



BOARD OF DIRECTORS MEETING MINUTES
May 14, 2015 6:00 p.m.
West Palm Beach, Florida

- I. Call to Order - **Kristin Bennett at 6:00 p.m.**
 - a. Roll call by sign in sheet – **See attached sign in sheet.**
 - b. Welcome and introduction of Board members and guests – **See attached sign in sheet.**
 - c. Revisions to Agenda
Added “Publishing Meeting Registration Lists” to the “Website” agenda item.
Added “FICE’s Financial Expectations for Joint May meeting” to “Future Meetings”.
Added “Integration of an AWRA Florida meeting with the 2016 AWRA Annual Conference” to “2016 AWRA Annual Water Resources Conference”.
 - d. Responsibility for the Technical Program Documentation
Mike DelCharco volunteered to document the technical program until L-8 FEB virtual tour, Roger Copp volunteered to summarize the legislative update and Luna Phillips and Jeremy McBryan volunteered to summarize the 2nd panel discussion.
- II. Reports
 - a. March 2015 Board of Directors Meeting Minutes – Jeremy McBryan
A motion to approve the draft March 2015 Board of Directors Meeting minutes as submitted was approved.
 - b. Treasurer Report – Mark Diblin
A financial Summary for January 1 –May 10, 2015 was provided (see attached report): Total income: \$17,165; Net expenses: \$10,309. Approximately \$3,400 was raised as a result of the March 2015 technical meeting held in Venus. Garrett Wallace suggested that this type of success should be considered by the 2015 President when deciding award recipients at the 2016 Annual Meeting. State of Florida non-profit paperwork was filed and Mark Diblin will follow-up with the State to ensure everything is in order. Mark Diblin requested that Jeremy McBryan provide the board of directors’ contact information from the online membership database to simplify document preparation activities. A motion to accept the Treasurer’s report as submitted was approved.
 - c. Committees
 - i. Education – Kristin Bennett
Kristin Bennett, based on previous Education Committee discussion, introduced the issue of somehow restricting AWRA Florida scholarships to traditional students with some sort of age restriction. Don Duke suggested that the applications should provide a description of how the scholarships funds will be used. Jeremy and Kristin Bennett confirmed that the applications already do. Jeremy McBryan stated that it was impractical to ask applicants to submit age verification and even more impractical to ask education committee members to evaluate the age verification documentation. Jeremy McBryan stated that a total of 32 applications have been received to date; Storch = 13; Young = 11; Butler = 5; High School = 3.
 - ii. Newsletter – Gregg Jones
Gregg Jones developed a checklist to assist meeting organizers in providing the information needed for the newsletters. The target August 2015 newsletter preparation/review/distribution schedule is as follows:
July 31 – Send newsletter content to Gregg Jones
August 5 – Gregg Jones distributes draft newsletter for review
August 10 – Submit comments on draft newsletter to Gregg Jones
August 17 – Gregg Jones distributes final draft newsletter for review

