

## Georgia Chapter A&WMA Board Meeting Minutes

September 17, 2021

**Present:** Shanna Alexander, Charlie Denton, Steve Ellingson, Katy Lusky, Elisabeth Munsey, Matt Talbert

**Absent:** Hannah Behar, Shira Colsky, Joey Dean, Jamie Lancaster, Brett Owen, Kim Sanders, Ashley Ward, Tom Wurzinger

- 1. CALL TO ORDER:** Charlie Denton  
Vice Chair called the meeting to order and outlined the Agenda (attached) for this Board meeting.
  
- 2. SECRETARY'S REPORT:** Shanna Alexander  
The Meeting Minutes for August 13<sup>th</sup> were approved for posting to the website. Shanna substituted for Kim at the SS committee monthly call and provided the group an update of the other Chapters' upcoming events.
  
- 3. TREASURER'S REPORT:** Katy Lusky  
Katy submitted the following report:  
  
**Reporting Period:** Aug 14 – Sep 17, 2021  
  
Current Wells Fargo Balance = \$11,693.69  
Current PayPal Balance = \$5,412.15  
Total Assets = **\$17,105.84**  
  
**Major Debits (WF & PP):**  
\$197.21 – MemberClicks (Aug)  
\$197.21 – MemberClicks (Sep)  
\$16.95 – MemberClicks Services (Sep)  
  
**Major Credits (WF & PP):**  
None  
  
**Other Business:**  
Reimbursement check sent to Matt Talbert for \$59.45 for YP Fall brewery/trivia event, but not cleared as of 9/17.
  
- 4. COMMITTEE REPORTS:**  
Education/Scholarship: Elisabeth Munsey
  - Elisabeth, Matt, and Jamie met to discuss the best strategy to updating and reaching scholarship contacts. Shanna confirmed that she will reach out to her Emory University contact once the first solicitation for abstracts goes out. Matt is looking into using MemberClicks to send out abstract solicitation emails. Charlie inquired about who comprised the email distribution list.

- Katy mentioned that there may be a functionality in MemberClicks to paste external email addresses. Steve mentioned including the college/university Financial Aid Office contacts since Emory posted the scholarship ad to their website. Elisabeth stated that Financial Aid Offices typically decline.
- The proposed schedule is as follow: first abstract call goes out early October; second request end of October and due early November (tentatively Nov 5<sup>th</sup>); evaluations completed before Thanksgiving; and notifications sent early December and issued at the End-of-Year/Holiday Meeting (Dec 8<sup>th</sup>).

#### Young Professionals:

- Matt and Ashley met with the other Chapter YPs to discuss sharing of resources/ideas. Amelia got a full list from National that excluded some GA YPs (including Ashley). The group discussed extending future webinar events across Chapters to grow participation. Matt Talbert
- A hike in the Atlanta area is being planned for early Fall (considering Kennesaw Mt, Stone Mt, and another in Cumming).
- Halloween social event with gift cards for best costume and/or holiday drink is also planned.
- Shanna inquired if the survey monkey survey/questionnaire for continuation of the professional webinar series had been circulated. Matt mentioned that there are still some tweaks to be made.

#### Brown Bag:

- Two brown bags are planned for 2021. The group discussed ideas for topics and speakers to pass along to Shira. Shanna suggested inviting Karen Hays (GA EPD) to provide an update on the ethylene oxide (EtO) monitoring in Georgia. Katy thought it was a good idea to discuss rule development and that EtO will branch out into other southeastern states as well; however, GA has the longest-term monitoring for EtO.
- Elisabeth mentioned that Jim Boylan (new Assistant Branch Chief) may also be able to fill-in for Karen Hays. Charlie suggested approaching from a litigation aspect in the event a regulator is unable to speak. Matt also has a GHD technical contact that collected/processed air monitoring samples in OH and GA (Municipal/Local Community perspective). Shanna will report back to Shira on reaching out to EPD.
- Charlie stated that he had sent Shira a potential topic on ESG strategies. Charlie suggested reaching out to Joey to see if Shaw has a potential speaker lined up.
- The group discussed the schedule, holiday theme, and format for the December meeting (Dec 10<sup>th</sup>). Aside from holiday backgrounds, ugly sweaters, and scholarship awards, the group decided on having the board meeting directly followed by scholarship presentation and awards (15-20 mins) and close with a 45 min. brown bag presentation on a hot topic (e.g., EtO). A holiday virtual gift card raffle was also discussed.

