



BOARD OF DIRECTORS MEETING MINUTES
March 27, 2015 10:00 a.m.
Venus, Florida

- I. Call to Order by Gary Howalt – **10:10 a.m.**
 - a. Roll call by sign in sheet – ***See attached sign in sheet.***
 - b. Welcome and introduction of Board members and guests – ***See attached sign in sheet.***
 - c. Revisions to Agenda – ***None***
 - d. Responsibility for the Technical Program Documentation
Gregg Jones volunteered to prepare the meeting summary.
- II. Election of Executive Committee Members
A motion to nominate Jeremy McBryan for the Secretary position was approved by the Board. A motion to elect the following officers was approved by the Board: Gary Howalt (President); Kristin Bennett (Vice-President); Mark Diblin (Treasurer); Jeremy McBryan, Secretary. Kristin Bennett emphasized the need to start recruiting the next Treasurer as Mark Diblin's term will end December 2015.
- III. Reports
 - a. Presentation of February 2015 Board of Directors Meeting Minutes – Kristin Bennett
A motion to approve the draft February 2015 Board of Directors Meeting minutes as submitted was approved.
 - b. Presentation of Treasurer Report – Mark Diblin
A financial Summary for Jan. 1 – Mar. 26, 2015 was provided (see attached report): Total income: \$10,410; Net expenses: \$9,578. Mark also mentioned that approximately \$1,000 of revenue from the 24th Annual Southwest Florida Water Resources Conference held in Feb. 2015 will be donated to AWRA Florida. Rosanne Clementi suggested that this amount be reserved for poster contest awards or student travel to future Southwest Florida Water Resources Conferences. The education committee will provide a recommendation to the board at a future board meeting. A motion to accept the Treasurer's report as submitted was approved.
 - c. Committees
 - i. Education – Rosanne Clementi
Kristin Bennett reviewed the scholarships and grants that are available and reminded attendees that AWRA National again donated 6 complimentary student registrations to the 2015 AWRA Annual Water Resources Conference. Two applications have been received to date. Deadline for all applications is May 15, 2015. Rosanne mentioned that the High School Scholarship does not yet have a name associated with it and made a motion to name it in honor of Laura and Buddy Blain. Kristin suggested that someone communicate with the Blain's to ensure that they are supportive. Garrett Wallace suggested that Doug Manson could assist as he visits with the Blain's weekly.
 - ii. Newsletter – Gregg Jones
Gregg asked if we are doing all we can to solicit meeting and newsletter sponsors as this information typically not available or very limited during newsletter preparation activities. The board discussed the need to prepare a draft policy that attempts to clarify how best to add/increase sponsorship of our newsletter and provide a framework for deciding what content from businesses/organizations should be added to our newsletter as information and what content can be added upon donation/sponsorship. Gregg volunteered to assist with increasing meeting

sponsorships. Discussion on the need to distribute the newsletter at least 30 days before the next technical meeting also occurred. To assist communicating future technical meeting information with AWRA Florida members/contacts, Jeremy McBryan volunteered to send a "Save the Date" email with as much information as possible on the next meeting within 1 week of the current meeting. The target April 2015 newsletter preparation/review/ distribution schedule is as follows:

April 3 – Send material to Gregg Jones

April 8 – Gregg to send draft for review

April 13 – Comments on draft due to Gregg

April 15 – Final draft for review

- d. Membership – Jeremy McBryan et al.

Jeremy reported that AWRA Florida has 211 members so far in 2015 and the breakdown is as follows:

Professionals = 129; Students = 70; Fellows = 6; Life = 6

- e. Website – Jeremy McBryan

Jeremy mentioned that users now have the ability to login to AWRA Florida's website via Facebook and Google+.

- f. PDH Credits – Shayne Wood

Shayne Wood was not in attendance so Garrett Wallace prepared a PDH sign-in form. The board requested that in the future, the PDH sign-in form should be prepared and provided prior to the day of the meeting.

- g. Student Support

- i. FGCU – Don Duke & Ron Edenfield – *Student activity is minimal at this time.*

- ii. USF - Gregg Jones – *Student activity is minimal at this time.*

- iii. UNF - Gary Howalt – *ESI has hired 2 UNF students.*

- iv. UF - Michael DelCharco & Carol Hinton – *No report provided.*

- v. UCF - Shayne Wood – *No report provided.*

- vi. Daytona State College – *No report provided.*

- h. National News – Don Duke

- i. 2016 AWRA Annual Water Resources Meeting

Don Duke stated that finance and technical committees are being formed for the 2016 AWRA Annual Water Resources Conference that will be held in Florida most likely in November 2016 (location is still to be determined; potential locations are Tampa, Orlando and West Palm Beach). He also mentioned that AWRA National recently initiated a new program to improve outreach to state and local AWRA sections and Dave Watt is involved with this.

