

Georgia Chapter A&WMA Board Meeting Minutes

March 12, 2021

Present: Mark Aguilar, Shanna Alexander, Shira Colsky, Joey Dean, Steve Ellingson, Katy Lusky, Elisabeth Munsey, Brett Owen, Kim Sanders, Matt Talbert, Ashley Ward

Absent: Hannah Behar, Charlie Denton, 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
The Meeting Minutes for February 12th were reviewed and approved. Shanna reported on the Southern Section Program Committee meeting.
- 3. TREASURER'S REPORT:** Katy Lusky
Katy submitted the following report:

Reporting Period: Feb 13 – Mar 12, 2021

Current Wells Fargo Balance = \$8,196.01
Current PayPal Balance = \$5,412.15
Total Assets = \$13,608.16

Major Debits (WF & PP):
\$197.21 – MemberClicks (Feb)
\$16.95 x 2 – Merchant Services (Feb and Mar)
\$70 – 2 Student YP memberships for the scholarship winners (\$35 each)
\$175 – Annual Board Insurance

Major Credits (WF & PP):
None

Other Business:
None
- 4. COMMITTEE REPORTS:**
Education/Scholarship: Elisabeth Munsey/Mark Aguilar
 - Elisabeth raised two questions regarding when to award scholarships and how much money to assign for each award? Elisabeth will put together a time schedule based on this information.
 - Kim stated that we should keep the time schedule the same as the previous years since it worked out well (i.e., award scholarships at the holiday meeting and begin soliciting abstracts once students return to school for the Fall semester).

- Elisabeth stated her preference to offer two scholarship awards which would then allow for two presentations. Katy mentioned that we will probably raise some funds from the June virtual conference so the budget can support two \$1,000 scholarships. Depending on net profit from the summer conference, we may be able to increase awards to two \$1,500 scholarships.
- Elisabeth suggested postponing the decision on award amounts until after the June meeting. No scholarship committee reports are expected until the end of the summer.

Young Professionals:

- Matt announced that the YP committee is still trying to get a YP webinar rolled out. Anticipate hosting a webinar once per quarter (late Mar/early April). Ashley Ward/Matt Talbert
- Kim will be the inaugural speaker and proposed early April for the webinar.
- Ashley is considering a Saturday hiking event or virtual happy hour ---will be worked in around the YP webinar.
- YP list has been uploaded to the Zoom log-in account Gmail for collective use. This is the current YP list, but email cleanup needed.
- Ashley attended a call with other SS Chapter YPs about what they are doing in terms of fun networking opportunities at conferences. Some chapters are charging a minimal event fee for folks to participate in game night. Will discuss fundraising ideas during the April BOD meeting.

Brown Bag:

- The last virtual brown bag held on February 19th was very successful. Steve Colsky/Keith Ziobron (N/A)
- Shira is looking for another topic between April and June. Matt potentially has some topics from GHD to share. Shira will reach out to Keith for some assistance in coordinating brown bag speakers.
- Shira encouraged the group to send her a list of speakers for future brown bag seminars. Shira is okay with having more than one brown bag per quarter.
- Kim suggested the East TN Chapter's "Measurement of PFAS in Stack Gas" brown bag seminar being presented by a lab. Shira stated that she can also pool Geosyntec's PFAS team.
- Shanna suggested the MS Chapter's topic from ALL4 on the MACT standards that are coming up for update and is quite topical.
- Elisabeth mentioned that her supervisor at GAEPD (Jim Boylan) accepted the invitation to present on Covid-19 impacts on air quality for the April brown bag.

Membership:

- Steve Ellingson provided an overview of the membership update report for February. There is a consistent downward trend in membership for all SS Chapters. The GA Chapter had the smallest decline in numbers. Of the 44 attendees, 14 had current GA Chapter memberships. A "Thank You / Join the Association" email

was sent to all 44 attendees of the February brown bag seminar. **[See Membership Update report attached].**