Shanna  
Alexander

Membership:

Steve  
Ellingson

- Steve provided a copy of the membership update report for August through September prior to the meeting. **[See Membership Update Report attached]**
- Steve presented an overview of the report. Two prospects (both GA residents) joined as MemberClicks signees and became National Members. Multiple people from different states (LA, TX, etc.) also logged on but Steve was unable to see if they were National Members.
- Nine people had expired memberships (two are executive board members). Katy suggested sending out a reminder email to expired memberships.
- Steve has created a tutorial on how to pull both GA Chapter and National Membership lists and how to compare the two lists. Steve suggested posting this tutorial to the website so that future Membership Chairs have a tutorial on how to do this.

Database/Website:

Charlie  
Denton

- None

Newsletter/Publication:

Hannah  
Behar/Brett  
Owen (NA)

- None

**5. OLD BUSINESS:**

- The group indicated that they would not be able to attend the SS Annual Conference in Biloxi, MS due to job travel restrictions. Per Kim, a Stantec Associate who is also a GA Chapter member will attend the conference.
- Shanna provided an update from the SS monthly call. There was a request from the SS YP Chair (Amelia Grant) for contact information for the AL YP chair(s). Shanna requested that Matt discuss with Ashley since they had a previous call with the AL YPs. There was a request to promote the 2021 SS Annual Conference on the Chapter website. East TN will host the 2022 SS Annual Conference to be held in Chattanooga, TN.
- The group will post the 2022 SS conference in Chattanooga to our website to promote the event as soon as East TN sets a date for the conference.

**6. NEW BUSINESS:**

- The Nominating Committee for the upcoming Board and Directors election will be discussed at the October meeting.
- Shanna mentioned that all board and director positions are up for re-election except for one board director position (Joey Dean).

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**NEXT MEETING:**

**October 8<sup>th</sup>, 2021** via Zoom video conferencing – 10:00am Eastern. Adjourned at 11:06 AM

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**Agenda**  
**A&WMA GA Chapter - Executive Board Meeting**  
**September 17, 2021; 10:00 a.m. Eastern**  
**Join Zoom Meeting:**

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

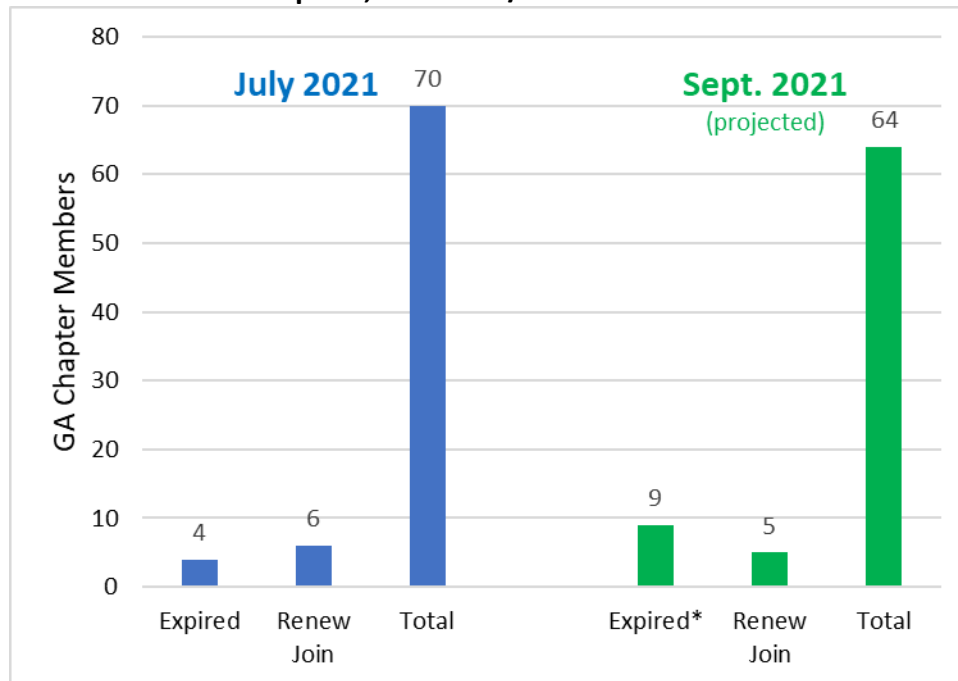
**Meeting ID:** 859 8701 2800, **Passcode:** 716446#

