

Florida Section, American Water Resources Association  
Board of Directors Meeting Agenda  
September 20, 2013  
Marineland, Florida

- I. Call to Order – **Carol Hinton**
  - a. Roll call by sign in sheet.
  - b. Welcome and introduction of Board members and guests
  - c. BOD Minutes and Attendance - Kristin Bennett
  - d. Technical Program Documentation –
  - e. Revisions to Agenda
  - f. Planning calendar items due before next meeting
    - i. Items due for October Watershed- October 4, 2013
    - ii. Bi-monthly reports due to President for November consent agenda- November 8, 2013
  
- II. Reports
  - a. Presentation of June Minutes – **Kristin Bennett (consent agenda)**
  - b. Presentation of Treasurer Report – **Gary Howalt (consent agenda)**
  - c. Committees – **Bold** Items are Scheduled for Discussion, Others as Needed
    - i. Education –Rosanne Clementi**
    - ii. Electronic Records – Krista Sabin
    - iii. Membership - Joanne Chamberlain**
      - 1. Lapsed members**
    - iv. Newsletter – Greg Jones
    - v. Teller – Garrett Wallace**
    - vi. PDH Credits – Shayne Wood
    - vii. Student Support
      - 1. FIU – Deborah Tyson
      - 2. FGCU – Don Duke & Ron Edenfield
      - 3. USF – Jay Yingling
      - 4. UNF – Gary Howalt & Shayne Wood
      - 5. UF – Michael DelCharco & Carol Hinton
      - 6. UCF – Catherine Walker
    - viii. Watershed Journal – Shayne Wood
    - ix. Marketing-Mike DelCharco
    - x. Nominating-Mike DelCharco, – need a new treasurer.**
  - d. National News – **Carol Hinton**
  - e. Future Meetings:
    - 1. November 15, 2013-Ed Call
    - 2. January 2014-Ron Edenfield
    - 3. Update for 2014-Mike DelCharco
  
- III. Unfinished Business

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- IV. New Business
  - a. Strategic Plan for 2014
  - b. Donation to Herbert Scholarship
- V. BOD Comments
- VI. Member & Guest Comments
- VII. Adjourn



American Water Resources Association

Board of Directors Meeting  
September 20, 2013  
Marineland

**Executive Committee**

- Carol Hinton  
President  
Gainesville
- Michael DelCharco, P.E.  
Vice President  
Jacksonville
- Kristin K. Bennett, Esq.  
Secretary  
Stuart
- Gary Howalt, P.W.S.  
Treasurer  
Jacksonville
- Annette Carter  
Past President 2012  
Stuart
- Ronald M. Edenfield, P.E.  
Past-President 2011  
Ft. Myers

**Board of Directors**

- Ed Call  
Brooksville
- Joanne Chamberlain, P.E.  
Jacksonville
- Mark C. Diblin, P.G.  
Gainesville
- L. Donald Duke, Ph.D., P.E.  
Ft. Myers
- Gregg Jones  
Tampa
- Jeremy McBryan, P.E., CFM  
West Palm Beach
- Donald W. McEwen  
Havana
- Paul W. O'Neil, Jr., P.E.  
Tampa
- Walt Reigner, P.E., CPESC  
Lakeland
- Krista D. Sabin  
Ft. Myers
- Catherine A. Walker, P.E.  
Palatka
- Garrett Wallace  
West Palm Beach
- Shayne Wood, P.E.  
Jacksonville

Bennett	Kristin	<i>Kristin Bennett</i>
Call	Ed	<i>Ed Call</i>
Chamberlain	Joanne	<i>JC</i>
Carter	Annette	
DelCharco	Michael	<i>Michael DelCharco</i>
Diblin	Mark	<i>Mark Diblin</i>
Duke	Don	<i>Don</i>
Edenfield	Ron	
Hinton	Carol	<i>Carol Hinton</i>
Howalt	Gary	<i>Gary Howalt</i>
Jones	Gregg	
McBryan	Jeremy	
McEwen	Don	<i>Don</i>
O'Neil	Paul	
Reigner	Walt	<i>Walt</i>
Sabin	Krista	<i>Krista</i>
Walker	Catherine	
Wallace	Garrett	<i>Garrett</i>
Wood	Shayne	<i>Shayne</i>

