



BOARD OF DIRECTORS MEETING MINUTES
November 5, 2015 5:00 p.m.
Daytona Beach, Florida

- I. Call to Order – **Gary Howalt at 5:08 p.m.**
 - a. Roll call (via 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 – **None**
- II. Reports
 - a. September 2015 Board of Directors Meeting Minutes – Jeremy McBryan
A motion to approve the draft September 2015 Board of Directors (BOD) Meeting Minutes as submitted to the BOD was approved.
 - b. Treasurer Report – Mark Diblin
An invoice for \$500 was sent to FGCU for the 2015 Southwest Florida Water Resources Conference. Income continues to grow; sponsorships are increasing and the November 2015 meeting is also looking good. Some merging of financial spreadsheets is being completed. A financial Summary for January 1 – November 2, 2015 was provided (see attached report): Total income: \$50,500; Net expenses: \$38,800. A motion to accept the Treasurer's report as submitted was approved. A motion to award complimentary membership to all students that attend the 2015 ShORE Symposium was also approved.
 - c. Committees
 - i. Nominating, Tellers and Awards – Shayne Wood
Kellie Clark, PE (Fort Myers) and Randy Smith, PMP (Brooksville) are newly elected members of the BOD and officially take office January 1, 2016 (Carol Hinton rolls off Dec. 2015; Ed Call resigned in Sep. 2015). The 2016 Executive Committee was also elected and are as follows: Kristin Bennett (President); Mark Diblin (Vice President); Walt Reigner (Treasurer); Jeremy McBryan (Secretary). All other existing members of the BOD were re-elected.
 - ii. Education – Kristin Bennett
Financial assistance will be provided to 14 students (10 of which are presenting) to attend the AWRA 2015 Annual Water Resources Conference being held November 16-19 in Denver, Colorado. Students from Oxbridge Academy of the Palm Beaches, University of Florida, University of South Florida, University of West Florida and Florida Gulf Coast University are receiving financial support.
 - iii. Newsletter – Gregg Jones
As President-Elect, Kristin Bennett will write the President's Message for the December 2015 newsletter. The target December 2015 newsletter preparation/review/distribution schedule is as follows:
November 13 – Send newsletter content to Gregg Jones
November 18 – Gregg Jones distributes draft newsletter for review
November 23 – Submit comments on draft newsletter to Gregg Jones
November 30 – Gregg Jones distributes final draft newsletter for review
 - d. Membership – Jeremy McBryan et al.
Jeremy reported that AWRA Florida has 307 members so far in 2015 and the breakdown is as follows: Professionals = 209; Students = 84; Fellows = 8; Life = 6. The 2016 membership drive will start by December 2015. It was also suggested that an email be sent to Fellow Members reminding them of their status and reminding them to renew their membership. Jeremy will draft and send to the Executive Committee for review and approval prior to sending out.