- Steve reported that he, Kim, and Katy received training on MemberClicks (the backend of the website) which laid out the process for people signing onto the website. This would allow for better tracking of the website activity along with a process to convert website-subscribed members to National members. Steve questioned why someone would subscribe/log-in to the Chapter's website (i.e., would they receive or see something different as a subscriber vs non-subscriber).
- Katy explained that the Board has flexibility to change how much content members can see (e.g., meeting members, brown b. Currently, only members can see who the other members are -- not a lot of difference right now between subscribers/non-subscribers but can change this behind the scenes.
- Katy cautioned against restricting too much because could end up not providing enough information to the general public (e.g., promotional events like conferences and brown bag events).
- Steve circulated two user manuals on how to subscribe to get onto the website and how to convert those subscribed members to a National Member. MemberClicks has about 80 people that fall under GA Chapter. Steve suggested deleting everyone and porting over the current active GA chapter database.
- Katy cautioned that while it is technically possible to do this, doing so may delete the log-in information for all 80 existing members resulting in them having to recreate their membership profile. Instead, Katy suggested matching the active Chapter list of 70 to the outdated list of 80 and downgrade the 10 people such that they still have access to the website but dropped from the National Membership list.
- Katy also suggested that Ashley (YP), Shira (Brown Bag), and Charlie (MemberClicks) send out an alert to Steve/Kim/Katy if they were to get returned emails so that those emails can be removed from the larger MemberClicks list.
- Steve announced that he is planning to put together a tutorial for the scholarship committee on how to get scholarship winners their free student memberships ahead of time so that the scholarship committee can have this information before making out the rewards to them.
- Katy, Steve, and Kim will set up a future meeting to sort out the process for cleaning up the MemberClicks and GA Chapter email lists.

Database/Website:

- MemberClicks cleanup needed for website. Must ensure that the calendar of events is current since the newsletter now links readers to it.

Charlie
Denton (N/A)

Newsletter/Publication:

- Brett mentioned that the goal was to issue the newsletter last Monday. However, further discussion is needed on how to rollout the newsletter. The committee will meet today to discuss the rollout (email distribution lists) and will aim to release our second newsletter on March 15th.
- New ideas for articles, employee spotlight with bios, and links to more in-depth items (e.g., calendar events) to come. Brett mentioned that the committee is

Hannah
Behar (N/A)/
Brett Owen

using a new program called Lucidpress to create the newsletter which allows multiple people to post ideas independently and simultaneously.

- Shanna reminded Brett to advertise the regulatory conference in June and the SS section conference in the newsletter.

5. OLD BUSINESS:

- Kim mentioned that Charlie presented the draft Bylaws to SS and received one set of comments back from the West TN Chapter (Richard Wales). SS will be voting by email to approve the Bylaws prior to sharing to the GA Chapter Membership. Shanna and Charlie are to get together to review and finalize the Bylaws and send back over to SS for approval.
- Kim announced that the SS Director position is still open. Shanna nominated Brett Owen for the position. Brett and Kim will meet separately to discuss this role and his decision.
- Shanna suggested scheduling a meeting with the Board to review the Annual Report prior to submission. Shanna will coordinate schedules and send out a calendar invite for the meeting. Shanna mentioned that the only outstanding item was the summary of the brown bag seminars (# attendees, speaker name/topic, successful/unsuccessful, etc.). Once approved, Shanna will submit the Annual Report before the deadline of 3/31.

6. NEW BUSINESS:

- Kim announced that the SS conference will be in-person and is typically 2-3 days. GA Chapter will be assisting MS as needed.
- Shanna and Steve participated in a call with two National A&WMA conference planners who shared their recommendations on the pros/cons of hosting a virtual versus in-person conference. Shanna mentioned that feedback was received on attendee pricing, how to effectively put together a conference planning schedule, assigning tasks with fixed deadlines, and examples for sponsorship exhibits including creative ways for getting sponsors recognized.
- Katie mentioned that June is too early for in-person and that we should plan for all virtual and select a platform (Zoom or Teams). Kim suggested discussing this at the next conference planning committee meeting (end of March/early April). Kim will send out a calendar invite to the group to see who would like to assist with the planning.
- It was suggested that Kim attach the contents from Shanna's email sent prior to the meeting which summarizes the discussion points and includes attachments of examples sent from National. This will help bring everyone up to speed on the planning process.

NEXT MEETING:

April 9, 2021 via Zoom video conferencing – 10:00 am Eastern (Meeting adjourned at 11:06 AM)

Agenda
A&WMA GA Chapter - Executive Board Meeting
March 12, 2021; 10:00 a.m. Eastern
Join Zoom Meeting:

