

BOARD OF DIRECTORS MEETING AGENDA
March 14, 2014
Palm Beach Gardens, Florida
10:00 am – Borland Center

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
 - * abstracts provided for Grimmert, Cox, and Schwartz
- e. Revisions to Agenda - discuss 501(c)(3) renewal

II. Reports

- a. Presentation of November Minutes – Kristin Bennett

- * revisions made based upon comments received. Motion to accept passed.

- b. Presentation of Treasurer Report- Gary Howalt for Mark Diblin

- * Carol Hinton to switch contact from her to Mark Diblin as Treasurer.

- * Ft Myers meeting income approximately \$3,000. Profit is approximately \$686. Extra funds will go to the ASCE chapter at FGCU. Total attendance of 206 including 108 students and 16 speakers. FGCU school of engineering covered the costs for 65 students. AWRA Florida section covered the costs for 11 Oxbridge Academy students. FGCU covered the costs for Carol Snead's travel.

- * Checking account - \$22,912.38

- * Previous EC will transfer the bank signatories. Currently have 5 on the account, will reduce it to 2 (President and Treasurer)

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

- i. Education – Kristin Bennett

- Application forms are being revised to enable online submittals. Applications will be posted by April 1. Deadline to apply is May 1. All board members are encouraged to promote the grants, awards and scholarships.

- ii. Website – Jeremy McBryan

- Jeremy prepared a presentation about some of the functions on the website including editing profiles and online payment

- Request that Jeremy look into process to prevent multiple messages being sent if a person has already registered for a meeting/event.

iii. Membership - Joanne Chamberlain

- No report provided

iv. Newsletter – DelCharco – Items due March 31

- Don Duke to submit Ft. Myers summary for the newsletter and national
- All Board members are encouraged to submit items of interest and pictures.

v. PDH Credits - Shayne Wood

- March meeting approved for 3 credit hours
- For future meetings be sensitive to the time for the PDF credits

vi. Student Support

1. FIU – Deborah Tyson – need to follow up with Debbie to confirm she wants to remain the contact and to provide direction on what to do
2. FGCU – Don Duke & Ron Edenfield - Chapter not yet active but Don Duke is reaching out to additional students and anticipates getting the chapter revived
3. USF - Gregg Jones
4. UNF - Gary Howalt & Shayne Wood – Having difficulty finding professors to get involved. ESI is running an intern program through UNF. Taylor has interns from engineering but minimal support from professors
5. UF - Michael DelCharco & Carol Hinton - UF continues to be active and has hosted guest speakers including Mark Diblin. Students are asking many questions about the profession and the types of jobs that are available. The student chapter is doing a Save the Springs Event in April.
6. UCF - Catherine Walker (need to change)

vii. Watershed Journal - DelCharco

- Discussion held re: FWJ Website traffic <http://www.flwatershedjournal.org/>
- Lisa Sterling (CDMSmith) wants us to link websites to mine for information. Suggested she access AWRA national and NAEP sites for mining data. If other sites will be of value, please forward suggestions to Michael DelCharco who will forward to Lisa Sterling.
- Suggestion made to include a reference to the Watershed Journal in our newsletter
- Suggestion made to put the Watershed Journal on the agenda to discuss at the November meeting (Shayne Wood)

- Shayne Wood followed up with Teresa Thorton who expressed interested in joining the Watershed Journal Board.
- There is a perception the Watershed Journal has been a heavy emphasis on water resources. Will look for future board members in the waste water arena

viii. Social Media - DelCharco

- Postings ongoing Facebook and LinkedIn.
- Jeremy McBryan looking at integrating the services so that one posting will go to multiple sources.
- Board members encouraged to go to the sites and comment on postings to generate more attention to the AWRA Florida section social media outlets.
- To be accepted to the groups, must have at least one connection.

