



**BOARD OF DIRECTORS MEETING
DRAFT MINUTES
July 17, 2014
Key Largo, Florida
10:00 am**

NOTE: ACTION ITEMS ARE LISTED AT THE END OF THE MINUTES

I. Call to Order – Michael DelCharco

- a. **Roll call by sign in sheet** – see attached
- b. **Welcome and introduction** of Board members and guests
- c. **BOD Minutes and Attendance** - Kristin Bennett
- d. **Technical Program Documentation** – Garrett Wallace
- e. **Revisions to Agenda** - none

II. Reports

a. Presentation of May Minutes – Kristin Bennett

Motion to approve and second. Passed unanimously.

b. Presentation of Treasurer Report- Mark Diblin –

The association is financially stable. Meetings have been profitable. \$25,652 in checking. Reserves CD \$11,020.30. Sandy Young account has \$65,349.89. Waiting 5 years (2018) to take money out of the account to fund the award. Until then, will use general funds. Since beginning of year, gained \$4,000. Mark recognized every treasurer because of the level of effort required. **Motion to accept and second received. Motion to accept passed.**

c. Committees – Bold Items are Scheduled for Discussion, Others as Needed

i. Education – Kristin Bennett

Memo presented with recommendations and included with the minutes. Discussion held regarding award to Janet Nadolna, Flagler Montessori. Board agreed to fund at \$200 level. Board accepted the committee recommendation as presented in the attached memo.

ii. Membership

Board is seeking members for the committee. Walt Reigner raised issue that all Board members should participate on the membership committee. Offered example of a type of contest or challenge to see who can get the most members. Wild Apricot is set up that person can list the “sponsor” for membership so it can be tracked.

Discussion about membership directory and if it can be made available online to members only. Jeremy McBryan will look into the options on Wild Apricot.

iii. **Newsletter** – DelCharco – Items due _____.

New system of submitting to Gregg Jones worked well for Michael Tyson. Gregg Jones will send memo regarding submittals and due dates. Board members are strongly encouraged to adhere to the due dates.

iv. **PDH Credits** - Shayne Wood

Suggest marketing to FES, Florida Specifier, Facebook, LinkedIn to inform the groups credits are available by attending the meetings.

v. **Student Support** –

Board members were reminded funds are available to help support chapters and student travel to participate in the Florida and National meetings.

1. FIU – _____
2. FGCU – Don Duke & Ron Edenfield
3. USF - Gregg Jones:

Chapter has been revised and has a student advisor. Reminder that September meeting is in Tampa and the USF students will be encouraged to participate.

4. UNF - Gary Howalt & Shayne Wood
5. UF - Michael DelCharco & Carol Hinton:

Transition of leadership occurred. Previous leadership did a good job recruiting future leaders of the student chapter.

6. UCF - _____
7. Daytona State College – Cathy Vogel.

vi. **Watershed Journal** – DelCharco.

Website was hacked and information lost. Brief discussion whether we can host the Journal on Wild Apricot. Jeremy McBryan will research capabilities.

d. **National News** - Don Duke

e. **Future 2014 Meetings**

July meeting:

42 registered. Budget based on 50. Sponsorship goal was \$3,000, received \$2,800.

Will discuss at the September Board meeting how to address the 2015 annual meeting. Suggest having a committee: Garrett Wallace, Annette Carter, Shayne Wood, Gary Howalt, Michael DelCharco, Mark Diblin, Kristin Bennett.

Recognition to Ronda Haag, Monroe County, who helped tremendously.

Discussion held regarding holding the silent auction at a different meeting in an effort to increase revenue to support the Education Program.

Consider reaching out to waste water operators and municipalities and other teaming opportunities. Specificity is paying off whereas generalities are not as supported. Need to come up with what our focus is of the organization. Our objective is being met in that we are

providing quality meetings, offering PDH credits. Need to keep mission of the organization and members. Will consider another survey of membership.

Recognition to Garrett Wallace for all of his efforts.

September 19 – Tampa - Walt Reigner

Theme is revolving around nitrogen management: the status, what has been learned, what does the future hold. Meeting will be held at the Rusty Pelican (Courtney Campbell Causeway).

Suggestion to reach out to Tampa Bay Association of Environmental Professionals (Kristin Bennett)

November – 21 Jacksonville – Shayne Wood:

Historic Flagler College will be the venue. Will have a springs session. Looking into bringing in someone from Jacksonville Port. Water supply topic. St. Augustine green infrastructure project (with site visit). Walking scavenger hunt/trivia event with a prize.

2015 Meeting Schedule: TBD

Field trip to Cuba - Cathy Vogel and Michael DelCharco:

Can get a religious exemption for cultural reasons. To go professionally need to go through Dept. of state. Michael DelCharco will continue working on the concept.

III. Unfinished Business

IV. New Business

a. Request from National for Florida to lead National Conference

Florida has hosted 3 out of the previous 11 years. Board is not interested in hosting at this time.

Upon request from Florida, National sent a meeting announcement to National members in Florida regarding the July meeting. Jeremy McBryan requested a copy of the list so we can reach out to encourage those who are not members of the Florida Section to become members and to participate in the meetings.

National is questioning what type of support they want to/can offer to the states.

b. Secretary position is available for 2015-2017 term.

c. Elections:

There are 3 vacancies. Nominations from the floor will be accepted at the Luau. Board is comprised of 17 people plus two past presidents per the bylaws. Discussion held regarding adding the student position back to the board. Ballots must be out 21 days before meeting. Jeremy McBryan to send

V. BOD Comments

VI. Member & Guest Comments

VII. Adjourn: Meeting adjourned at 11:45 a.m.

Action Items

RESPONSIBLE PARTY	ACTION ITEM	
All Board members	Membership committee	recruit members
All Board members	2015-2017 Secretary	
Jeremy McBryan	Research if website can provide member only access to on-line directory	
Jeremy McBryan	Research if website can host the Watershed Journal	
Gregg Jones	To send memo regarding process for submitting information for the newsletter	
2015 annual conference committee	Discuss options for 2015	Garrett Wallace, Annette Carter, Michael DelCharco, Shayne Wood, Gary Howalt, Mark Doblin, Kristin Bennett
Kristin Bennett	Invite TBAEP/FAEP members to attend Sept. 19 meeting at AWRA member rate	
Gary Howalt and Michael DelCharco	Discuss 2015 conference schedule	Contact Gerry Ward