

## Georgia Chapter A&WMA Board Meeting Minutes

October 8, 2021

**Present:** Shanna Alexander, Shira Colsky, Charlie Denton, Steve Ellingson, Jamie Lancaster, Elisabeth Munsey, Brett Owen, Kim Sanders, Ashley Ward

**Absent:** Hannah Behar, Katy Lusky, Joey Dean, Matt Talbert, Tom Wurzinger

### 1. **CALL TO ORDER:**

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

Kim Sanders

### 2. **SECRETARY'S REPORT:**

The Meeting Minutes (attached) for the rescheduled September meeting held on September 17<sup>th</sup> were approved for posting to the website. It was announced that the Southern Section (SS) Board is seeking innovative fundraising ideas to supplement funds gained through hosting of annual conferences.

Shanna  
Alexander

### 3. **TREASURER'S REPORT:**

Katy submitted the following report:

**Reporting Period:** Sep 18 – Oct 8, 2021

Current Wells Fargo Balance = \$11,617.28

Current PayPal Balance = \$5,412.15

Total Assets = **\$17,029.43**

**Major Debits (WF & PP):**

\$197.21 – MemberClicks (Sep)

\$16.95 – MemberClicks Services (Oct)

\$59.46 – Reimbursement to Matt Talbert for YP activity

**Major Credits (WF & PP):**

None

**Other Business:**

None

Katy Lusky

### 4. **COMMITTEE REPORTS:**

Education/Scholarship:

- Elisabeth provided the group a copy of the proposed scholarship schedule prior to the meeting. The first round of solicitation will go out the first week of October with a second request on October 27<sup>th</sup> with a deadline of November 8<sup>th</sup>. The Evaluation Committee consisting of Katy, Matt, and Shanna will have approximately three weeks to score the abstracts. The two awardees will be notified early December and will be presented their checks during the December brown bag/holiday event.

Elisabeth  
Munsey/  
Jamie  
Lancaster

- Elisabeth announced that ten GA universities will receive the updated call for abstracts package. The group confirmed that the abstract evaluation/scoring committee will consist of Katy, Shanna, and Matt.
- Elisabeth will email Shanna the updated call for abstracts package to be shared with her points of contact at Emory University.

#### Young Professionals:

- Ashley presented the YP plan of events for the remainder of the year. Two social events are scheduled, and flyers will be circulated to the broad MemberClicks email distribution list. A virtual Halloween costume event is planned for October 28<sup>th</sup>. The flyer will be circulated to the broader MemberClicks list. A request was made to approve monetary funding to purchase two \$15 to \$20 Amazon Prime gift cards for “Best Costume” winners. Ashley Ward
- The second hiking event is scheduled for November 20<sup>th</sup> at Sawnee Mountain Reserve. Free parking is available, and YPs will be asked to bring along a brown bag lunch. A request was made for the Chapter to fund the purchase of bottles of water and a light snack.
- Ashley and Matt met with some of the other YP Chairs in SS to exchange event ideas to attract new YPs to the Chapters. Several new YP Chairs have recently been appointed to the various SS Chapters.
- Ashley has received an updated email distribution list that she and Matt will merge with the existing YP contact list.
- Kim made a request to get both the Halloween and hiking event flyers uploaded to the website.

#### Brown Bag:

Shira Colsky

- The next brown bag webinar is scheduled for October 22<sup>nd</sup>. The speaker will be Rich Glaze (Barnes & Thornburg LLP) and a representative from Shaw who will present on ESGs.
- Shira discussed the brown bag plans for the December brown bag/holiday event, which may include a panel discussion on ethylene oxide monitoring updates spanning regulatory (GA EPD), legal and local municipality aspects.
- Shira announced that she intends to remain in her Director seat but will vacate the Brown Bag Chair position. Shira will explore a replacement from Geosyntec.

#### Membership:

Steve Ellingson

- Steve provided a copy of the membership update report for September prior to the meeting. **[See Membership Update Report attached]**
- Steve reported on the 15 prospects and those members that have signed up through the Chapter’s website (MemberClicks) who are also National members.
- One new person joined MemberClicks through the website who was also a National member. There are no scheduled renewals, and one membership is expected to expire 10/31.