d. National News - Don Duke

- The November 3-6, 2014 meeting will be held in Tysons Corner, Va “Fifty Years of Water Resources.” The call for abstracts is out now with abstracts due mid-May.
- The Call for nominations for awards is out. Board members are asked to consider potential nominees.
- Gary Howalt to prepare the annual report/Chapter of the Year nomination. Reminded to highlight working with other groups (Ft. Myers meeting) and that the Florida Section is not involved in political activities.
- The 2015 meeting will be held in Denver, Co.
- National wants to reach out to state sections to find out what they can deliver better.
- Suggested National information be posted on our various social media sites.
- Carol Hinton to email Ken Reid or Mike Kowalsky to notify them of the new Florida Section officers.

e. Future Meetings

1. May 16 – Ormond Beach - Cathy Vogel leading; Anderson Price Memorial Building. See attached draft agenda.
2. July 17 & 18 - Key Largo – DelCharco, Wallace, Howalt, Doblin, Bennett
 - To be held at the Murray Nelson Government Center in Key Largo
 - Blake Guillory committed to speak
 - A list of hotels will be provided but specific lodging arrangements will not be made.
 - Seeking a venue for the President’s reception and awards dinner (Thursday)
 - There will be an ecotour on Friday afternoon
 - For the silent auction, considering offering fewer higher priced items. Will have to take relocating the items between the meeting location and Thursday night social if we end on Friday. Will include request in the newsletter.

3. September 19 – Walt Reigner – Orlando/Lakeland area

4. November - 17 Jacksonville – Shayne Wood

5. Field trip to Cuba - Original contact has fallen through. Looking into other options.

III. Unfinished Business

IV. New Business

- Need name tags for new BOD members – Krista Sabin and Carol Hinton

-AWRA shirts – Dave Watt can order AWRA items. Provide your own item. (Kristin will follow up with Dave to confirm)

-501(c) form needs to be updated. Gary Howalt to provide Mark Diblin with the federal ID number. Suggest using Mark's office address.

-Audit: suggest using same tax preparer as we did last year. Located in Gainesville.

- Regional Gatherings – DelCharco – suggestion to encourage periodic regional gatherings to encourage the ongoing conversation about water resources. Can set up any type of event: brown bag, happy hour, volunteer event.

V. BOD Comments

VI. Member & Guest Comments

VII. Adjourn – 11:15 a.m.

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- d. Technical Program Documentation – ?
- e. Revisions to Agenda -

II. Reports

- a. Presentation of November Minutes – **Kristin Bennett**
- b. Presentation of Treasurer Report – **Gary Howalt**
- c. Committees – **Bold** Items are Scheduled for Discussion, Others as Needed

i. **Education –Kristin Bennett**

1. Grant, award and scholarship Applications due May 1

ii. **Website – Jeremy McBryan**

1. Doing presentation at today's meeting

iii. **Membership - Joanne Chamberlain**

iv. **Newsletter – DelCharco – Items due ?**

v. **PDH Credits – Shayne Wood**

vi. **Student Support**

1. FIU – Deborah Tyson (*need to confirm*)
2. FGCU – Don Duke & Ron Edenfield
3. USF – Jay Yingling (*need to change*) –
4. UNF – Gary Howalt & Shayne Wood – can't find professors to get involved. ESI is running an intern program through UNF. Taylor has interns from engineering but minimal support from professors.
5. UF – Michael DelCharco & Carol Hinton – UF continues to have presentations.
6. UCF – Catherine Walker (*need to change*)

There are only 16 student chapters through NAEP

vii. Watershed Journal – DelCharco

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<http://www.flwatershedjournal.org/>
2. Lisa Sterling (CDMSmith) wants us to link websites to mine for information. Suggested she access AWRA national and NAEP sites for mining data. If other sites will be of value, please forward suggestions to Michael DelCharco who will forward to Lisa Sterling.
3. Suggest including a reference to watershed journal in our newsletter
4. Suggest putting item on the agenda to discuss at the November meeting (Shayne)

viii. Social Media – DelCharco

1. Postings ongoing Facebook and LinkedIn.
2. Jeremy looking at integrating the services.

d. National News – Don Duke

e. Future Meetings:

1. May 16 – Ormond Beach - Cathy Vogel leading; Anderson Price Memorial Building
2. July 17 & 18- Key Largo – DelCharco, Wallace, Howalt, Doblin, Bennett
 - a. Blake Guillory committed to speak
3. September - **Walt will check with his office**
4. November - Jacksonville – Shayne Wood
5. Field trip to Cuba – Insight Cuba – Cathy found Cuban contacts; Insight Cuba working on vetting by Cuban government for permission to speak. 10-24 people. 5 days 4 nights in Havana ~\$2,600 pp hotel travel and visas + ~\$600 airfare out of Miami.

III. Unfinished Business

IV. New Business



American Water Resources Association

**Board of Directors Meeting
March 14, 2014
Palm Beach Gardens**

Executive Committee

Michael DelCharco, P.E.

President

Jacksonville

Gary Howalt, P.W.S.

Vice-President

Jacksonville

Kristin K. Bennett, Esq.

Secretary

Stuart

Mark Diblin, P.G.

Treasurer

Gainesville

Carol Hinton

Past President 2013

Gainesville

Annette Carter

Past President 2012

Stuart

Board of Directors

Ed Call

Brooksville

Catherine Katsikis

Royal Palm Beach

Joanne Chamberlain, P.E.

Jacksonville

Richard Creech, P.E., P.S.M.

Stuart

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

Ft. Myers

Carol Howard

Sebring

Gregg Jones

Tampa

Jeremy McBryan, P.E., CFM

West Palm Beach

Walt Reigner, P.E., CPESC

Lakeland

Krista D. Sabin

Palm Beach Gardens

Catherine A. Walker, P.E.

Palatka

Garrett Wallace

West Palm Beach

Shayne Wood, P.E.

Jacksonville

Bennett	Kristin	<i>Kristin Bennett</i>
Call	Ed	X
Carter	Annette	X <i>Annette Carter</i>
Chamberlain	Joanne	X <i>Joanne Chamberlain</i>
Creech	Richard	<i>Richard Creech</i>
DelCharco	Michael	<i>Michael DelCharco</i>
Diblin	Mark	<i>Mark Diblin</i>
Duke	Don	<i>Don Duke</i>
Hinton	Carol	<i>Carol Hinton</i>
Howalt	Gary	<i>Gary Howalt</i>
Howard	Carol	<i>Carol Howard</i>
Jones	Gregg	<i>Gregg Jones</i>
Katsikis	Catherine	X
McBryan	Jeremy	X
Reigner	Walt	<i>phone</i>
Sabin	Krista	<i>Krista Sabin</i>
Walker	Catherine	X
Wallace	Garrett	<i>phone</i>
Wood	Shayne	<i>S. Wood</i>