- i. Future 2015 Meetings

- i. May 15 – Delray Beach – Luna Phillips and FES/FICE *Meeting will be held at Lake Worth Drainage District's offices; meeting theme is Water Management is South Florida. A tour of the SFWMD's L-8 Flow Equalization Basin project in association with the meeting is being planned. Approval by SFWMD executive staff is pending.*

- ii. July 23-24 – Key Largo – Garrett Wallace *Assistance is needed in preparing/finalizing the agenda.*

- iii. September 18 – Apalachicola – Ray Scott *Date changed from the 25th to the 18th.*

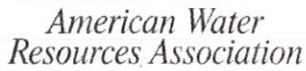
- iv. November 6 – Daytona Beach – Cathy Vogel and Daytona State College *No update provided.*

- v. January 15, 2016 – Fort Myers – Don Duke and Ron Edenfield (25th Annual Southeast Water Resources Conference) *Conference planning is ongoing.*

IV. Unfinished Business

- a. National Board Member Travel Policy

- A motion to approve the Travel Policy (attached) as submitted was approved.***
- V. New Business
 - a. Policy decision: Request from Normandeau to promote workshop in the newsletter
Kristin Bennett will prepare a draft policy to assist in soliciting and managing newsletter sponsorships for future board consideration.
 - VI. BOD Comments ***None***
 - VII. Member & Guest Comments ***None***
 - VIII. Adjourn ***11:50 am***



March 27, 2015

Executive Committee

Kristin K. Bennett, Esq.
Vice-President
Stuart

Kristin K. Bennett, Esq.
Secretary
Stuart

Carol Hinton
Past President 2013
Gainesville

Ed Call
Brooksville

Roger Copp
Tampa

L. Donald Duke, Ph.D., P.E.
Fort Myers

Gregg Jones
Riverview

Luna Phillips, Esq.
Fort Lauderdale

W. Ray Scott
Tallahassee

Shayne Wood, P.E.
Jacksonville

Guests

[illegible]

AWRA Florida Section

AWRA National Board of Directors Travel Policy

December 8, 2014

It is the policy of the Florida Section of the American Water Resources Association (AWRA Florida) to aid in attendance and travel costs for active members of AWRA Florida who serve on the Board of Directors of the American Water Resources Association (AWRA National). Preference will be given to AWRA Florida members who serve on the AWRA Florida Board of Directors (Board) or who are otherwise very active in AWRA Florida.

The Board has budgeted up to \$1,500 annually to aid in travel costs associated with AWRA National meetings/conferences. Costs will be reimbursed for meeting/conference registration, lodging and airfare. In the event of multiple requests for travel funds, the Board will discuss the merit of each request and disperse the funds appropriately.

A request for reimbursement must be made two months prior to travel. Board members requesting approval for reimbursement of travel costs must abstain from voting on the issue.

This policy shall remain in effect until authorized changes of the Board of the Florida Section of AWRA.

AWRA 2014 Income & Spending Report

1/1/2015 through 3/26/2015

<i>Subcategory</i>	<i>Total</i>
<i>Income Categories</i>	
<i>Deposit</i>	<i>59.88</i>
<i>Meeting Income : January Registration</i>	<i>5,280.00</i>
<i>Meeting Income : January Sponsorship</i>	<i>2,490.00</i>
<i>Meeting Income : March Registration</i>	<i>845.00</i>
<i>Membership</i>	<i>1,735.00</i>
<i>Total Income Categories</i>	<i>10,409.88</i>
<i>Expense Categories</i>	
<i>Meetings : January Beverages</i>	<i>945.00</i>
<i>Meetings : January Facility</i>	<i>1,010.00</i>
<i>Meetings : January Meals</i>	<i>3,534.50</i>
<i>Meetings : January Miscellaneous</i>	<i>300.00</i>
<i>Miscellaneous - board nametags</i>	<i>23.25</i>
<i>Miscellaneous - Unassigned</i>	<i>66.13</i>
<i>Pay Pal transaction fee</i>	<i>199.96</i>
<i>Scholarships/Grants : Chapter Support</i>	<i>420.00</i>
<i>Scholarships/Grants : Fort Myers Meeting</i>	<i>500.00</i>
<i>Scholarships/Grants : Poster Prize</i>	<i>2,000.00</i>
<i>Scholarships/Grants : Students Sponsorship</i>	<i>579.38</i>
<i>Total Expense Categories</i>	<i>9,578.22</i>
<i>Grand Total</i>	<i>831.66</i>

