

BOARD OF DIRECTORS MEETING AGENDA

September 18, 2014

Tampa, Florida

6:00 pm

I. Call to Order – 6:25

- 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 - TBD
- e. Revisions to Agenda

II. Reports

- a. Presentation of July Minutes – Kristin Bennett
 - a. Motion and second to approve. Passed.
- b. Presentation of Treasurer Report- Mark Diblin
 - a. See attached treasurer's report.
 - b. Current meeting information will be updated following the meeting.
 - c. Revenue is based upon membership and meetings only. Meetings are the most critical element.
 - d. 2015 draft budget presented:
 - i. There is no revenue from the membership directory since the directory is available online. Will delete from 2015 budget.
 - ii. Education donations are lumped together.
 - iii. Need to check with Shayne Wood to determine if we need to keep the Watershed Journal budget item.
 - iv. Education Committee will meet to address revisions to the student support budget.
 - v. **Motion and second to approve the budget. Passed.**

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

- i. **Tellers committee** – Shayne Wood (election results)
 - no write in candidates
 - 69 members voted
 - Ray Scott, Roger Copp, Luna Philips newly elected and all sitting board members were reelected.

ii. **Education** – Kristin Bennett

- **10 students** being supported to attend National

iii. **Membership** – NEED VOLUNTEER

- Rather than “Membership” consider “outreach.” Jeremy McBryan will continue managing membership through Wild Apricot.
- Consider outreach and merchandising to members in addition to recruiting. Check with David Watt to determine if he still has contacts with the company and if he is willing to serve as a point person for those who want to order AWRA merchandise. The Board can promote the opportunity

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

Joanne Chamberlain, P.E.

Jacksonville

Catherine Katsikis

Royal Palm Beach

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

- Since membership is a source of revenue, need to consider recruiting
 - Consider raising membership dues \$25/members and \$5 for students. Will add for discussion at the November meeting.
 - Need to highlight the benefits of membership
- iv. **Newsletter** – Gregg Jones – see attached
- v. **PDH Credits** – Michael DelCharco
- vi. **Student Support**
- FIU –
- FGCU – Don Duke & Ron Edenfield
- On campus meeting held recently. “Meet the professionals night.” Approximately a dozen exhibitors. ~50 students and 20-30 professionals. Led to some internships.
 - 4 groups splitting the cost. AWRA committed \$200. ASCE \$200, Riverwatch \$30 Watershed council \$30. Checks will be sent to Mark Diblin who will issue a check to Aramark.
- USF - Gregg Jones
- UNF - Gary Howalt & Shayne Wood
- UF - Michael DelCharco & Carol Hinton
- UCF -
- Daytona State College – Cathy Vogel
- vii. **Watershed Journal** - DelCharco
- c. **National News** - Don Duke
- a. Florida Section was the recipient of the 2013 chapter of the year award.
 - b. Natalie Nelson from UF was the Herbert recipient.
- e. **Future 2014 Meetings**
1. September 19 – Walt Reigner – Tampa
 - * Recognition to Walt and “his people” for their efforts and also for partnering with Tampa Estuary Program and the FAEP
 - * Reminder that meeting chairs have the discretion to offer complimentary registration for speakers. Must notify Jeremy McBryan or Kristin Bennett to ensure speakers are included on the registration list.
 2. November – 21 St. Augustine – at Flagler College – Shayne Wood. Hot Topics in Water Resources with N Fla focus. BOD meeting will be the morning of the technical session.
 3. February 6 – Ft. Myers – Don Duke and Ron Edenfield
 - *FGCU campus. Formally partnering with FGCU which will pay 20 faculty registrations and 40-50 students. Vestor center student housing will be available again.
 - *“State wide research poster contest” will also be implemented. Will have a formal call for abstracts. Will reach out to every university in the state. Also partnering with 6 or 7 other institutions. 8:30-4:30. BOD meeting night before.
 - *Will need poster reviewers the day of the meeting
 4. **2015 Meeting Schedule**
 - Need meeting chair volunteers.
 - February 6 – Ft. Myers
 - March
 - May

- July 23-34 in Key Largo
 - Garrett to work on arrangements for after dinner gathering location.
 - Silent Auction: Consider having the silent auction at a different meeting. Consider having fewer higher priced items. Consider auctioning services instead of items.
- September
- November