- Steve informed Ashley that he can sort the larger MemberClicks contact list into cohort groups so that she and Matt can update their YP contact list (<35 years) accordingly. Steve volunteered to perform this task monthly or at some other frequency depending on the needs of the YP Chairs.

Database/Website:

Charlie  
Denton

- Shanna mentioned that the website calendar needs to be updated to include the upcoming YP Halloween (Oct 28<sup>th</sup>) and hiking (Nov 20<sup>th</sup>) events.

Newsletter/Publication:

Brett Owen

- Brett reported that his company migrated to a new Microsoft 365 platform, so all newsletters are currently opening in PDF format.
- Brett will circulate an email to the group on any updates on software capabilities.
- Shanna will reach out to Hannah and see if she is available to assist Brett with the newsletter platform, formatting, and layout.
- Brett will follow-up with Joey to make sure that the ESG speaker from Shaw is still confirmed for the October brown bag.

**5. OLD BUSINESS:**

- Kim provided an update from Carla Brown on the SS conference. 90-95% of the registrants attended the conference in-person (includes exhibitors and sponsors). However, there was a significant decrease in attendance on Day 2. SS will consider shortening to a one-day conference or shifting speakers around. The YP boat cruise event was showcased as a key highlight during the SS conference. SS anticipates that there will be revenue made from the conference. Shanna and Steve made a request for Kim to obtain a copy of the agenda with the list of speakers and topics that the group can mine for brown bag and conference speaker ideas.

**6. NEW BUSINESS:**

- Kim expressed her interest in having one new and two experienced members appointed to the Nominating Committee and assigned Charlie, Katy, and Matt to the Nominating Committee.
- Charlie provided a recap of last year's unusual nomination process that was decided upon due to the pandemic. This resulted in a normal election for Directors (one re-elected Director position), but Board Officers remained in their positions for another year. Charlie suggested that once open positions have been confirmed by the Nominating Committee that current Board Officers, Chairs and Directors who are up for re-election be queried on whether they intend to run for re-election, run for a new position or relinquish their position to pursue other commitments.
- Charlie stated that there will be a normal election process this year for two Director positions, Vice Chair, Secretary, and Treasurer. Charlie will become Chair.

- Steve suggested that once it is known what positions are open that an email be sent to Membership stating that these positions are open for re-election.
- Charlie also clarified that the Chapter membership selects the Officers and Directors, and the new Chair appoints the Committee Chairs. Ballots will be circulated by October 29<sup>th</sup>.
- The group provided Shanna with a variety of fundraising ideas to be shared with the SS Program committee.

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**NEXT MEETING:**

**November 12, 2021** via Zoom video conferencing – 10:00am Eastern

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**Agenda**  
**A&WMA GA Chapter - Executive Board Meeting**  
**October 8, 2021; 10:00 a.m. Eastern**  
**Join Zoom Meeting:**

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

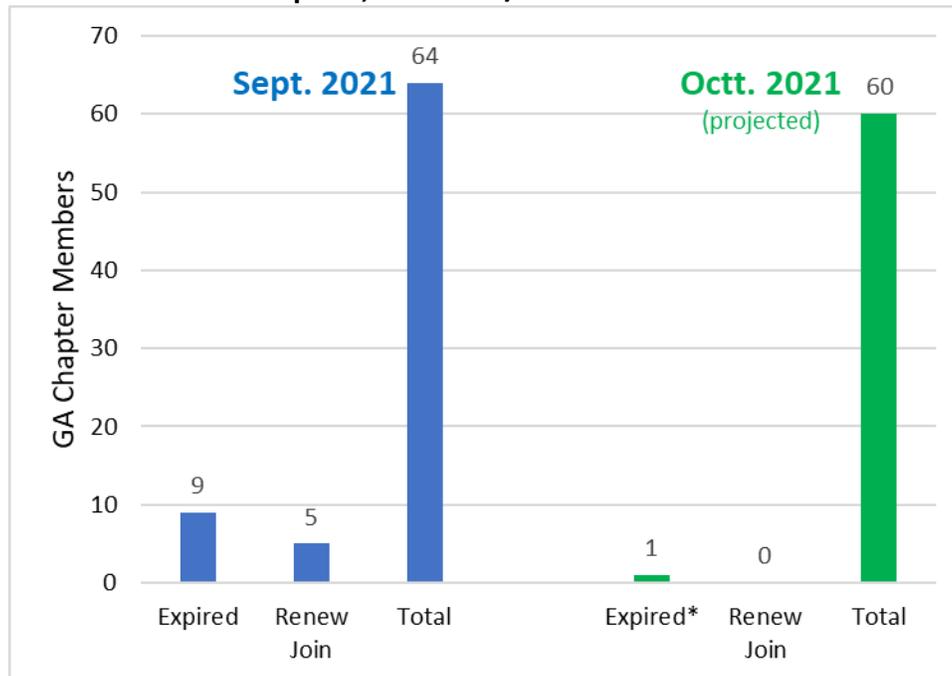
**Meeting ID:** 859 8701 2800, **Passcode:** 716446#