**Guests**

<i>Catherine Katzikis</i>	<i>[Signature]</i>
<i>Don Duke</i>	<i>[Signature]</i>
<i>[Signature]</i>	
<i>Tara Bardi</i>	<i>[Signature]</i>
<i>Bob Mousi</i>	

2013 Meeting dates and locations  
January 25 Ft. Myers; March 22 Gainesville; May 10 Clewiston area;  
July TBD; September 20 Marineland; November 15 Homosassa Springs

2013 Meeting Summary							
	Fort Myers	Gainesville	Lake Placid	Cocoa	Marineland	Fort Myers	
	1/25/2013	3/22/2013	5/10/2013	6/27-28/2013	9/20/2013	November	
<b>MEETING FINANCES</b>							<b>Totals</b>
<b>Income</b>							
Registrations	\$ 4,542.00	\$ 2,340.00	\$ 1,595.00	\$ 8,795.00	\$ 1,990.00		\$ 19,262.00
Dinner/lunch Guest				\$ -			\$ -
Sponsors	\$ 5,550.00	\$ 2,060.00		\$ 4,700.00	\$ 950.00		\$ 13,260.00
Other Income (Drinks, etc)							\$ -
Reg On line fee	\$ (218.50)	\$ (256.50)	\$ (42.75)	\$ (228.00)	\$ -		\$ (745.75)
CC fee	\$ (158.76)	\$ (120.42)	\$ (72.37)	\$ (493.45)	\$ (72.67)		\$ (917.67)
50/50 Drawing Net Proceeds			\$ -				\$ -
Student Registration							\$ -
Field Trip	\$ -			\$ 200.00			\$ 200.00
Special Event Fundraiser - SA				\$ 2,790.00			\$ 2,790.00
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
Refunds:							\$ -
<b>Subtotal</b>	\$ 9,714.74	\$ 4,023.08	\$ 1,479.88	\$ 15,763.55	\$ 2,867.33		\$ 33,848.58
<b>Expenses</b>							\$ -
Facilities/AV		\$ -		\$ 8,275.35	\$ 580.00		\$ 8,855.35
Meals	\$ 6,451.20	\$ 1,262.70	\$ -	\$ -	\$ 270.00		\$ 7,983.90
Meeting Refund				\$ -			\$ -
Special Events Fundraiser				\$ 106.56			\$ 106.56
Miscellaneous: Travel & Lodgin	\$ 4,009.08	\$ -		\$ 29.00			\$ 4,038.08
Field Trip	\$ 47.65			\$ 255.00			\$ 302.65
Misc. Room Rebate							\$ -
Student Scholarship	\$ 1,000.00						
Poster Prize	\$ 900.00						
Distribution to Co-Sponsors							\$ -
Other: Printing					\$ -		\$ -
<b>Subtotal</b>	\$ 12,407.93	\$ 1,262.70	\$ -	\$ 8,665.91	\$ 850.00		\$ 23,186.54
<b>Net Meeting Revenue</b>	\$ (2,693.19)	\$ 2,760.38	\$ 1,479.88	\$ 7,097.64	\$ 2,017.33		\$ 10,662.04
<b>Account Balances:</b>				<b>Reserves</b>	<b>Sandy Young</b>	<b>Checking</b>	<b>Totals</b>
				\$ 11,014.52	\$ 54,422.63	\$ 30,499.51	\$ 95,936.66
<b>Attendance</b>				<b>Income</b>			
1/16/2009	Fernindina E	116		Memberships/Renewals	\$ 3,415.00		
3/27/2009	Crystal River	46		Education Donations	\$ 200.00		
5/15/2009	Panama City	41		Sandy Young Donations	\$ 110.00		
7/16-18/09	Key West	103		Storch Donations	\$ 320.00		
9/11/2009	Hutchinson I	69		Whele Donations			
11/20/2009	Fort Myers	118	493	Directory Sponsorship	\$ 1,475.00		
1/22/2010	Jacksonville	106					
3/19/2010	Gainesville	53					
5/15/2010	Wakulla Spri	66		<b>Expense</b>			
7/16-18/10	Key West	80		Chpt Support	\$ 125.52		
9/24/2010	Ft Lauderdale	58		Dept of State	\$ 136.25		
11/19/2010	Ft. Myers	118	481	Whele Support	\$ -		
1/14/2011	Ponte Vedra	103		Acct Fees	\$ 1,250.00		
3/18/2011	Tallahassee	65		Butler	\$ 2,000.00		
5/20/2011	Haines City	69		Sandy Young			
7/28-29/11	Key West	84		Storch	\$ 3,000.00		
9/16/2011	West Palm	55		High School	\$ 2,000.00		
11/18/2011	Fort Myers	120	496	Awards	\$ 639.91		
1/20/2012	Jacksonville	86		Website	\$ 192.36		
3/9/2012	Jupiter	56		Directory	\$ 1,523.60		
5/18/2012	St. Petersburg	48		Member services			
7/26-27/12	Key West	55		Insurance	\$ -		
9/14/2012	Cedar Key	38		Member Services			
			283	Misc	\$ 161.93		July 2012 Reg Re
1/25/2013	Ft. Myers	156		Bank Charges	\$ -		
3/22/2013	Gainesville	60		National	\$ -		
5/10/2013	Lake Placid	33	310	Herbert Donation	\$ -		
6/27-28/2013	Cocoa	61					
9/20/2013	Marineland						
November	Ft. Myers						