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

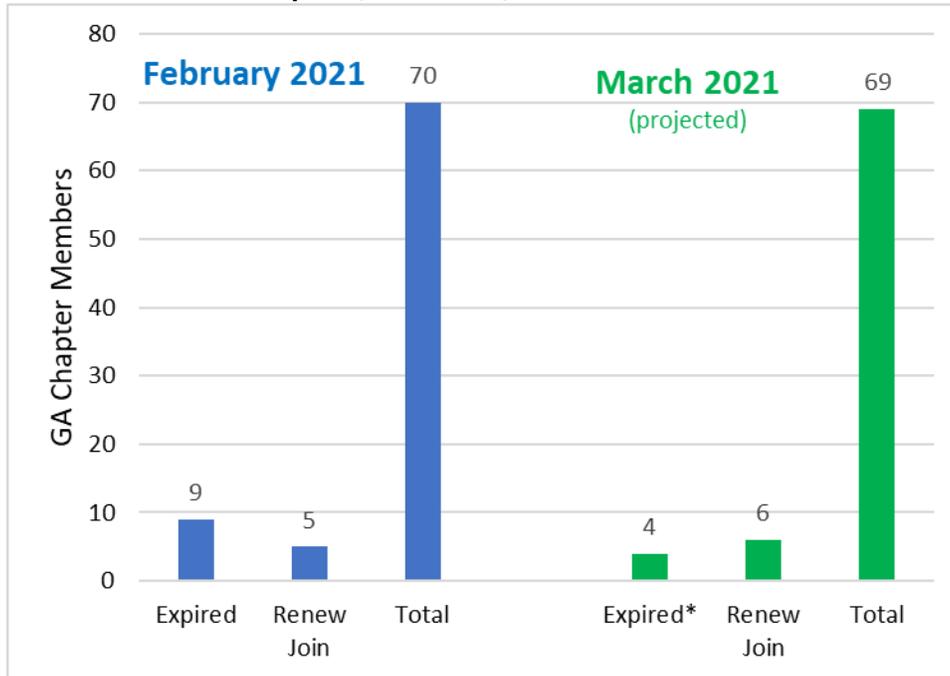
Meeting ID: 859 8701 2800, **Passcode:** 716446#

One-touch: <tel:+1-301-715-8592> | [859 8701 2800#](tel:+1-301-715-8592)

1.	CALL to ORDER:	Kim Sanders
2.	SECRETARY'S REPORT: Approve February 12 th meeting minutes, post to website.	Shanna Alexander
3.	TREASURER'S REPORT: Current balances Upcoming expenses	Katy Lusky
4.	COMMITTEE REPORTS:	
	<u>Scholarship</u> Status update	Elisabeth Munsey/ Mark Aguilar
	<u>Young Professionals</u> Status update	Ashley Ward/Matt Talbert
	<u>Brown Bag/Program</u> Upcoming and future brown bag events	Shira Colsky/Keith Ziobron
	<u>Membership</u> Membership update report	Steve Ellingson
	<u>Database/Website</u> Status update	Charlie Denton
	<u>Newsletter/Publications</u> Status update	Hannah Behar/Brett Owen
5.	OLD BUSINESS	
	<ul style="list-style-type: none"> • GA Chapter Bylaws forwarded to Southern Section for Comment / Approval via Email Vote • Southern Section Director – Open Position • Annual Report - Status Update (due March 31st) 	
6.	NEW BUSINESS	
	<ul style="list-style-type: none"> • Updates from 2021 Spring Reg Conference Pre-Planning – Committee Meeting with National A&WMA • Southern Section Conference planned for September 2021 	
7.	NEXT MEETING	April 9, 2021 -10:00 am EST
8.	ADJOURN	

Monthly Membership Update
March 10, 2021
Steve Ellingson, Principal, Vatten Associates
Steve.Ellingson@VattenAssociates.com

Current Status of Expired, Renewals/New Joiners and Total Members



* = Projected to expire

Activities in Previous Month (February)

- Participated in February 12, 2021, Executive Board Meeting
- Co-presented brown bag on February 19, 2021 with Rich Glaze, Barnes & Thornburg on “*New Presidential Administration: Big Air & Waste Changes?*” Forty-four Zoom participants, 14 are GA Chapter members.
- Participated in February 22, 2021, MemberClicks (website) training
 - Prepared guide on “*Promoting Prospects to National Members*” for internal review/comment (see 2/28/21 email w/ attachments)
 - Prepared guide on “*New National Members getting Access to GA Chapter Website*” for internal review and comment (see 2/28/21 email w/ attachments)
- Provided membership information on February 28th for the Annual Report.

Proposed Activities (February)

- Contact via email to **four** current members that are projected to have their membership expire in March. Remind them to renew their membership.
- Send “welcome” email to **six** people that joined/rejoined their A&WMA membership.
- Work with Gerald Armstrong, A&WMA Member Services Coordinator to obtain student membership for the two scholarship winners; prepare process guide to explain how to obtain these student members in the future.
- NOTE: Two scholarship winners should have received their student memberships on March 5th.

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

A&WMA ID*	Membership Expiration Date (projected)	
<i>Projected to Expire in March (n = 9)</i>		
1254934	3/31/2021	
1012584	3/31/2021	
1256542	3/31/2021	
1005350	3/31/2021	
A&WMA ID*	Most Recent Join/Renew Date	
<i>Joined/renewed in February (n =5)</i>		
1257740	2/1/2021	
1256401	2/4/2021	
1254583	2/15/2021	
8233	2/15/2021	
1254550	2/22/2021	

* = 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