- e. Website – Jeremy McBryan
Jeremy stated that the website will be transitioned to a more tablet- and mobile-friendly design sometime in November.
 - f. PDH Credits – Shayne Wood
Shayne provided the PDH sign-in sheet for tomorrow's meeting.
 - g. Student Support
 - i. FGCU – Don Duke/Ron Edenfield – ***Previous to the BOD meeting, the BOD approved (via email) providing \$600 to Don Duke to enable the hiring of a technical editor for the Flood and Drought report being prepared for AWRA National. To follow-up, a motion to approve up to \$1,000 was approved by the BOD.***
 - ii. USF – Gregg Jones – ***No report.***
 - iii. UNF – Gary Howalt – ***No report.***
 - iv. UF – Michael DelCharco/Carol Hinton – ***No report.***
 - v. UCF – Joanne Chamberlain/Shayne Wood – ***Shayne stated that he and Joanne are helping the lapsed UCF student chapter to renew with AWRA National and asked for a letter of affiliation from AWRA Florida. Garrett Wallace volunteered to draft the letter.***
 - vi. Daytona State College – Cathy Vogel – ***No report.***
Catherine Katsikis asked if anyone coordinates with Florida Atlantic University. Some coordination has occurred in the past but nothing currently. Catherine mentioned that her son Anthony may be able to assist.
 - h. National News – Don Duke
 - i. 2016 AWRA Annual Water Resources Conference in Florida
Kristin Bennett reminded attendees that AWRA Florida is organizing the social event on Tuesday night; Catherine Katsikis and Garrett Wallace volunteered to assist. Shayne Wood asked how the Tuesday night event sponsors would be visible to attendees. Jeremy stated he would try to get more information while at the 2016 Conference Planning Meeting in Denver.
 - i. Future Meetings
 - i. November 6 – Daytona Beach – Cathy Vogel and Debra Woodall (Daytona State College) ***No report.***
 - ii. January 15, 2016 – Fort Myers – Don Duke and Ron Edenfield (25th Annual Southwest Water Resources Conference) ***No report.***
 - iii. March 2016 – Steinhatchee – Carol Hinton ***No report.***
 - iv. May 2016 – Tampa – Alex Chatham (GHD) ***No report.***
 - v. August 4-5, 2016 – Key Largo – Garrett Wallace ***No report.***
 - vi. September 2016 – Jacksonville – Michael DelCharco/FICE ***The meeting will be held in the Jacksonville area.***
 - vii. November 14-17, 2016 – Orlando – AWRA Annual Water Resources Conference ***Kristin Bennett will request that AWRA Florida be provided with a room to have a BOD meeting.***
- III. Unfinished Business
- a. 2016 Treasurer Position
Walt Reigner volunteered and was elected Treasurer for the period 2016-2017 as summarized above.
 - b. Life and Fellow Members and Policies
There are several fellow members that are not in good standing, therefore, a focused email reminder will be sent out as mentioned above. The BOD approved promoting Cathy Vogel from Fellow Member to Life Member status, due to her consistent and tireless efforts organizing amazing technical meetings and helping AWRA Florida to succeed.
 - c. Registration Fee Policy for Meeting Speakers

Garrett Wallace mentioned that a formal policy on meeting registration fees for meeting speakers would be good to have. A motion to approve the draft policy including Kristin Bennett's revisions was approved. See attached for the approved policy.

IV. New Business

a. The Future of the Silent Auction

Gary Howalt stated that the Silent Auction at the Annual Meeting is not accomplishing what we had hoped and in some cases the cost of the donated item is more than the amount received from the auction. Garrett suggested 1 item for each technical meeting; a total of 5 items was proposed for the 2016 Annual Meeting. Michael DelCharco stated that the return on investment is not on target. Someone asked if fundraising for the AWRA Florida Education Committee is an option at the 2016 Annual Water Resources Conference in Orlando. Kristin volunteered to discuss with Rosanne Clementi.

b. Re-Imagining The Watershed Newsletter

Jeremy McBryan stated that based on recent ad-hoc surveys and questions received by meeting registrants over the past several years, the likelihood that the entire ~15-page Watershed Newsletter is being read by all recipients is probably pretty low. Therefore, an updated and distilled version of a newsletter with less text, more web links and that is less redundant with the AWRA Florida website should be considered. Jeremy volunteered to coordinate with Gregg Jones (Cardno) and Mike Tyson (Cardno) to obtain their ideas and perspective and determine if they are interested in helping out with the transition and future preparation. Some BOD meeting guests did express that the ability to print the newsletter was still useful. It was asked if we even need a newsletter anymore. Jeremy volunteered to prepare a mock-up of what an e-newsletter could look like for BOD review.

