

## Georgia Chapter A&WMA Board Meeting Minutes

February 12, 2021

**Present:** Shanna Alexander, Hannah Behar, Shira Colsky, Joey Dean, Charlie Denton, Steve Ellingson, Katy Lusky, Brett Owen, Kim Sanders, Ashley Ward

**Absent:** Mark Aguilar, Elisabeth Munsey, Matt Talbert, Tom Wurzinger, Keith Ziobron

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

Kim Sanders

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

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

Shanna  
Alexander

Shanna provided an update on the bylaws that were circulated for comment and that Charlie needs feedback before we can approve the draft. A summary from the Southern Section Program Kickoff meeting was presented. The Meeting Minutes for January 8<sup>th</sup> were reviewed and approved.

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

Katy Lusky

Katy submitted the following report:

**Reporting Period:** Jan 9 – Feb 12, 2021

Current Wells Fargo Balance = \$8,672.12

Current PayPal Balance = \$5,412.15

Total Assets = \$14,084.27

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

\$197.21 – MemberClicks (Jan)

\$16.95 – Merchant Services

\$30 – State of Georgia Registration

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

None

**Other Business:**

None

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

Education/Scholarship:

Elisabeth  
Munsey  
(N/A)

- Kim raised a few questions on behalf of Elisabeth (absent) regarding the number of scholarships and scholarship amounts to be awarded during the spring/summer reg conference and sponsorship pricing.
- Steve reached out to Gerald Armstrong at National to see what mechanism may be in place to get scholarship winners registered. National can add the student scholarship winners but Elisabeth would need to obtain their personal information for student membership enrollment.

- Katy suggested that we first figure out whether we are having a virtual conference and the pricing options which would then give us a better idea on how much we can set aside for scholarship rewards. If no money coming in, then one \$1,000 scholarship was suggested.
- Kim mentioned that she sent out a calendar invitation to the group to kick-off a conference planning committee meeting that will address these issues.
- Steve suggested that we could charge a \$50 registration fee for students to submit their abstracts and use this new money channel to fund the scholarship awards.

#### Young Professionals:

- Ashley and Matt met to plan future events and are considering a business development/clientele relationship building virtual event. Kim has expressed an interest in participating. Ashley will share the webinar invitation with the YPs and the Board.
- Ashley/Matt are also planning to host a happy hour event with games but would like to plan this around the March brownbag (once scheduled) to avoid overloading folks with emails.
- Some YP teaser events were shared with Hannah for the newsletter.
- Suggestion to migrate the YP list to a google spreadsheet so that everyone on the board has access to it. The Chapter's gmail account that was used to setup the Zoom subscription was identified as the permanent home for the YP contact list/google doc spreadsheet since everyone has the username and password already.

Ashley  
Ward

#### Brown Bag:

- Shira summarized the plans for the February brown bag presentation by Rich Glaze (BT Law) and Steve on impacts to air and waste rules by the new Biden administration. Shira will send out a second reminder with the flyer. Shira will record the webinar and send out the link to the participant list just in case folks that signed up weren't able to join due to the Zoom 100-participant limit.
- Steve presented some housekeeping items for the brown bag presentations. Shira suggested that Steve and Rich forward their brief bios and presentations and save questions for the end. Shira will also moderate questions in the chat. Steve requested that a second announcement be sent to MemberClicks, Young Professionals (YP), Scholarship, and Southern Section membership email distribution lists. Shanna volunteered to put out a second request to the SS Program committee members to share the brown bag flyer with their Chapter memberships.
- Steve questioned Katy on whether there are topics people are interested in (e.g., process issues, hot button topics, topics not to be discussed, rules remanded or vacated, etc.). Katy reminded Steve that because the Regional Administrator (RA) has not yet been confirmed that none of the regions have an RA appointed and suggested verifying if Michael Regan had been confirmed the morning of the brown bag because people will want to know this. Katy also mentioned a set of mandated or legislated rules that are up in the air now even though not part of the congressional act.

Shira  
Colsky

- Steve has compiled a spreadsheet of rules on the list to be either remanded or vacated and the role that Georgia will play in the congressional review act.

Membership:

Steve  
Ellingson

- Steve provided the membership update report. **[See Membership Update report attached].**
- Steve questioned the group on how he can pull the GA membership list for members registered through National. Shanna mentioned that Amy Vickery was identified during the previous SS Program Committee meeting as someone who could provide this sort of information to interested Chapters.
- Katy confirmed that for a member to get info on the website they have to have a profile (with National member ID) on the Chapter website and we promote them behind the scenes to National member or Admin. Steve requested for Katy to send a meeting request to discuss documenting a process for new members to have access to our website and a mechanism for new members to create a profile. Kim asked to be included in the process-crafting meeting to flesh out the membership profile issue.
- Katy will send out a meeting invitation to Steve and Kim for February 19<sup>th</sup> at 10:30.