III. Unfinished Business

- Need volunteer for secretary

IV. New Business

a. Getting People to Attend Meetings: Vouchers

- * discussion regarding how to increase attendance.
- * Some organizations offer vouchers for people who volunteer at the meeting. But have to consider financial impact on the meeting.
- * How do we get impressive speakers that draw attendance.
- * Consider scaling back on silent auction, use donations to help fund speakers. Meeting chairs should work budget to account for vouchers. Consider keeping vouchers on a local basis.
- * sponsor draw is to have local WMD people in attendance.

b. Community service opportunity:

*Michelle Traynor, Shriner's Hospital: Suggestion that AWRA and other companies that the AWRA folks represent to team up and have a toy drive for the Shriners Hospital in Tampa. Could be an educational experience for the Shriner's kids learning about how to properly use our water resource as well as spending time with them.

*Florida Institute for Consulting Engineers – looking for teaming partners. Consider inviting to July meeting.

V. BOD Comments

VI. Member & Guest Comments

VII. Adjourn 8:05 p.m.

NEWSLETTER PROCEDURE

Proposed Procedure for Developing the Newsletter

1) First Friday after Board Meeting (7 days after meeting): Send draft material to Gregg. He will compile and review and request edits or more information if necessary. **SEPTEMBER 26**

2) Second Wednesday after Board meeting (12 days after meeting), Gregg will return newsletter in rough order to Board Members for review. **OCTOBER 1**

3) Third Monday after Board meeting (17 days after meeting), Board will make comments to Gregg, he will make edits, then forward draft to Michael.

Once the draft is forwarded to Michael, the door is closed to making any changes to the newsletter other than very minor typo fixing. The goal is for him to have to lay out the newsletter just once rather than three or four times, which is standard for him now.

OCTOBER 6

4) Third Wednesday after Board Meeting (19 days after meeting), Michael will forward newsletter to Board for final review. **OCTOBER 8**

If you send something about an event, please create a quick location map from google maps or some other method so Michael doesn't have to do it.



**Board of Directors Meeting
September 18, 2014
Tampa**

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Jacksonville

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

Guests

<i>Alan Biddlecomb</i>
<i>Ron Edenfeld</i>
<i>Roger Capps</i>

Florida Section, American Water Resources Association (Provider # 0003897)







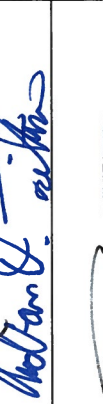


Course number: 0004183-09192014

Course name: Tampa Bay Water Quality Restoration Program: Current Status, Lessons Learned and Looking Forward

Course date: 19th September, 2014

Attendance = 5 PDH

By my signature, I attest that I completed the entire course/seminar as listed above:

Please Print Clearly. Thank You!				Signature
Name	PE Number	Phone	Email	
MEGAN ROSS	76965	727 582 7023	mross@pinellascounty.org	
DEREK DOUGHTY	54010	813-622-6400	DEREK.DOUGHTY@APPLIEDSCIENCESCT.COM	
Elie Aray	45422	"	elie.aray@appliedsciencesct.com	
Katie Doty	67816	813 282 2350	Katie.Doty@hdiv.com	
JEREMY MCBRYAN	60171	561-682-6355	jmcbryan@sfund.gov	
MARIA LOINAZ	68443	727-698-7525	mloinaz@adaeng.net	
Andy Tilton	33258	863-612-4055	atilton@johnsoneng.com	
Jeffrey Wilbur	73505	866-232-0472	jeffwilbur@gesonline.com	
Amy Burner	61420	(813) 228-4433	ambutler@tecoenergy.com	
WALT REIGNIER	44118	863 607 2054	walter.reigner@camcc.com	
Michael Delchario				

Florida Section, American Water Resources Association (Provider # 0003897)

