

## Georgia Chapter A&WMA Board Meeting Minutes

December 11, 2020

**Present:** Shanna Alexander, Shira Colsky, Charlie Denton, Steve Ellingson, Elisabeth Munsey, Kim Sanders, Ashley Ward, Tom Wurzinger

**Absent:** Joey Dean, Chris Hurst, Katy Lusky

### 1. CALL TO ORDER:

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

Kim  
Sanders

### 2. SECRETARY'S REPORT:

The Meeting Minutes for November 11<sup>th</sup> were reviewed and approved. (Charlie/Shira)

Shanna  
Alexander

### 3. TREASURER'S REPORT:

Katy submitted the following report:

Katy Lusky  
(NA)

**Reporting Period:** Nov 14 – Dec 11, 2020

Current Wells Fargo Balance = \$10,256.49

Current PayPal Balance = \$6,412.15

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

\$190.31 – MemberClicks (Nov)

\$39.99 – Reimbursement to Ashley Ward for YP activities in October

\$16.95 – Merchant Services (Dec) – pending as of 12/10/20

\*Pending reimbursement of \$39.99 to Ashley Ward for YP activities in October.

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

None

#### **Other Business:**

\$149.90 Ashley submitted Zoom subscription to Katy this week.

### 4. COMMITTEE REPORTS:

#### Education/Scholarship:

- Elisabeth announce two winners (GSU and UGA). Both will be at the holiday Brown Bag and both will be giving presentations. A total of 17 scholarship applications were submitted. It was reported that 24 abstracts were received in 2019. The historic high was 30 submissions. For tracking purposes, Elisabeth will confirm totals over the previous years and send to Steve to report.
- Elisabeth is brainstorming easier ways to focus scholarship efforts which includes establishing more college/university points of contact to send information. Elisabeth will continue to seek out new ideas from the Board.
- Steve suggested assigning 1 or 2 schools per person and each person would then develop a close relationship with their point(s) of contact (e.g., college deans,

Elisabeth  
Munsey

department chairs, graduate counselors, professors, etc.). This would allow for widespread outreach and could be a mechanism to better parse out the work.

- Elisabeth mentioned that she has a list of people that respond directly to her and that she can assign people certain schools to focus on.
- Steve suggested that a request be made for pictures of the winners (headshots or Zoom screen capture) to put in the newsletter and that this be sent to the schools of these individuals so that the school gets some recognition also.
- Kim mentioned that she informed Southern Section (SS) chairs that Shanna will act as the liaison for the GA Chapter.
- Elisabeth proposed aligning the timing of our scholarship awards with SS scholarships so that students can receive this info concurrently.

#### Young Professionals:

- Ashley reported that the “Ugly Sweater” holiday event is still scheduled for next Thursday and that four individuals have RSVP’d thus far. An email reminder will be sent out next Monday. Ashley Ward
- Ashley announced that she purchased the Zoom subscription and will include the Zoom link in the updated event flyer.
- Kim mentioned that she will continue to get the word out to the YPs at Wenck and encouraged others to do the same.
- Shanna suggested that Elisabeth sends out the event flyer to the scholarship list.

#### Brown Bag:

- The virtual holiday brown bag is scheduled for December 16<sup>th</sup> and will feature U.S. EPA wastewater/coronavirus monitoring and impact on public health. Kim reported that Shira has sent out the flyer already and have received 4 RSVPs thus far and 2 are the students that are going to present. An email reminder will be sent later today. The proposed agenda is as follow: 3-4 PM log-in for the webinar, 4-5 PM Zoom link active with scholarship presentation at 4:30 and networking at 5 PM. Shira Colsky (NA)
- Kim stated that she will suggest to Shira brainstorming future brown bag ideas (Elisabeth provided new ideas for the scholarship, Ashley for YP, and Shira for the virtual meetings through end of 2021; possible hybrid for 2021 – half virtual and half in-person). Shira will be looking for speakers for 2021 that can talk directly to the group. Kim stated that with Wenck’s recent merge with Stantec that she should have some interesting speakers for Shira in 2021.