## Income and Spending

1/1/2013 through 9/17/2013

<i>Subcategory</i>	<i>Total</i>
<i>Income Categories</i>	
<i>Directory Sponsorship</i>	1,475.00
<i>Education Donations</i>	
<i>General Education Fund</i>	200.00
<i>Sandy Young Fund</i>	110.00
<i>Storch Fund</i>	320.00
<i>Total Education Donations</i>	630.00
<i>Meeting Income</i>	
<i>Credit Card Fee</i>	(161.93)
<i>January Credit Card Fee</i>	(158.76)
<i>January Registration</i>	4,542.00
<i>January Regonline Fees</i>	(218.50)
<i>January Sponsorship</i>	5,550.00
<i>July Credit Card fee</i>	(493.45)
<i>July Field Trip</i>	200.00
<i>July Registration</i>	8,795.00
<i>July Regonline fee</i>	(228.00)
<i>July Silent Auction Donations</i>	2,790.00
<i>July Sponsorship</i>	4,700.00
<i>March Credit Card Fee</i>	(120.42)
<i>March Registration</i>	2,340.00
<i>March Regonline Fee</i>	(256.50)
<i>March Sponsorship</i>	2,060.00
<i>May Credit Card Fee</i>	(72.37)
<i>May Registration</i>	1,595.00
<i>May Regonline Fee</i>	(42.75)
<i>September Credit Card Fee</i>	(72.67)
<i>September Registration</i>	1,990.00
<i>September Sponsorship</i>	950.00
<i>Total Meeting Income</i>	33,686.65
<i>Membership</i>	3,415.00
<i>Sandy Young CD Transfer Out</i>	54,422.63
<i>Total Income Categories</i>	93,629.28
<i>Expense Categories</i>	
<i>Corporate Filing Fee</i>	136.25
<i>Directory</i>	1,523.60
<i>Meetings</i>	
<i>January Field Trip</i>	47.65
<i>January Meals</i>	6,451.20
<i>January Miscellaneous</i>	4,009.08
<i>July Facility</i>	8,275.35
<i>July Field Trip</i>	255.00