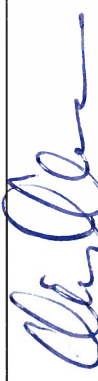


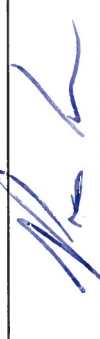




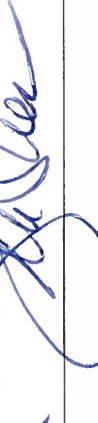
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Please Print Clearly. Thank You!					Signature
Name	PE Number	Phone	Email		
David Kramer	60892	(813) 985-7481	dave.kramer@watermatters.org		
Robert McDaniel	71479	813 985 7481	rob.mcdaniel@watermatters.org		
Mary Stasora					
Terrence Hull	42600	904 233 9610	thull@intera.com		
PATRICK TARA	48877	813 527 6999	ptara@intera.com		
Renee Murch	44078	727 271 7488	RMURCH@INTERA.COM		
MIKE WALSTERS	48051	813 748 2869	mw@watermatters.com		
Roger Carr	03738	813 431-4959	rcarr@dadaeng.net		
Caroline Masek	65650	813-661-9425	cmasek@intera.com		
JOHN STEHLER	19094	321-297-7372	jstehler@dfi.rri.ca		
Kevin Grimsley					

Status Date: 6/30/14		2014 Meeting Summary					
	Fort Myers	Palm Beach	Ormond Beach	Key Largo	Tampa, FL	Jacksonville	
	1/31/2013	3/14/2014	5/1/2014	7/1/2014	9/1/2014	11/1/2014	
MEETING FINANCES							Totals
Income							
Registrations	\$ 5,715.00	\$ 2,066.32	\$ 1,728.00	\$ 7,034.00	\$ 1,920.00		\$ 18,463.32
Dinner/lunch Guest							\$ -
Sponsors	\$ 3,787.00	\$ 1,000.00	\$ 1,000.00	\$ 1,600.00	\$ 2,600.00		\$ 9,987.00
Other Income (Drinks, etc)				601.40			\$ 601.40
Reg On line fee							\$ -
CC fee	\$ (156.59)	\$ (28.12)	\$ (69.84)	\$ (252.57)	\$ (71.04)		\$ 9.00
50/50 Drawing Net Proceeds							\$ -
Student Registration							\$ -
Field Trip				\$ 1,080.00	50		\$ 1,130.00
Special Event Fundraiser - SA				\$ 2,377.00			\$ 2,377.00
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
Refunds:	\$ -						\$ -
Subtotal	\$ 9,345.41	\$ 3,038.20	\$ 2,658.16	\$ 12,439.83	\$ 4,498.96	\$ -	\$ 31,980.56
Expenses							\$ -
Facilities/AV	\$ 650.00	\$ 830.18	\$ 680.00	\$ 242.00			\$ 2,402.18
Meals	\$ 4,525.00	\$ 715.50	\$ 1,167.00	\$ 7,412.22	\$ 6,256.93		\$ 20,076.65
Meeting Refund	\$ 180.58						\$ 180.58
Special Events Fundraiser				\$ 374.88			\$ 374.88
Miscellaneous: Travel & Lodging	\$ 560.49						\$ 560.49
Field Trip				\$ 1,370.13			\$ 1,370.13
Misc. Room Rebate							\$ -
Student Scholarship	\$ 500.00						
Poster Prize	\$ 1,000.00						
Distribution to Co-Sponsors							\$ -
Other: Printing/Awards				549.25			\$ 549.25
Subtotal	\$ 7,416.07	\$ 1,545.68	\$ 1,847.00	\$ 9,948.48	\$ 6,256.93	\$ -	\$ 27,014.16
Net Meeting Revenue	\$ 1,929.34	\$ 1,492.52	\$ 811.16	\$ 2,491.35	\$ (1,757.97)	\$ -	\$ 4,966.40
Account Balances:				Reserves	Sandy Young	Checking	Totals
				\$ 11,020.95	\$ 65,349.89	\$ 22,236.77	\$ 98,607.61
Attendance				Income			
1/22/2010	Jacksonville	106		Memberships/Renewals		\$ 1,576.95	
3/19/2010	Gainesville	53		Education Donations		\$ 441.70	
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 Bea	103				\$ 2,018.65	
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		\$ 136.25	
11/18/2011	Fort Myers	120	496	Whele Support		\$ 6,197.02	
1/20/2012	Jacksonville Bea	86		Acct Fees		\$ 1,350.00	
3/9/2012	Jupiter	56		Butler		\$ 1,700.00	
5/18/2012	St. Petersburg	48		Sandy Young		\$ 3,000.00	
7/26-27/12	Key West	55		Storch		\$ 2,000.00	
9/14/2012	Cedar Key	38		High School			
			283	Student Sponsorship		\$ 561.41	
1/25/2013	Ft. Myers	156		Awards/Poster		\$ 1,000.00	
3/22/2013	Gainesville	60		Website		\$ 242.16	
5/10/2013	Lake Placid	33		Directory			
6/27-28/2013	Cocoa	61		Member services		\$ 5.91	
9/20/2013	Marineland	55		Insurance			
11/15/2013	Homosassa	50	415	Member Services		\$ 72.97	
1/30/2014	Ft. Myers	180		Misc		\$ 572.97	
3/22/2014	Palm Beach Gard	47		Bank Charges			
5/10/2014	Ormond Beach	46	313	National			
6/27-28/2014	Key Largo	40		unassigned		\$ 30.00	
9/20/2014	Central FL			Herbert Donation			
11/15/2014	Jacksonville					\$ 17,168.69	