V. BOD Comments **None**

VI. Member & Guest Comments **None.**

VII. Adjourn **7:00 p.m.**



November 5, 2015

Executive Committee

Kristin K. Bennett, Esq.
Vice-President
Stuart

Mark Diblin, P.G.
Treasurer
Gainesville

Jeremy McBryan, P.E., CFM
Secretary
West Palm Beach

Michael DelCharco, P.E.
Past President 2014
Jacksonville

Carol Hinton
Past President 2013
Gainesville

Ed Call
Tampa

Roger Copp
Tampa

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

Carol Howard
Lake Placid

Gregg Jones
Tampa

Catherine Katsikis
Royal Palm Beach

Luna Phillips, Esq.
Fort Lauderdale

Walt Reigner, P.E., CPESC
Lakeland

W. Ray Scott
Tallahassee

Garrett Wallace
Delray Beach

Shayne Wood, P.E.
Jacksonville

Guests

[illegible]

**AWRA 2015 Income & Spending Report thru October
1/1/2015 through 11/2/2015**

Subcategory

Total

Income Categories	
Meeting Income : July Registration	\$ 13,685.00
Meeting Income : November Sponsorship	\$ 4,950.00
Meeting Income : January Registration	\$ 5,280.00
Meeting Income : July Sponsorship	\$ 4,900.00
Meeting Income : May Registration	\$ 3,285.00
Meeting Income : March Registration	\$ 3,170.00
Membership	\$ 2,855.00
Meeting Income : January Sponsorship	\$ 2,490.00
Meeting Income : September Registration	\$ 2,065.00
Meeting Income : September Sponsorship	\$ 3,650.65
Meeting Income : May Sponsorship	\$ 1,750.00
Meeting Income : November Registration	\$ 965.00
Meeting Income : July Silent Auction Donations	\$ 810.00
Meeting Income : March Sponsorship	\$ 600.00
Deposit	\$ 59.88
Total Income Categories	\$ 50,515.53

Expense Categories	
Meetings : July Food	\$ 5,177.28
Meetings : January Meals	\$ 3,534.50
Scholarships/Grants : Butler	\$ 3,000.00
Scholarships/Grants : Sandy Young Award	\$ 3,000.00
Scholarships/Grants : Storch Award	\$ 3,000.00
Meetings : September Meals	\$ 2,333.22
Website : AnnualContract	\$ 2,224.80
Scholarships/Grants : Poster Prize	\$ 2,000.00
Meetings : National Meeting Expenses	\$ 1,669.07
AccountingFees	\$ 1,350.00
Meetings : July Field Trip	\$ 1,225.00
Scholarships/Grants : Students Sponsorship	\$ 1,113.38
Meetings : January Facility	\$ 1,010.00
Scholarships/Grants : High School Scholarship	\$ 1,000.00
Meetings : January Beverages	\$ 945.00
Meetings : July Facility	\$ 816.95
Scholarships/Grants : Chapter Support	\$ 720.00
Meetings : May Meals	\$ 584.26
Meetings : September Facility	\$ 514.73
Scholarships/Grants : Fort Myers Meeting	\$ 500.00
July Pay Pal fee	\$ 419.50
Meetings : May Field Trip	\$ 375.00
Miscellaneous : Awards	\$ 368.81
Meetings : January Miscellaneous	\$ 300.00
Pay Pal transaction fee	\$ 290.55
Insurance	\$ 255.70
Meetings : July Silent Auction Expense	\$ 206.58
Meetings : November Misc	\$ 206.54
Corporate Filing Fee	\$ 145.00
May pay pal fee	\$ 139.95
Charitable Donations	\$ 100.00
September Pay Pal transaction fee	\$ 92.24
November Pay Pal transaction fee	\$ 74.37
Miscellaneous - Unassigned	\$ 66.13
Miscellaneous - board nametags	\$ 23.25
Total Expense Categories	\$ 38,781.81

Grand Total	\$ 11,733.72
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Status Date: 9/15/15