2015 AWRA Florida Section Budget vs Actual

Note: does not include Young income or expense

	2015 Current Budgeted	2015 Budget	2/4/2015 2015 To Date	Difference
Anticipated Year End Checking Balance (+) (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012)	\$22,757.70	\$15,000	\$ 22,757.70	\$0.00
Transfer Existing Sandy Young Funds to CD (-)		\$0		\$0.00
Transfer Sandy Young Interest to Checking (+)	\$3,000	\$3,000		
Adjusted Year End Checking Balance	\$25,757.70	\$18,000	\$22,757.70	(\$3,000.00)
Income				
Net Meeting Revenues	\$9,000	\$9,000	\$625.54	(\$8,374.46)
Membership	\$2,000	\$2,000	\$1,735.00	(\$265.00)
Directory Income	\$0	\$0	\$0.00	\$0.00
Education Donations	\$0	\$0	\$0.00	\$0.00
Note: Includes Storch but not Young				
Student Travel Donations	\$0	\$0		\$0.00
Net Silent Auction	\$2,500	\$2,500	\$0.00	(\$2,500.00)
Note: .5 auction and no wine tasting revenue				
Total Income (+)	\$13,500	\$13,500	\$2,361	(\$11,139.46)
Expenses				
Administration				
Accounting/Tax Preparation	\$1,450	\$1,450	\$0	\$1,450.00
Insurance	\$265	\$265	\$0.00	\$265.00
Bank Charges	\$275	\$275	\$0.00	\$275.00
Corporate Filing Fee	\$136	\$136	\$0.00	\$136.00
Membership Postage and Copying	\$0	\$0	\$0.00	\$0.00
Office Supplies	\$0	\$0	\$0.00	\$0.00
Administration Subtotal (rounded)	\$2,126	\$2,126	\$0	\$2,126.00
Communications				
Directory	\$0	\$0	\$0.00	\$0.00
Newsletter Postage	\$0	\$0	\$0.00	\$0.00
Website Contract and Miscellaneous	\$882	\$882	\$0.00	\$882.40
Journal	\$4,000	\$4,000	\$0.00	\$4,000.00
Communications Subtotal (rounded)	\$4,882	\$4,882	\$0	\$4,882.40
Florida Section Support				
Membership Expenses (Shirts)	\$600	\$600	\$89.38	\$510.62
Travel (VP to National)	\$1,000	\$1,000	\$0.00	\$1,000.00
Awards (Recognitions at Section Annual Meeting)	\$550	\$550	\$0.00	\$550.00
Florida Section Support Subtotal	\$2,150	\$2,150	\$89	\$2,060.62
Grants				
Storch (2 @ \$1,500)	\$3,000	\$3,000	\$0.00	\$3,000.00
Butler (5 @ \$500)	\$2,500	\$2,500	\$0.00	\$2,500.00
Herbert (1 @ \$500)	\$500	\$500		\$500.00
High School	\$1,000	\$1,000	\$0.00	\$1,000.00
Poster Sessions/Miscellaneous	\$1,000	\$1,000	\$0.00	\$1,000.00
Grants Subtotal	\$8,000	\$8,000	\$0	\$8,000.00
Student Support				
Travel to Bi-Monthly Meetings	\$3,000	\$3,000	\$0.00	\$3,000.00
Travel to National Meetings (board members)	\$1,500	\$1,500	\$0.00	\$1,500.00
Young Travel to Annual Meeting	\$500	\$500		\$500.00
Student Support conf attendance (Just added this line 8/4/14)	\$6,200	\$6,200	\$1,079.38	\$5,120.62
Active Student Chapter Support	\$900	\$900	\$420.00	\$480.00
Student Support Subtotal	\$12,100	\$12,100	\$1,499	\$10,600.62
Total Expenses (-)	\$29,258	\$29,258	\$1,589	\$27,669.64
Anticipated Checking Balance Carried Forward	\$9,999	\$2,242	\$23,529	\$13,530.18

Equals 2015 ending checking balance +/- transfers + income - expenses