#### Membership:

- Steve sent out the updated membership contest information and the membership update report (minimal change from the previous month). **[See Membership Update report attached]**. Steve Ellingson
- An email was sent to the group on December 9<sup>th</sup> that summarizes where we stand with the membership contest results. A total of three new members were added to the Chapter and we are in parallel with historic trends. Steve urged that we get more people involved in the membership drive and mentioned the valuable incentives in

doing so. The drive will run the first week in January 2021 to see if there are other members interested. Steve is still tracking and urge that we encourage all chapter members to get involved in the membership drive. He will run the report on Jan. 8 and then announce the winners. Steve mentioned that Shanna is still leading with three newly added members.

Database/Website:

Charlie  
Denton

- Shira added the brownbag to “Upcoming Events” on the website and will add the pics of the scholarship winners. The newsletter from Steve was also posted.

**5. OLD BUSINESS:**

- Shanna presented a summary of the Bylaws and discussed the key updates (mostly language cleanup). Feedback has been received from Katy, Shanna, Steve, and Charlie.
- Steve mentioned that there were some procedures or policies mentioned for different committees that do not exist or are lacking and suggested that reference to these be delete from the Bylaws or we commit to establishing such procedures or policies. Steve further commented that the nomination and election processes do not make sense in terms of what we are currently doing (i.e., language is too specific). An example provided was the listing a specific date for nominations (i.e., October 1<sup>st</sup>). It was recommended that the Bylaws be written in a general and practical way and that the nomination process be aligned with what we are currently doing (e.g., two-year terms). The Board will continue to discuss and revise the Bylaws as needed.
- Kim discussed planning for the Spring reg conference and suggested that we consider the success of pre-recorded sessions using the Zoom application. She also suggested that we come up with a list of potential speakers. The conference is anticipated to be held in April/May 2021.
- Tom cautioned that we become aware of other scheduled conferences to avoid competing for participants. He also suggested modifying the timeframe from two days to one day so that participants can remain engaged. Tom put forth an alternative option to host the conference over two half-days. Tom further discussed the importance of awarding professional credits for attending the conference. This could be a marketing tool to attract those certified professionals looking to meet their continuing education requirements to maintain their professional license(s). Tom gave an example of having to purchase PDA hours for the first time due to the lack of conferences being held.

**6. NEW BUSINESS:**

- Kim announced that the SS needs to appoint a new Director from Georgia because her position expires on December 21<sup>st</sup>. Kim mentioned that she will remain on the SS Board and the new SS Director will remain in effect through 2022. Shanna inquired about the duties and responsibilities of this position. Due to time constraints, Kim will email the roles/duties for the SS Director to the group following the meeting.

- Kim reminded Committees to begin thinking about new and better ways of conducting their duties in 2021. Kim called for an internal pre-planning meeting to be held to go over improvement areas including having breakout committee meetings to scope out what will be done to effectively execute new ideas in 2021.

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**NEXT MEETING:**

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**January 8, 2021** by Zoom video conferencing – 10:00 am Eastern (Meeting adjourned at 11:03 AM)