2015 Meeting Summary

	Fort Myers	Lake Placid	Delray Beach	Key Largo	Apalachicola	Daytona State College	
	2/5/2011	MAR 2015	MAY 2015	7/23 & 24/2014	9/17/2011	11/5/2011	
MEETING FINANCES							Totals
Income							
Registrations	\$ 5,280.00	\$ 3,170.00	\$ 3,285.00	\$ 13,685.00	\$ 2,065.00	\$ 965.00	\$ 28,450.00
Dinner/lunch Guest							\$ -
Sponsors	\$ 2,490.00	\$ 600.00	\$ 1,750.00	\$ 4,900.00	\$ 3,650.65	\$ 4,950.00	\$ 18,340.65
Other Income (Drinks, etc)							\$ -
Reg On line fee							\$ -
CC fee	\$ (199.96)	\$ (290.55)	\$ (139.95)	\$ (419.50)	\$ (92.24)	\$ (74.37)	\$ 9.00
50/50 Drawing Net Proceeds							\$ -
Student Registration							\$ -
Field Trip							\$ -
Special Event Fundraiser - SA				\$ 810.00			\$ 810.00
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
Refunds:	\$ -						\$ -
Subtotal	\$ 7,570.04	\$ 3,479.45	\$ 4,895.05	\$ 18,975.50	\$ 5,623.41	\$ 5,840.63	\$ 46,384.08
Expenses							\$ -
Facilities/AV	\$ 1,010.00			\$ 816.95	\$ 514.73		\$ 2,341.68
Meals	\$ 4,479.50		\$ 584.26	\$ 5,177.28	\$ 2,333.22		\$ 12,574.26
Meeting Refund							\$ -
Special Events Fundraiser				\$ 206.58			\$ 206.58
Miscellaneous: Travel & Lodging	\$ 300.00						\$ 300.00
Field Trip			\$ 375.00	\$ 1,225.00			\$ 1,600.00
Misc. Room Rebate							\$ -
Student Scholarship							
Poster Prize	\$ 2,000.00						
Distribution to Co-Sponsors							\$ -
Other: Printing/Awards				368.81		\$ 206.54	\$ 575.35
Subtotal	\$ 7,789.50	\$ -	\$ 959.26	\$ 7,794.62	\$ 2,847.95	\$ 206.54	\$ 19,597.87
Net Meeting Revenue	\$ (219.46)	\$ 3,479.45	\$ 3,935.79	\$ 11,180.88	\$ 2,775.46	\$ 5,634.09	\$ 26,786.21
Account Balances:				Reserves	Sandy Young	Checking	Totals
				\$ 11,025.73	\$ 61,339.63	\$ 29,712.97	\$ 102,078.33

Attendance			
1/13/2007	Ponte Vedra Beach	103	496
3/17/2007	Tallahassee	65	
5/19/2007	Haines City	69	
7/28-29/11	Key West	84	
9/15/2007	West Palm	55	
11/17/2007	Fort Myers	120	
1/19/2008	Jacksonville Beach	86	283
3/8/2008	Jupiter	56	
5/17/2008	St. Petersburg	48	
7/26-27/12	Key West	55	
9/13/2008	Cedar Key	38	
1/24/2009	Ft. Myers	156	416
3/21/2009	Gainesville	60	
5/9/2009	Lake Placid	33	
6/27-28/2013	Cocoa	61	
9/19/2009	Marineland	51	
11/14/2009	Homosassa	55	
1/29/2010	Ft. Myers	97	338
3/21/2010	Palm Beach Gardens	42	
5/9/2010	Ormond Beach	46	
6/27-28/2014	Key Largo	54	
9/19/2010	Tampa, FL	99	
11/14/2010	St Augustine	112	
2/5/2011	Ft. Myers	157	568
3/26/2011	Lake Placid	55	
5/14/2011	Delray Beach	50	
7/23- 24/2015	Key Largo	74	
9/17/2011	Apalachicola	39	
11/5/2011	Daytona St. College	193	

Income	
Memberships/Renewals	\$ 2,855.00
Education Donations	
Sandy Young Donations	
Storch Donations	
Whele Donations	
Directory Sponsorship	
	\$ 2,855.00
Expense	
Catering	
Chpt Support	\$ 720.00
Dept of State	\$ 145.00
Whele Support	
Acct Fees	\$ 1,350.00
Butler	\$ 3,000.00
Sandy Young	\$ 3,000.00
Storch	\$ 3,000.00
High School	\$ 1,000.00
Student Sponsorship	\$ 1,113.38
Awards/Poster	
Website	\$ 2,224.80
Directory	
Member services	\$ 100.00
Insurance	\$ 255.70
Member Services	
Misc	\$ 23.25
Bank Charges	
National	\$ 1,669.07
unassigned	\$ 66.13
Herbert Donation	
	\$ 17,667.33