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

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| <b>1.</b> | <b>CALL to ORDER:</b> | Kim Sanders |
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| <b>2.</b> | <b>SECRETARY'S REPORT:</b><br>Approve September 17 <sup>th</sup> meeting minutes, post to website. | Shanna Alexander |
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| <b>3.</b> | <b>TREASURER'S REPORT:</b><br>Current balances<br>Upcoming expenses | Katy Lusky |
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| <b>4.</b> | <b>COMMITTEE REPORTS:</b>                                        |                                  |
|           | <u>Scholarship</u><br>Status update                              | Elisabeth Munsey/Jamie Lancaster |
|           | <u>Young Professionals</u><br>Status update                      | Ashley Ward/Matt Talbert         |
|           | <u>Brown Bag/Program</u><br>Upcoming and future brown bag events | Shira Colsky                     |
|           | <u>Membership</u><br>Membership update report                    | Steve Ellingson                  |
|           | <u>Database/Website</u><br>Status update                         | Charlie Denton                   |
|           | <u>Newsletter/Publications</u><br>Status update                  | Hannah Behar/Brett Owen          |
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| <b>5.</b> | <b>OLD BUSINESS</b>                                                                                                 |  |
|           | <ul style="list-style-type: none"><li>• Updates from Southern Section (SS) Annual Conference (Biloxi, MS)</li></ul> |  |
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| <b>6.</b> | <b>NEW BUSINESS</b>                                                                                                                                                                                                                                                                                                     |  |
|           | <ul style="list-style-type: none"><li>• Nominating Committee (Chair Appointment) &amp; Upcoming Board Elections (Note: Ballot issuance due to Chapter Members by 10/29)</li><li>• SS Monthly Meeting Update (Kim)</li><li>• SS Brown Bag Committee Solicitation for Innovative Chapter Funding Ideas (Shanna)</li></ul> |  |
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| <b>7.</b> | <b>NEXT MEETING</b> | November 12, 2021 -10:00 am EST |
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| <b>8.</b> | <b>ADJOURN</b> |  |
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**Monthly Membership Update**  
**October 6, 2021**  
**Steve Ellingson, Principal, Vatten Associates**  
[Steve.Ellingson@VattenAssociates.com](mailto:Steve.Ellingson@VattenAssociates.com)

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



\* = Projected to expire

**Activities in Previous Month (September)**

- Participated in 9/17/21 BOD meeting

**Proposed Activities (October)**

- Contact via email to **one** current member that are projected to have their membership expire in June. Remind them to renew their membership.

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

A&WMA ID*	Membership Expiration Date (projected)	
<i>Projected</i> to Expire in Oct. (n = 1)		
1257385	10/31/2021	
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A&WMA ID*	Most Recent Join/Renew Date	
Joined/renewed in Oct. (n = 0)		
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\* = 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

**MemberClicks (Website) Prospects**

15 prospects sign-up in MemberClicks from 7/9/21 to 7/30/21

One MemberClicks prospects is also A&WMA member (*i.e.*, S&ME, Inc.)