## 2013 AWRA Florida Section Budget

Note: does not include Young income or expense

	Budgeted	6/24/2013 To Date	Difference
<b>Anticipated Year End Checking Balance (+)</b> (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012)	\$28,009.36	\$ 30,499.51	\$2,490.15
<b>Transfer Existing Sandy Young Funds to CD (-)</b>	\$2,020.88	\$0.00	\$2,020.88
<b>Transfer Sandy Young Interest to Checking (+)</b>			
<b>Adjusted Year End Checking Balance</b>	\$25,988.48	\$30,499.51	\$4,511.03
<b>Income</b>			
<b>Net Meeting Revenues</b>	\$5,000	\$7,872.04	\$2,872.04
<b>Membership</b>	\$3,500.00	\$3,415.00	(\$85.00)
<b>Directory Income</b>	\$2,150.00	\$1,475.00	(\$675.00)
<b>Education Donations</b>	\$1,000	\$310.00	(\$690.00)
Note: Includes Storch but not Young			
<b>Whele Travel Donations</b>	\$0.00		\$0.00
<b>Net Silent Auction</b>	\$2,000	\$2,683.44	\$683.44
Note: .5 auction and no wine tasting revenue			
<b>Total Income (+)</b>	\$13,650	\$15,755	\$2,105.48
<b>Expenses</b>			
<b>Administration</b>			
<b>Accounting/Tax Preparation</b>	\$1,950	\$1,250.00	\$700.00
<b>Insurance</b>	\$265	\$0.00	\$265.00
<b>Bank Charges</b>	\$275	\$0.00	\$275.00
<b>Corporate Filing Fee</b>	\$61	\$136.25	(\$75.00)
<b>Membership Postage and Copying</b>	\$418		\$417.53
<b>Office Supplies</b>	\$100		\$100.00
<b>Administration Subtotal (rounded)</b>	\$3,069	\$1,386	\$1,682.53
<b>Communications</b>			
<b>Directory</b>	\$2,344	\$1,523.60	\$820.08
<b>Newsletter Postage</b>	\$49		\$48.66
<b>Website Contract and Miscellaneous</b>	\$882	\$192.36	\$690.04
<b>Journal</b>	\$4,000		\$4,000.00
<b>Communications Subtotal (rounded)</b>	\$7,275	\$1,716	\$5,558.78
<b>Florida Section Support</b>			
<b>Membership Expenses (Shirts)</b>	\$600		\$600.00
<b>Travel (VP to National)</b>	\$1,000	\$0.00	\$1,000.00
<b>Awards (Recognitions at Section Annual Meeting)</b>	\$250	\$639.91	(\$389.91)
<b>Florida Section Support Subtotal</b>	\$1,850	\$640	\$1,210.09
<b>Grants</b>			
<b>Storch (2 @ \$1,500)</b>	\$3,000	\$3,000.00	\$0.00
<b>Butler (5 @ \$500)</b>	\$2,500	\$2,000.00	\$500.00
<b>Herbert (1 @ \$500)</b>	\$500		\$500.00
<b>High School</b>	\$1,000	\$2,000.00	(\$1,000.00)
<b>Poster Sessions/Miscellaneous</b>	\$250		\$250.00
<b>Grants Subtotal</b>	\$6,250	\$5,000	\$1,250.00
<b>Student Support</b>			
<b>Travel to Bi-Monthly Meetings</b>	\$3,000	\$0.00	\$3,000.00
<b>Travel to National Meetings</b>	\$1,500	\$0.00	\$1,500.00
<b>Young Travel to Annual Meeting</b>	\$500	\$0.00	\$500.00
<b>Active Student Chapter Support</b>	\$900	\$125.52	\$774.48
<b>Student Support Subtotal</b>	\$5,900	\$126	\$5,774.48
<b>Total Expenses (-)</b>	\$24,344	\$8,868	\$15,475.88
<b>Anticipated Checking Balance Carried Forward</b>	\$15,295	\$37,387	\$22,092.39

Equals 2013 ending checking balance +/- transfers + income - expenses

6384.46



## *Memorandum*

**TO:** AWRA Florida Section Board of Directors  
**FROM:** Joanne Chamberlain  
**DATE:** September 16, 2013  
**SUBJECT:** *Membership Report*

### Database

The database is updated with all new members, renewals, and corrections/revisions received through mid-Sept 2013. Online renewals associated with registrations for the September meeting are not included. The statistics are broken down and present on page 2.

In addition, a list of our 2012 members that have not paid for 2013 as well as our 2011 & 2010 Inactive members is attached. Please take a few moments to review and see if there are friends and colleagues you can reach out to get re-engaged in AWRA Florida. I emailed members that paid for 2012, but not yet renewed for 2013 and have received a few updates. Everyone is enjoying the ability to renew online.

### AWRA Meetings

In an effort to collect and retain accurate contact information on our members, it is recommended that every meeting committee have one person that coordinates with the Membership committee to ensure contact information and dues are properly collected. The close out process for each meeting should include submitting an excel file with final meeting information including but not limited to first and last name, organization, email address, registration type, amount paid and how dollars are distributed. This file would ensure that member information and dollars are appropriately tracked by the Membership Coordinator and the Treasurer.

### Communications

Communications with our membership is current and the status of membership invoices for 2013 are:

- Welcome letters have been mailed to new members
- Thank you letters have been mailed to members that renewed.