2015 AWRA Florida Section Budget vs Actual

Note: does not include Young income or expense

	2015 Current Budgeted	2015 Budget	11/3/2015 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	\$26,786.21	\$17,786.21
Membership	\$2,000	\$2,000	\$2,855.00	\$855.00
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	\$1,000.00	(\$1,500.00)
Note: .5 auction and no wine tasting revenue				
Total Income (+)	\$13,500	\$13,500	\$30,641	\$17,141.21
Expenses				
Administration				
Accounting/Tax Preparation	\$1,450	\$1,450	\$1,350	\$100.00
Insurance	\$265	\$265	\$255.70	\$9.30
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	\$1,751	\$375.30
Communications				
Directory	\$0	\$0	\$0.00	\$0.00
Newsletter Postage	\$0	\$0	\$0.00	\$0.00
Website Contract and Miscellaneous	\$882	\$882	\$2,224.80	(\$1,342.40)
Journal	\$4,000	\$4,000	\$0.00	\$4,000.00
Communications Subtotal (rounded)	\$4,882	\$4,882	\$2,225	\$2,657.60
Florida Section Support				
Membership Expenses (Shirts, Donation O'Neill)	\$600	\$600	\$189.38	\$410.62
Travel (VP to National)	\$1,000	\$1,000	\$816.18	\$183.82
Awards (Recognitions at Section Annual Meeting)	\$550	\$550	\$368.81	\$181.19
Florida Section Support Subtotal	\$2,150	\$2,150	\$1,374	\$775.63
Grants				
Storch (2 @ \$1,500) & Young	\$3,000	\$3,000	\$6,000.00	(\$3,000.00)
Butler (5 @ \$500)	\$2,500	\$2,500	\$3,000.00	(\$500.00)
Herbert (1 @ \$500)	\$500	\$500		\$500.00
High School	\$1,000	\$1,000	\$1,000.00	\$0.00
Poster Sessions/Miscellaneous	\$1,000	\$1,000	\$100.00	\$900.00
Grants Subtotal	\$8,000	\$8,000	\$9,100	(\$1,100.00)
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	\$852.89	\$647.11
Young Travel to Annual Meeting	\$500	\$500		\$500.00
Student Support conf attendance (Just added this line 8/4/14)	\$6,200	\$6,200	\$1,113.38	\$5,086.62
Active Student Chapter Support	\$900	\$900	\$720.00	\$180.00
Student Support Subtotal	\$12,100	\$12,100	\$2,686	\$9,413.73
Total Expenses (-)	\$29,258	\$29,258	\$17,136	\$12,122.26
Anticipated Checking Balance Carried Forward	\$9,999	\$2,242	\$36,505	\$26,505.77

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

Florida Section, American Water Resources Association, Inc.

Policy 15-02

Prepared October 6, 2015

Meeting Speaker Registration Fees

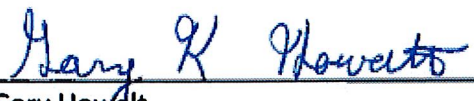
It is the policy of the Florida Section of the American Water Resources Association (AWRA Florida) to offer complimentary meeting registration to any person presenting at a regular AWRA Florida Technical Meeting (generally to include the January, March, May, September and November meetings).

The complimentary registration includes the benefits of a standard registration including meals and field trips that do not include a registration fee separate from the meeting registration.

For the AWRA Florida Annual meeting, generally held in July, if the speaker intends to participate in the Friday evening meal, it is the policy of the Board to request the speaker to pay the separate registration fee for the meal as well as the meal of any guest of the speaker.

This policy shall become effective immediately upon the vote of a majority of the AWRA Florida Board of Directors and shall remain in effect until the Board authorizes changes.

Approved by the Board of Directors this 5th day of NOVEMBER 2015.



Gary Howalt
President