2015 AWRA Florida Section Budget

Note: does not include Young income or expense

	2014 Current Budgeted	2015 Proposed Budget	9/17/2014 To Date	Difference
Anticipated Year End Checking Balance (+) (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012)	\$28,009.36	\$19,000	\$ 25,652.03	(\$2,357.33)
Transfer Existing Sandy Young Funds to CD (-)		\$0		\$0.00
Transfer Sandy Young Interest to Checking (+)		\$3,000		
Adjusted Year End Checking Balance	\$28,009.36	\$22,000	\$20,000.00	(\$8,009.36)
Income				
Net Meeting Revenues	\$5,000	\$9,000	\$9,550.33	\$4,550.33
Membership	\$3,500	\$2,000	\$1,576.95	(\$1,923.05)
Directory Income	\$2,150	\$0	\$0.00	(\$2,150.00)
Education Donations	\$1,000	\$0		(\$1,000.00)
Note: Includes Storch but not Young				
Whole Travel Donations	\$0	\$0		\$0.00
Net Silent Auction	\$2,000	\$2,500	\$2,377.00	\$377.00
Note: .5 auction and no wine tasting revenue				
Total Income (+)	\$13,650	\$13,500	\$13,504	(\$145.72)
Expenses				
Administration				
Accounting/Tax Preparation	\$1,950	\$1,450	\$1,350	\$600.00
Insurance	\$265	\$265	\$0.00	\$265.00
Bank Charges	\$275	\$275	\$0.00	\$275.00
Corporate Filing Fee	\$61	\$136	\$136.25	(\$75.00)
Membership Postage and Copying	\$418	\$0	\$0.00	\$417.53
Office Supplies	\$100	\$0	\$0.00	\$100.00
Administration Subtotal (rounded)	\$3,069	\$2,126	\$1,486	\$1,582.53
Communications				
Directory	\$2,344	\$0	\$0.00	\$2,343.68
Newsletter Postage	\$49	\$0	\$0.00	\$48.66
Website Contract and Miscellaneous	\$882	\$882	\$242.16	\$640.24
Journal	\$4,000	\$4,000	\$0.00	\$4,000.00
Communications Subtotal (rounded)	\$7,275	\$4,882	\$242	\$7,032.58
Florida Section Support				
Membership Expenses (Shirts)	\$600	\$600		\$600.00
Travel (VP to National)	\$1,000	\$1,000	\$0.00	\$1,000.00
Awards (Recognitions at Section Annual Meeting)	\$250	\$550	\$549.25	(\$299.25)
Florida Section Support Subtotal	\$1,850	\$2,150	\$549	\$1,300.75
Grants				
Storch (2 @ \$1,500)	\$3,000	\$3,000	\$3,000.00	\$0.00
Butler (5 @ \$500)	\$2,500	\$2,500	\$1,700.00	\$800.00
Herbert (1 @ \$500)	\$500	\$500		\$500.00
High School	\$1,000	\$1,000	\$0.00	\$1,000.00
Poster Sessions/Miscellaneous	\$250	\$1,000	\$1,000.00	(\$750.00)
Grants Subtotal	\$6,250	\$8,000	\$5,700	\$550.00
Student Support				
Travel to Bi-Monthly Meetings	\$3,000	\$3,000	\$207.00	\$2,793.00
Travel to National Meetings	\$1,500	\$1,500		\$1,500.00
Young Travel to Annual Meeting	\$500	\$500		\$500.00
Whole Student Support (I just added this line 8/4/14) hand to state	\$0	\$6,200 3,000	\$6,197.02	(\$6,197.02)
Active Student Chapter Support	\$900	\$900	\$300.00	\$600.00
Student Support Subtotal	\$5,900	\$12,100	\$6,704	(\$804.02)
Total Expenses (-)	\$24,344	\$29,258	\$14,682	\$9,661.84