Guests

<i>Rosanne Clemente</i>
<i>Katrina Myers - CDM</i>

a. Regional Gatherings – DelCharco

V. BOD Comments

VI. Member & Guest Comments

VII. Adjorn

2014 AWRA Florida Section Budget

Note: does not include Young income or expense

	Budgeted	3/11/2014 To Date	Difference
Anticipated Year End Checking Balance (+) (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012)	\$28,009.36	\$ 22,912.38	(\$5,096.98)
Transfer Existing Sandy Young Funds to CD (-)			\$0.00
Transfer Sandy Young Interest to Checking (+)			
Adjusted Year End Checking Balance	\$28,009.36	\$22,912.38	(\$5,096.98)
Income			
Net Meeting Revenues	\$5,000	\$1,823.28	(\$3,176.72)
Membership	\$3,500.00	\$724.00	(\$2,776.00)
Directory Income	\$2,150.00		(\$2,150.00)
Education Donations	\$1,000		(\$1,000.00)
Note: Includes Storch but not Young			
Whele Travel Donations	\$0.00		\$0.00
Net Silent Auction	\$2,000		(\$2,000.00)
Note: .5 auction and no wine tasting revenue			
Total Income (+)	\$13,650	\$2,547	(\$11,102.72)
Expenses			
Administration			
Accounting/Tax Preparation	\$1,950		\$1,950.00
Insurance	\$265		\$265.00
Bank Charges	\$275		\$275.00
Corporate Filing Fee	\$61	\$61.25	\$0.00
Membership Postage and Copying	\$418		\$417.53
Office Supplies	\$100		\$100.00
Administration Subtotal (rounded)	\$3,069	\$61	\$3,007.53
Communications			
Directory	\$2,344		\$2,343.68
Newsletter Postage	\$49		\$48.66
Website Contract and Miscellaneous	\$882	\$242.16	\$640.24
Journal	\$4,000		\$4,000.00
Communications Subtotal (rounded)	\$7,275	\$242	\$7,032.58
Florida Section Support			
Membership Expenses (Shirts)	\$600		\$600.00
Travel (VP to National)	\$1,000		\$1,000.00
Awards (Recognitions at Section Annual Meeting)	\$250		\$250.00
Florida Section Support Subtotal	\$1,850	\$0	\$1,850.00
Grants			
Storch (2 @ \$1,500)	\$3,000		\$3,000.00
Butler (5 @ \$500)	\$2,500		\$2,500.00
Herbert (1 @ \$500)	\$500		\$500.00
High School	\$1,000		\$1,000.00
Poster Sessions/Miscellaneous	\$250		\$250.00
Grants Subtotal	\$6,250	\$0	\$6,250.00
Student Support			
Travel to Bi-Monthly Meetings	\$3,000	\$207.00	\$2,793.00
Travel to National Meetings	\$1,500		\$1,500.00
Young Travel to Annual Meeting	\$500		\$500.00
Active Student Chapter Support	\$900		\$900.00
Student Support Subtotal	\$5,900	\$207	\$5,693.00
Total Expenses (-)	\$24,344	\$510	\$23,833.11
Anticipated Checking Balance Carried Forward	\$17,316	\$24,949	\$7,633.41
Equals 2014 ending checking balance +/- transfers + income - expenses			