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>   | Charlie Denton                    |
| <b>2. SECRETARY'S REPORT:</b><br>Approve August 13 <sup>th</sup> meeting minutes, post to website. | Shanna Alexander                  |
| <b>3. TREASURER'S REPORT:</b><br>Current balances<br>Upcoming expenses                             | Katy Lusky                        |
| <b>4. COMMITTEE REPORTS:</b>   |                                   |
| <u>Scholarship</u><br>Status update  | Elisabeth Munsey                  |
| <u>Young Professionals</u><br>Status update  | Matt Talbert                      |
| <u>Brown Bag/Program</u><br>Upcoming and future brown bag events                                   | Shanna Alexander                  |
| <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           |
| <b>5. OLD BUSINESS</b>   |                                   |
| Southern Section Annual Meeting & Technical Conference (Sep 21-23, Biloxi, MS)                     |                                   |
| <b>6. NEW BUSINESS</b>   |                                   |
| Southern Section Monthly Meeting Update  |                                   |
| <b>7. NEXT MEETING</b>   | October 8, 2021 -<br>10:00 am EST |
| <b>8. ADJOURN</b>  |                                   |

**Monthly Membership Update**  
**September 16, 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 (August)**

- None

**Proposed Activities (June)**

- Contact via email to **nine** current members that are projected to have their membership expire in June. 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**

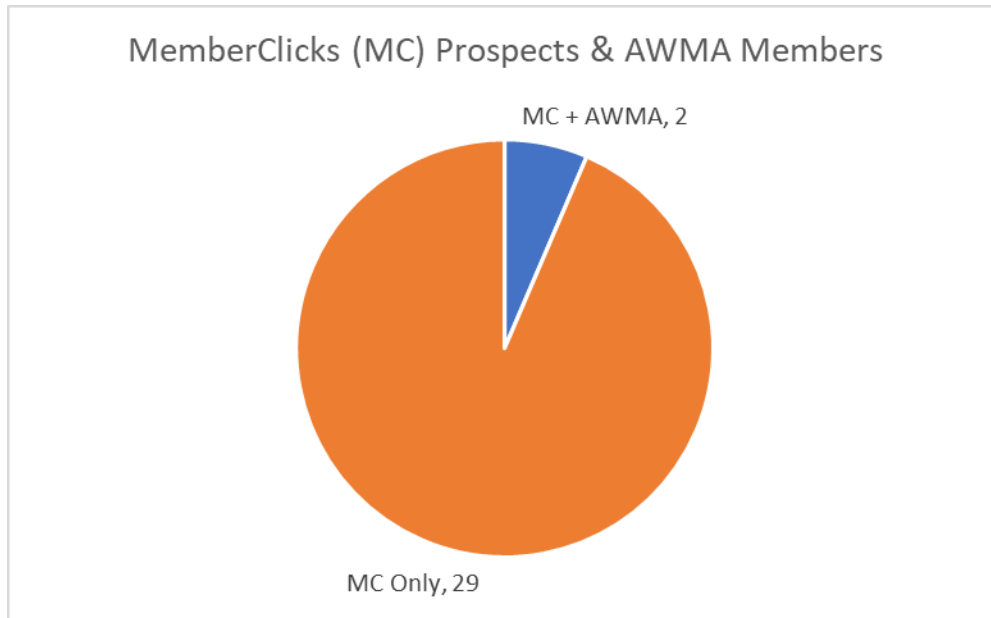
A&WMA ID*	Membership Expiration Date (projected)	
<i>Projected to Expire in Aug. &amp; Sept. (n = 9)</i>		
1255722	8/31/2021	
1254922	8/31/2021	
1004370	8/31/2021	
1241087	8/31/2021	
1257174	8/31/2021	
1012142	8/31/2021	
1251410	8/31/2021	
1257352	8/31/2021	
1255753	9/30/2021	
A&WMA ID*	Most Recent Join/Renew Date	
<i>Joined/renewed in Aug./Sept. (n =5)</i>		
1256980	8/13/2021	
1087703	8/16/2021	
80088	8/18/2021	
1258478	8/31/2021	
1255570	9/8/2021	

\* = 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

### MemberClicks (Website) Prospects

31 prospects sign-up in MemberClicks within last 90 days (*i.e.*, 6/22/21 to 7/30/21)

Two MemberClicks prospects are also A&WMA members (*i.e.*, S&ME, Inc., and Advanced Industrial Resources)<sup>1</sup>



<sup>1</sup> See: prospect\_16sep21\_20210916202742 Combo.xls