Status update	Hannah Behar/Brett Owen
5.	OLD BUSINESS	
	<ul style="list-style-type: none"> • GA Chapter Bylaws Final Draft-Southern Section (SS) comments incorporated. Approval anticipated at next SS Meeting to be held on Tuesday April 13, 2021 • Southern Section Director Nominee – Brett Owen has accepted this role • GA Chapter Annual Report Submitted to Nationals (Shanna) 	
6.	NEW BUSINESS	
	<ul style="list-style-type: none"> • 2021 Spring Reg Conference Planning - Next committee meeting (tentatively scheduled for Wednesday, April 14, 2021 at 10:00 am (if interested in being on committee, let Kim know and invite will be forwarded) 	
7.	NEXT MEETING	May 14, 2021 -10:00 am EST
8.	ADJOURN	

Monthly Membership Update
April 7, 2021
Steve Ellingson, Principal, Vatten Associates
Steve.Ellingson@VattenAssociates.com

Current Status of Expired, Renewals/New Joiners and Total Members



* = Projected to expire

Activities in Previous Month (March)

- Two scholarship winners received student memberships on March 5th.
- Participated in March 11, 2021, conference call on Regulatory Conference planning
- Participated in March 12, 2021, Executive Board Meeting
- Participated in March 19, 2021, con call on “clean-up” to website/MemberClicks
 - Sent March 23rd email to 21 people without a current website profile. None have apparently updated their profile.
 - Sent March 24th email to 22 people with (former) Associate memberships and ask them to join as full members. None have apparently joined as full members.

Proposed Activities (February)

- Contact via email to **three** current members that are projected to have their membership expire in March. Remind them to renew their membership.
- Send “welcome” email to **nine** people that joined/rejoined their A&WMA membership.
- Send another email to (former) Associate members asking them to join as full members.
- Send another email requesting that people update their website profile.

**Detailed Information
on
Membership Expirations & Join/Renewals**

A&WMA ID*	Membership Expiration Date (projected)	
<i>Projected to Expire in April (n = 3)</i>		
8470	4/30/2021	
1255063	4/30/2021	
40630	4/30/2021	
A&WMA ID*	Most Recent Join/Renew Date	
<i>Joined/renewed in March (n =9)</i>		
1231553	3/2/2021	
1254888	3/2/2021	
1257836	3/5/2021	
1257837	3/5/2021	
75396	3/7/2021	
179957	3/7/2021	
1253976	3/16/2021	
1256720	3/19/2021	
1257894	3/23/2021	

* = To maintain membership privacy, person's A&WMA ID Number is
For detailed information on these projected expirations and/or
renewals/new members; contact Steve Ellingson



Memo

To: A&WMA Georgia Chapter

From: Steve Ellingson, Chair of Membership Committee

CC: n/a

Date: April 7, 2021

Proj. No.: n/a

Subject: Process to Obtain Student Memberships for Scholarship Winners for the Georgia Chapter of A&WMA

Typically, the Georgia Chapter &WMA provides “free” student membership to A&WMA for the scholarship winners. The steps to provide this membership are described below:

Step 1 - The Scholarship Committee contacts the Membership Committee and provided information on the scholarship winners. This should include, as a minimum, their name, university, and email address.

Step 2 - The Membership Committee sends this information to **Gerald Armstrong**, Member Services Coordinator, A&WMA, Phone: 412-904-6018, garmstrong@awma.org. Mr. Armstrong populates this information on the scholarship winners into the A&WMA database, which activates their student memberships.

Step 3 - Mr. Armstrong sends the student membership information and a request-for-payment from the A&WMA to the Treasurer of the Georgia Chapter.

Step 4 - The Treasurer of the Georgia Chapter makes the applicable payment.

Step 5 - The Scholarship Committee presents or sends to the scholarship winners a document containing their student membership information; obtained from the Treasurer.

vattenassociates.com

P 678.512.9688 | F 678.331.3881

3600 Dallas Hwy, Suite 230-375, Marietta GA, 30064