- d. Membership – Jeremy McBryan et al.
Jeremy reported that AWRA Florida currently has 237 members so far in 2015 and the breakdown is as follows: Professionals = 144; Students = 81; Fellows = 6; Life = 6
- e. Website – Jeremy McBryan
 - i. Wild Apricot Hosting Fee Changes
Jeremy McBryan stated that Wild Apricot website management fees are increasing from \$100 per month to \$130 per month, but explained that the current fees could be “locked in” for either 1 or 2 years if pre-paid in full by August 31, 2015. Luna Phillips and Jeremy McBryan volunteered to review the contract language to better understand potential financial risks of pre-paying for 1-2 years. A motion to research the contractual terms of the agreement to “lock-in” the current fees for 2 years was approved. Based on the information obtained, Jeremy McBryan will provide a recommendation to the board of directors for consideration either before (via email) or at the July 2015 Board of Directors meeting. Jeremy McBryan stated that some meeting sponsors have requested meeting registration lists. AWRA Florida typically does not provide, however, Jeremy stated that he will activate an option on the website to enable registrants to choose to share their name on the public meeting registrant list.
- f. PDH Credits – Shayne Wood
Shayne Wood was not in attendance but provided the PDH sign-in form via email. Based on multiple requests by non-engineers, it was suggested that AWRA Florida more effectively communicate that a benefit of attending AWRA Florida meetings was the ability to obtain certificates of attendance for CLE and PWS continuing education self-reporting. Luna Phillips volunteered to remind attendees of the May 2015 Technical Meeting that they can self-report CLEs and PWS hours. Kristin Bennett volunteered to generate generic certificate of attendance forms for continuing education hours for future meetings.
- g. Student Support
 - i. FGCU – Don Duke & Ron Edenfield – *Don Duke stated that student activity is minimal at this time but students may be looking for travel and registration fee reimbursement soon.*
 - ii. USF - Gregg Jones – *Student activity is minimal at this time.*
 - iii. UNF - Gary Howalt – *No report provided.*
 - iv. UF - Michael DelCharco & Carol Hinton – *“Seed” money was requested to assist with fund-raising activities; Mark Diblin sent a check.*
 - v. UCF - Shayne Wood – *No report provided.*
 - vi. Daytona State College – *No report provided.*
- h. National News – Don Duke
 - i. 2016 AWRA Annual Water Resources Conference in Florida
Don Duke stated that AWRA National scholarships are due May 15. Kristin asked if AWRA Florida should hold a meeting in conjunction with the national conference. Don is very interested in finding ways to incorporate and mentioned that AWRA Florida meetings typically involve decision makers, whereas the national conference is more technical. One option would be to have a lunch meeting on Friday of the national conference. Another option is to hold a reception or social event on a night with no national activities. A small discount for AWRA Florida members may also be able to be arranged and 1-day registrations are also likely to be an option in 2016. A group consisting of Ray Scott, Mike DelCharco, Roger Copp, Don Duke and Jeremy McBryan was formed to further explore options on how best to integrate the 2016 national conference and AWRA Florida. Additional location details may be available sometime in June 2015. Ray Scott asked if AWRA Florida board of directors typically attend the national conference. Kristin Bennett stated that the Vice President typically attends. Ray Scott stated that he will probably be at the November 2015 meeting in Denver.

- i. Future Meetings
 - i. May 15 – Delray Beach – Luna Phillips and FICE
Luna Phillips stated that we have an excellent meeting planned and attendance numbers look great. Jeremy McBryan asked if FICE had any expectations regarding “profit sharing” from the May 2015 meeting. Luna Phillips stated that this issue never came up during meeting planning and Mike DelCharco stated that FICE does not really have a way to collect or distribute funds.
 - ii. July 23-24 – Key Largo (2015 Annual Meeting) – Garrett Wallace
Garrett Wallace provided an overview of the preliminary agenda, which includes presentations by Monroe County, USGS, SJRWMD, SFWMD and SWFWMD Executive Directors, FDACS, etc. Friday night’s dinner will be a BBQ pig roast similar to last year.
 - iii. September 18 – Apalachicola – Ray Scott
Ray Scott provided an overview of the preliminary agenda which will be a River and Bay focus. The board of directors meeting is planned for Thursday night, a tour of the bay is being planned for Friday morning and the technical meeting will be at the Water Street Hotel.
 - iv. November 6 – Daytona Beach – Cathy Vogel and Daytona State College **No update provided.**
 - v. January 15, 2016 – Fort Myers – Don Duke and Ron Edenfield (25th Annual Southwest Water Resources Conference) **Conference planning is ongoing.**
- III. Unfinished Business
 - a. Naming of High School Scholarship
Garrett Wallace will follow-up with Doug Manson regarding the naming of the High School Scholarship for Laura and Buddy Blain as soon as possible.
- IV. New Business **None**
- V. BOD Comments **None**
- VI. Member & Guest Comments **None**
- VII. Adjourn **8:00 pm**