Database/Website:

Charlie  
Denton

No updates

Newsletter/Publication:

Hannah  
Behar/Brett  
Owen

- Hannah stated that the newsletter will have a couple sections with a link to a survey about topics members may be interested in seeing. The results will then be published in the following newsletter. Scholarship winners and an interview with Katy Gregory will be featured in the upcoming newsletter.
- Brett put forth the idea of crafting a short bio for each new member to be recognized and welcomed. Brett also clarified that the interview recording with Katie Gregory will be a link embedded in the newsletter.

**5. OLD BUSINESS:**

- Kim mentioned that the Southern Section Director position is still open.
- Kim reiterated that the conference planning meeting invitation was circulated to the group and that anyone interested in joining the conference planning committee to accept the invitation and participate.
- Charlie mentioned the need to finalize the bylaws and that the final draft was circulated to the group already for approval this week. Charlie mentioned that Steve was the only one that provided additional comments (i.e., reference to policies and guidance to be developed by the Board moving forward and restrictions on committee roles with some understanding of what they are supposed to be doing). Charlie made a motion to approve the bylaws as presented and Steve second to approve. The board voted unanimously to approve the bylaws.

- Steve suggested that if references to policies and guidance to procedures (e.g., treasurer duties) embedded in the bylaws were carried over when we adopted language from the SS bylaws that we should request a copy of SS's most recent guidance and policies to avoid recreating the wheel. Kim will put out a request at the next SS meeting.

#### **6. NEW BUSINESS:**

- The Annual report is due end of March. Shanna will be reaching out to certain individuals for input. Steve questioned if the Annual Report format has been updated to reflect 2020 and not based on an outdated format. This was an issue from the previous year's report. Kim will discuss this with Shanna.
- The next SS brown bag is scheduled for March 3<sup>rd</sup>.
- The Annual SS conference (hosted by MS) is still on the agenda for this Fall. A survey was sent out to all members for preference on meeting in-person.

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#### **NEXT MEETING:**

**February 12, 2021** via Zoom video conferencing – 10:00 am Eastern (Meeting adjourned at 11: AM)



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**Agenda**

**A&WMA GA Chapter - Executive Board Meeting**

**February 12, 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. CALL to ORDER:</b>	Kim Sanders
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<b>2. SECRETARY'S REPORT:</b>	
Approve January 8 <sup>th</sup> meeting minutes, post to website.	Shanna Alexander
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<b>3. TREASURER'S REPORT:</b>	
Current balances Upcoming expenses	Katy Lusky
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<b>4. COMMITTEE REPORTS:</b>	
<u>Scholarship</u>	Elisabeth Munsey/ Mark Aguilar
Status update	
<u>Young Professionals</u>	Ashley Ward/Matt Talbert
Status update	
<u>Brown Bag/Program</u>	Shira Colsky/Keith Ziobron
Upcoming and future brown bag events	
<u>Membership</u>	Steve Ellingson
Membership update report	
<u>Database/Website</u>	Charlie Denton
Status update	
<u>Newsletter/Publications</u>	Hannah Behar/Brett Owen
Status update	
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<b>5. OLD BUSINESS</b>	
<ul style="list-style-type: none"><li>Southern Section Director – Open Position status update</li><li>Final Draft of Revised Chapter Bylaws</li><li>2021 Spring Reg Conference Pre-Planning – Committee Meeting Friday, February 26, 2021 at 10:00 am</li></ul>	
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<b>6. NEW BUSINESS</b>	
<ul style="list-style-type: none"><li>Annual Report (due end of March)-Required information from Committees</li><li>Southern Section Brown Bag-March 3, 2021-New EPA Administration</li><li>Annual Southern Section Conference- September 20-21, 2021, Beau Rivage, Biloxi, MS (poll for attendance forthcoming)</li></ul>	
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<b>7. NEXT MEETING</b>	March 12, 2021 - 10:00 am EST