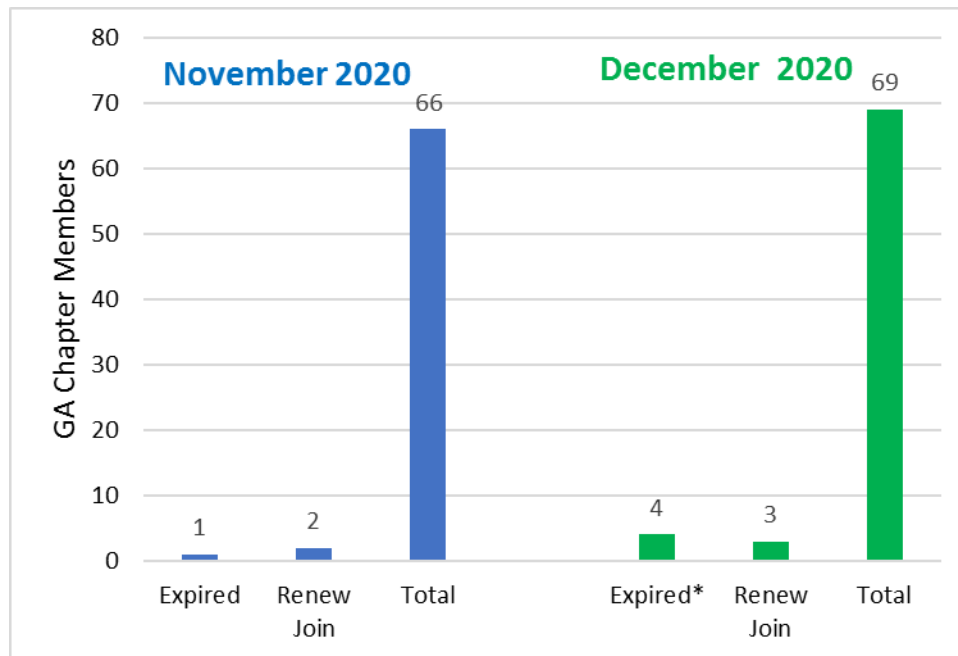
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**Agenda**  
**A&WMA GA Chapter - Executive Board Meeting**  
**December 11, 2020; 10:00 a.m. Eastern**  
**Conference Call-in: 1 (408) 650-3123, Passcode: 790-678-541**  
One-touch: <tel:+14086503123,790678541#>

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|---|-----------------------------------|
| <b>1. CALL to ORDER:</b>  | Kim Sanders                       |
| <hr/>   |                                   |
| <b>2. SECRETARY'S REPORT:</b><br>Approve October 9 <sup>th</sup> meeting minutes, post to website.<br>Status of Director/Officer Elections                        | Shanna Alexander                  |
| <hr/>   |                                   |
| <b>3. TREASURER'S REPORT:</b><br>Current balances<br>Upcoming expenses  | Katy Lusky                        |
| <hr/>   |                                   |
| <b>4. COMMITTEE REPORTS:</b>  |                                   |
| <u>Scholarship</u><br>Evaluation of results summary   | Elisabeth Munsey                  |
| <u>Young Professionals</u><br>Update on upcoming "Ugly Christmas Sweater" event   | Ashley Ward                       |
| <u>Brown Bag</u><br>Next Brown Bag date/topic   | Shira Colsky                      |
| <u>Membership</u><br>Membership update/contest  | Steve Ellingson                   |
| <u>Database/Website</u><br>Posting of White Paper and calendar updates  | Charlie Denton                    |
| <hr/>   |                                   |
| <b>5. OLD BUSINESS</b>  |                                   |
| <ul style="list-style-type: none"><li>• 2021 Spring Reg Conference Pre-Planning/Brainstorm session</li><li>• Update from Bylaws review/Proposed changes</li></ul> |                                   |
| <hr/>   |                                   |
| <b>6. NEW BUSINESS</b>  |                                   |
| <ul style="list-style-type: none"><li>• Southern Section Director position open</li><li>• Committee Plans for 2021 (new ideas, new committees, etc.)</li></ul>    |                                   |
| <hr/>   |                                   |
| <b>7. NEXT MEETING</b>  | January 8, 2021 -<br>10:00 am EST |
| <hr/>   |                                   |
| <b>8. ADJOURN</b>   |                                   |

**Monthly Membership Update**  
**December 9, 2020**  
**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 (October)**

- Participated in November 13, 2020, Executive Board Meeting.
- Membership contest status:
  - Membership contest flyer posted to website and sent to membership November 18<sup>th</sup>
  - Joey Dean enrolled **one** new member in November
  - Shanna Alexander enrolled **two** new members in October
- GA/A&WMA Newsletter posted to website and sent to membership November 17<sup>th</sup>
  - Planning Newsletter/Outreach Committee for 2021

**Proposed Activities (December)**

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

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

A&WMA ID*	Membership Expiration Date (projected)	
1256245	12/31/2020	
1254349	12/31/2020	
1174975	12/31/2020	
1244795	12/31/2020	
A&WMA ID*	Most Recent Join/Renew Date	
1257548	11/24/2020	
1252442	12/3/2020	
1254365	12/3/2020	

\* = 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