AWRA 2014 Income & Spending Report

1/1/2015 through 5/10/2015

Subcategory Total

| Income Categories | |
|--|---------------------|
| Deposit | \$ 59.88 |
| Meeting Income : January Registration | \$ 5,280.00 |
| Meeting Income : January Sponsorship | \$ 2,490.00 |
| Meeting Income : March Registration | \$ 3,110.00 |
| Meeting Income : March Sponsorship | \$ 600.00 |
| Meeting Income : May Registration | \$ 2,215.00 |
| Meeting Income : May Sponsorship | \$ 1,100.00 |
| Membership | \$ 2,310.00 |
| Total Income Categories | \$ 17,164.88 |
| Expense Categories | |
| Charitable Donations | \$ 100.00 |
| Corporate Filing Fee | \$ 145.00 |
| May pay pal fee | \$ 95.05 |
| Meetings : January Beverages | \$ 945.00 |
| Meetings : January Facility | \$ 1,010.00 |
| Meetings : January Meals | \$ 3,534.50 |
| Meetings : January Miscellaneous | \$ 300.00 |
| Miscellaneous - board nametags | \$ 23.25 |
| Miscellaneous - Unassigned | \$ 66.13 |
| Pay Pal transaction fee | \$ 290.55 |
| Scholarships/Grants : Chapter Support | \$ 720.00 |
| Scholarships/Grants : Fort Myers Meeting | \$ 500.00 |
| Scholarships/Grants : Poster Prize | \$ 2,000.00 |
| Scholarships/Grants : Students Sponsorship | \$ 579.38 |
| Total Expense Categories | \$ 10,308.86 |
| Grand Total | \$ 6,856.02 |

2015 AWRA Florida Section Budget vs Actual

Note: does not include Young income or expense

| | 2015 Current Budgeted | 2015 Budget | 5/10/2015 2015 To Date | Difference |
|--|--------------------------|----------------|---------------------------|--------------|
| Anticipated Year End Checking Balance (+) (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012) | \$22,757.70 | \$15,000 | \$ 22,757.70 | \$0.00 |
| Transfer Existing Sandy Young Funds to CD (-) | | \$0 | | \$0.00 |
| Transfer Sandy Young Interest to Checking (+) | \$3,000 | \$3,000 | | |
| Adjusted Year End Checking Balance | \$25,757.70 | \$18,000 | \$23,000.00 | (\$2,757.70) |
| Income | | | | |
| Net Meeting Revenues | \$9,000 | \$9,000 | \$6,419.94 | (\$2,580.06) |
| Membership | \$2,000 | \$2,000 | \$2,310.00 | \$310.00 |
| Directory Income | \$0 | \$0 | \$0.00 | \$0.00 |
| Education Donations | \$0 | \$0 | \$0.00 | \$0.00 |
| Note: Includes Storch but not Young | | | | |
| Student Travel Donations | \$0 | \$0 | | \$0.00 |
| Net Silent Auction | \$2,500 | \$2,500 | \$0.00 | (\$2,500.00) |
| Note: .5 auction and no wine tasting revenue | | | | |
| Total Income (+) | \$13,500 | \$13,500 | \$8,730 | (\$4,770.06) |
| Expenses | | | | |
| Administration | | | | |
| Accounting/Tax Preparation | \$1,450 | \$1,450 | \$0 | \$1,450.00 |
| Insurance | \$265 | \$265 | \$0.00 | \$265.00 |
| Bank Charges | \$275 | \$275 | \$0.00 | \$275.00 |
| Corporate Filing Fee | \$136 | \$136 | \$145.00 | (\$9.00) |
| Membership Postage and Copying | \$0 | \$0 | \$0.00 | \$0.00 |
| Office Supplies | \$0 | \$0 | \$0.00 | \$0.00 |
| Administration Subtotal (rounded) | \$2,126 | \$2,126 | \$145 | \$1,981.00 |
| Communications | | | | |
| Directory | \$0 | \$0 | \$0.00 | \$0.00 |
| Newsletter Postage | \$0 | \$0 | \$0.00 | \$0.00 |
| Website Contract and Miscellaneous | \$882 | \$882 | \$0.00 | \$882.40 |
| Journal | \$4,000 | \$4,000 | \$0.00 | \$4,000.00 |
| Communications Subtotal (rounded) | \$4,882 | \$4,882 | \$0 | \$4,882.40 |
| Florida Section Support | | | | |
| Membership Expenses (Shirts, Donation O'Neill) | \$600 | \$600 | \$189.38 | \$410.62 |
| Travel (VP to National) | \$1,000 | \$1,000 | \$0.00 | \$1,000.00 |
| Awards (Recognitions at Section Annual Meeting) | \$550 | \$550 | \$0.00 | \$550.00 |
| Florida Section Support Subtotal | \$2,150 | \$2,150 | \$189 | \$1,960.62 |
| Grants | | | | |
| Storch (2 @ \$1,500) | \$3,000 | \$3,000 | \$0.00 | \$3,000.00 |
| Butler (5 @ \$500) | \$2,500 | \$2,500 | \$0.00 | \$2,500.00 |
| Herbert (1 @ \$500) | \$500 | \$500 | | \$500.00 |
| High School | \$1,000 | \$1,000 | \$0.00 | \$1,000.00 |
| Poster Sessions/Miscellaneous | \$1,000 | \$1,000 | \$0.00 | \$1,000.00 |
| Grants Subtotal | \$8,000 | \$8,000 | \$0 | \$8,000.00 |
| Student Support | | | | |
| Travel to Bi-Monthly Meetings | \$3,000 | \$3,000 | \$0.00 | \$3,000.00 |
| Travel to National Meetings (board members) | \$1,500 | \$1,500 | \$0.00 | \$1,500.00 |
| Young Travel to Annual Meeting | \$500 | \$500 | | \$500.00 |
| Student Support conf attendance (Just added this line 8/4/14) | \$6,200 | \$6,200 | \$1,079.38 | \$5,120.62 |
| Active Student Chapter Support | \$900 | \$900 | \$720.00 | \$180.00 |
| Student Support Subtotal | \$12,100 | \$12,100 | \$1,799 | \$10,300.62 |
| Total Expenses (-) | \$29,258 | \$29,258 | \$2,134 | \$27,124.64 |
| Anticipated Checking Balance Carried Forward | \$9,999 | \$2,242 | \$29,596 | \$19,596.88 |