Anticipated Checking Balance Carried Forward

\$17,316

\$6,242

\$18,823

\$1,506.76

Equals 2014 ending checking balance +/- transfers + income - expenses

9/17/2014

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1/1/2014 through 9/17/2014

<i>Subcategory</i>	<i>Total</i>
<i>Income Categories</i>	
Deposit	3.30
Meeting Income : January Credit Card Fee	(156.59)
Meeting Income : January Registration	5,715.00
Meeting Income : January Sponsorship	3,787.00
Meeting Income : July Field Trip	1,080.00
Meeting Income : July Miscellaneous Income	601.40
Meeting Income : July Registration	7,034.00
Meeting Income : July Silent Auction Donations	2,377.00
Meeting Income : July Sponsorship	1,600.00
Meeting Income : March Credit Card Fee	(28.12)
Meeting Income : March Registration	2,066.32
Meeting Income : March Sponsorship	1,000.00
Meeting Income : May Registration	990.00
Meeting Income : May registration non-member	710.00
Meeting Income : May registration student & membership renewal	28.00
Meeting Income : May Sponsorship	1,000.00
Meeting Income : September Field Trip	50.00
Meeting Income : September Registration	1,920.00
Meeting Income : September Sponsorship	1,427.00
Membership	1,576.95
Total Income Categories	32,781.26
<i>Expense Categories</i>	
AccountingFees	1,350.00
Corporate Filing Fee	136.25
July 14 Credit Card fee	252.57
May 14 Credit Card fee	69.84
Meetings : January Facility	650.00
Meetings : January Meals	4,525.00
Meetings : January Miscellaneous	560.49
Meetings : January Registration Reimbursement	180.58
Meetings : July Facility	242.00
Meetings : July Field Trip	1,370.13

9/17/2014

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Fred

1/1/2014 through 9/17/2014

<i>Subcategory</i>	<i>Total</i>
<i>Meetings : July Food</i>	<i>4,301.78</i>
<i>Meetings : July Miscellaneous Exp</i>	<i>3,110.44</i>
<i>Meetings : July Silent Auction Expense</i>	<i>374.88</i>
<i>Meetings : March Facility</i>	<i>830.18</i>
<i>Meetings : March Meals</i>	<i>715.50</i>
<i>Meetings : May Facility</i>	<i>680.00</i>
<i>Meetings : May Meals</i>	<i>1,167.00</i>
<i>Meetings : September Meals</i>	<i>500.00</i>
<i>Member Services</i>	<i>72.97</i>
<i>Miscellaneous - board nametags</i>	<i>5.91</i>
<i>Miscellaneous - Unassigned</i>	<i>30.00</i>
<i>Miscellaneous : Awards</i>	<i>549.25</i>
<i>Scholarships/Grants : Butler</i>	<i>1,700.00</i>
<i>Scholarships/Grants : Chapter Support</i>	<i>300.00</i>
<i>Scholarships/Grants : Poster Prize</i>	<i>1,000.00</i>
<i>Scholarships/Grants : Sandy Young Award</i>	<i>2,000.00</i>
<i>Scholarships/Grants : Storch Award</i>	<i>3,000.00</i>
<i>Scholarships/Grants : Students Sponsorship</i>	<i>561.41</i>
<i>Scholarships/Grants : Whele Student Support</i>	<i>6,197.02</i>
<i>SEPT Credit Card fee</i>	<i>71.04</i>
<i>Taken from bank to pay pal</i>	<i>146.70</i>
<i>Total Expense Categories</i>	<i>36,650.94</i>
<hr/> <i>Grand Total</i>	<hr/> <i>(3,869.68)</i>