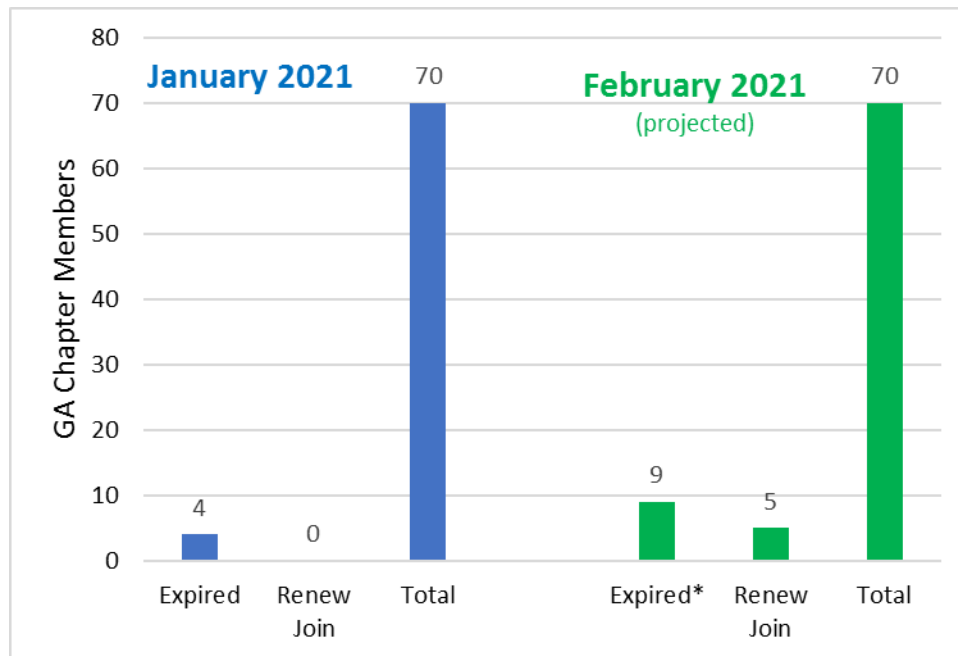
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8. ADJOURN

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**Monthly Membership Update**  
**February 10, 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 (January)**

- Participated in January 8, 2021, Executive Board Meeting
- Participated in January 13, 2021, newsletter “kick-off” conference call
- Concluded Membership Contest, added **four** new members

**Proposed Activities (February)**

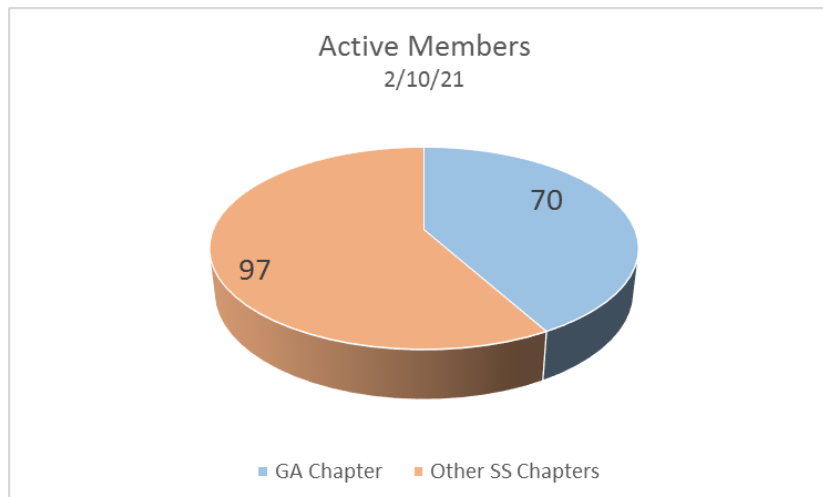
- Contact via email to **nine** current members that are projected to have their membership expire in February. Remind them to renew their membership.
- Send “welcome” email to **five** people that joined/rejoined their A&WMA membership.

Detailed Information  
on  
Membership Expirations & Join/Renewals

A&WMA ID*	Membership Expiration Date (projected)	
<i>Projected</i> to Expire in February (n = 9)		
2/28/2021	11/2/5334	
2/28/2021	11/19/5339	
2/28/2021	12/26/5339	
2/28/2021	1/8/5340	
2/28/2021	3/17/5340	
2/28/2021	7/16/1922	
2/28/2021	7/27/5327	
2/28/2021	4/7/5333	
2/28/2021	4/17/5335	
A&WMA ID*	Most Recent Join/Renew Date	
Joined/renewed in January (n = 5)		
1257691	1/22/21	
1257721	1/26/21	
1254761	1/26/21	
1257740	2/1/21	
1256401	2/4/21	

\* = To maintain membership privacy, person's A&WMA ID Number is used.

For detailed information on these projected expirations and/or renewals/new members; contact Steve Ellingson



Other Southern Section Chapters include Alabama, east Tennessee, Mississippi, middle Tennessee and west Tennessee