Equals 2015 ending checking balance +/- transfers + income - expenses

| | | | | | | | |
|--------------------------------|-----------------------------|-----------------|---------------------|------------------|---------------------|----------------------|---------------|
| Status Date: 5/11/15 | 2015 Meeting Summary | | | | | | |
| | Fort Myers | Venus | Delray Beach | Key Largo | Apalachicola | Daytona Beach | |
| | FEB. 2015 | MAR 2015 | MAY 2015 | JULY 2015 | SEP. 2015 | NOV. 2015 | |
| MEETING FINANCES | | | | | | | Totals |
| Income | | | | | | | |
| Registrations | \$ 5,280.00 | \$ 3,110.00 | \$ 2,215.00 | | | | \$ 10,605.00 |
| Dinner/lunch Guest | | | | | | | \$ - |
| Sponsors | \$ 2,490.00 | \$ 600.00 | \$ 1,100.00 | | | | \$ 4,190.00 |
| Other Income (Drinks, etc) | | | | | | | \$ - |
| Reg On line fee | | | | | | | \$ - |
| CC fee | \$ (199.96) | \$ (290.55) | \$ (95.05) | | | | \$ 9.00 |
| 50/50 Drawing Net Proceeds | | | | | | | \$ - |
| Student Registration | | | | | | | \$ - |
| Field Trip | | | | | | | \$ - |
| Special Event Fundraiser - SA | | | | | | | \$ - |
| Wine Tasting | | | | | | | \$ - |
| Miscellaneous: Shirts | | | | | | | \$ - |
| Refunds: | \$ - | | | | | | \$ - |
| Subtotal | \$ 7,570.04 | \$ 3,419.45 | \$ 3,219.95 | \$ - | \$ - | \$ - | \$ 14,209.44 |
| Expenses | | | | | | | \$ - |
| Facilities/AV | \$ 1,010.00 | | | | | | \$ 1,010.00 |
| Meals | \$ 4,479.50 | | | | | | \$ 4,479.50 |
| Meeting Refund | | | | | | | \$ - |
| Special Events Fundraiser | | | | | | | \$ - |
| Miscellaneous: Travel & Lodgin | \$ 300.00 | | | | | | \$ 300.00 |
| Field Trip | | | | | | | \$ - |
| Misc. Room Rebate | | | | | | | \$ - |
| Student Scholarship | | | | | | | |
| Poster Prize | \$ 2,000.00 | | | | | | |
| Distribution to Co-Sponsors | | | | | | | \$ - |
| Other: Printing/Awards | | | | | | | \$ - |
| Subtotal | \$ 7,789.50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,789.50 |
| Net Meeting Revenue | \$ (219.46) | \$ 3,419.45 | \$ 3,219.95 | \$ - | \$ - | \$ - | \$ 6,419.94 |
| Account Balances: | | | | Reserves | Sandy Young | Checking | Totals |
| | | | | \$ 11,025 | \$ 65,192 | \$ 23,684 | \$ 99,901 |