2014 Meeting Summary							
	Fort Myers	Palm Beach	Ormond Beach	Key Largo	Central FL/V	Jacksonville	
	1/31/2013	3/14/2014	5/1/2014	7/1/2014	9/1/2014	11/1/2014	Totals
MEETING FINANCES							
Income							
Registrations	\$ 5,715.00	\$ 490.00					\$ 6,205.00
Dinner/lunch Guest							\$ -
Sponsors	\$ 3,787.00	\$ 800.00					\$ 4,587.00
Other Income (Drinks, etc)							\$ -
Reg On line fee							\$ -
CC fee	\$ (156.59)	\$ (28.12)					\$ 9.00
50/50 Drawing Net Proceeds							\$ -
Student Registration							\$ -
Field Trip							\$ -
Special Event Fundraiser - SA							\$ -
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
Refunds:							\$ -
Subtotal	\$ 9,345.41	\$ 1,261.88	\$ -	\$ -	\$ -	\$ -	\$ 10,607.29
Expenses							\$ -
Facilities/AV	\$ 650.00	\$ 830.18	\$ 680.00				\$ 2,160.18
Meals	\$ 4,525.00						\$ 4,525.00
Meeting Refund	\$ 180.58						\$ 180.58
Special Events Fundraiser							\$ -
Miscellaneous: Travel & Lodging	\$ 418.25						\$ 418.25
Field Trip							\$ -
Misc. Room Rebate							\$ -
Student Scholarship	\$ 500.00						
Poster Prize	\$ 1,000.00						
Distribution to Co-Sponsors							\$ -
Other: Printing							\$ -
Subtotal	\$ 7,273.83	\$ 830.18	\$ 680.00	\$ -	\$ -	\$ -	\$ 8,784.01
Net Meeting Revenue	\$ 2,071.58	\$ 431.70	\$ (680.00)	\$ -	\$ -	\$ -	\$ 1,823.28
Account Balances:				Reserves	Sandy Young	Checking	Totals
				\$ 11,014.52	\$ 60,697.29	\$ 22,912.38	\$ 94,624.19
Attendance				Income			
1/22/2010	Jacksonville	106		Memberships/Renewals	\$ 724.00		
3/19/2010	Gainesville	53		Education Donations			
5/15/2010	Wakulla Springs	66		Sandy Young Donations			
7/16-18/10	Key West	80		Storch Donations			
9/24/2010	Ft Lauderdale	58		Whele Donations			
11/19/2010	Ft. Myers	118	481	Directory Sponsorship			
1/14/2011	Ponte Vedra	103					
3/18/2011	Tallahassee	65					
5/20/2011	Haines City	69		Expense			
7/28-29/11	Key West	84		Chpt Support	\$ 300.00		
9/16/2011	West Palm	55		Dept of State	\$ 61.25		
11/18/2011	Fort Myers	120	496	Whele Support	\$ 207.00		
1/20/2012	Jacksonville	86		Acct Fees			
3/9/2012	Jupiter	56		Butler			
5/18/2012	St. Petersburg	48		Sandy Young			
7/26-27/12	Key West	55		Storch			
9/14/2012	Cedar Key	38		High School			
			283	Awards			
1/25/2013	Ft. Myers	156		Website	\$ 242.16		
3/22/2013	Gainesville	60		Directory			
5/10/2013	Lake Placid	33		Member services			
6/27-28/2013	Cocoa	61		Insurance			
9/20/2013	Marineland	55		Member Services			
11/15/2013	Homosassa	50	415	Misc			
1/30/2014	Ft. Myers	180		Bank Charges			
3/22/2013	Palm Beach Gardens			National			
5/10/2013	Wakulla Springs		180	Herbert Donation			
6/27-28/2013	Key Largo						
9/20/2013	Central FL						
11/15/2013	Jacksonville						

3/11/2014

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Income and Spending

1/1/2014 through 3/11/2014

<i>Subcategory</i>	<i>Total</i>
<hr/> <i>Income Categories</i>	
<i>Meeting Income</i>	
<i>January Credit Card Fee</i>	<i>(156.59)</i>
<i>January Registration</i>	<i>5,715.00</i>
<i>January Sponsorship</i>	<i>3,787.00</i>
<i>March Credit Card Fee</i>	<i>(28.12)</i>
<i>March Registration</i>	<i>490.00</i>
<i>March Sponsorship</i>	<i>800.00</i>
<i> Total Meeting Income</i>	<i>10,607.29</i>
<i>Membership</i>	<i>724.00</i>
<i>Total Income Categories</i>	<i>11,331.29</i>
<hr/> <i>Expense Categories</i>	
<i>Corporate Filing Fee</i>	<i>61.25</i>
<i>Meetings</i>	
<i>January Facility</i>	<i>650.00</i>
<i>January Meals</i>	<i>4,525.00</i>
<i>January Miscellaneous</i>	<i>418.25</i>
<i>January Registration Reimbursement</i>	<i>180.58</i>
<i>March Facility</i>	<i>830.18</i>
<i>May Facility</i>	<i>680.00</i>
<i> Total Meetings</i>	<i>7,284.01</i>
<i>Scholarships/Grants</i>	
<i>Chapter Support</i>	<i>300.00</i>
<i>Poster Prize</i>	<i>1,000.00</i>
<i>Students Sponsorship</i>	<i>500.00</i>
<i>Whele Student Support</i>	<i>5,015.50</i>
<i> Total Scholarships/Grants</i>	<i>6,815.50</i>
<i>Total Expense Categories</i>	<i>14,160.76</i>
<hr/>	
<i>Grand Total</i>	<i>(2,829.47)</i>