



**BOARD OF DIRECTORS MEETING MINUTES**  
**September 17, 2015 6:00 p.m.**  
**Apalachicola, Florida**

- I. Call to Order – Gary Howalt **6:08 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.**
  - d. Responsibility for the Technical Program Documentation *Jeremy McBryan suggested that, in lieu of writing presentation summaries, the presentations could be made available on the website and a link could be provided in the October newsletter; this approach is also in line with potential future streamlining of the newsletter.*
- II. Reports
  - a. July 2015 Board of Directors Meeting Minutes – Jeremy McBryan  
*A motion to approve the draft July 2015 Board of Directors (BOD) Meeting minutes as submitted to the BOD was approved.*
  - b. Treasurer – Mark Diblin  
*A financial Summary for January 1 – September 14, 2015 was provided (see attached report): Total income: \$44,500; Net expenses: \$33,500. The 2015 technical meetings continue to enable contributions to the Rosanne Clementi Education Program. The 2015 Annual Meeting held in Key Largo in July raised approximately \$11,000. AWRA Florida must become a registered vendor with FGCU to get payment from FGCU for the February 2015 meeting. The BOD discussed soliciting donations from November 2015 technical meeting registrants in lieu of registration fees (that are not allowed at the meeting venue); Kristin Bennett will discuss with Cathy Vogel. A motion to accept the Treasurer's report as submitted was approved.*
  - c. Committees
    - i. Education – Kristin Bennett  
*A total of \$10,000 was awarded to 2015 grant and scholarship winners. Several thank you notes from scholarship/grant recipients have been received and it was suggested that some be included in the October newsletter.*
      1. 2015 AWRA Annual Water Resources Conference student funding  
*After some discussion, the BOD directed the Education Committee to maximize the distribution of budgeted funds to students to assist with travel expenses for the November 2015 AWRA Annual Water Resources Conference in Denver. Kristin will draft a plan to distribute the remaining available funds. Kristin also mentioned that she will be stepping off of the Education Committee. She also stated that due to the large number of applicants in 2015, the Education Committee would benefit from a more formal application evaluation or ranking process. Kristin suggested discussing Education Committee members at the November 2015 BOD meeting.*
      2. State and national meeting funding for high school students  
*Discussion occurred and the BOD will continue to provide financial assistance to high school students, however, it was the general view of the BOD that financial support of undergraduate and graduate university/college students should continue to be a major priority of AWRA Florida due to the potential for immediate positive impacts on water resources in Florida.*

- ii. Newsletter – Gregg Jones  
***Gregg reminded attendees about the target October 2015 newsletter preparation/review/distribution schedule. Kristin Bennett will follow-up with Cathy Vogel to ensure November 2015 meeting information is ready for the October newsletter.***
- d. Membership – Jeremy McBryan et al.  
***Jeremy reported that AWRA Florida has 302 members so far in 2015 and the breakdown is as follows: Professionals = 205; Students = 84; Fellows = 7; Life = 6. It was requested that a list of current Fellow and Life members be sent to the BOD; Kristin and/or Jeremy will provide.***
- e. Website – Jeremy McBryan  
***No report.***
- f. PDH Credits – Shayne Wood
  - 1. November 2015 Technical Meeting PDHs  
***There are no issues with offering free PDHs for the November 2015 meeting.***
- g. Student Support
  - i. FGCU – Don Duke/Ron Edenfield ***Don Duke mentioned that students are just starting to arrive on campus for the Fall semester.***
  - ii. USF – Gregg Jones ***No report.***
  - iii. UNF – Gary Howalt ***No report.***
  - iv. UF – Michael DelCharco/Carol Hinton ***Michael stated that the UF students are pretty active and are on a good trajectory.***
  - v. UCF – Joanne Chamberlain/Shayne Wood ***Shayne reported that a teleconference is scheduled with University of Central Florida (UCF) alumni to further efforts to increase UCF involvement with AWRA Florida. Shayne and Joanne will also try to entice students to attend the November meeting in Daytona Beach.***
  - vi. Daytona State College – Cathy Vogel ***No report.***
- h. National News – Don Duke ***No report.***
- i. Future Meetings
  - i. September 18 – Apalachicola – Ray Scott  
***Ray provided an overview of the boat tour (8:45 – 11:45 am), lunch (12pm) and the meeting agenda. Kristin will follow-up on finding or preparing meeting organization checklist.***
  - ii. November 6 – Daytona Beach – Cathy Vogel/Debra Woodall (Daytona State College)  
***No report.***
  - iii. January 15, 2016 – Fort Myers – Don Duke/Ron Edenfield (25<sup>th</sup> Annual Southwest Water Resources Conference) ***Ron stated that a conference planning committee meeting was held last week and was well attended; they are struggling with finalizing the conference theme; and the Florida legislative session being earlier in 2016 is also resulting in some challenges; a new eco-trip may replace the kayak trip; students will again be able to stay at the Vester Center.***
  - iv. March 2016 – Steinhatchee – Carol Hinton ***No Report.***
  - v. May 2016 – Tampa – Alex Chatham (GHD) ***No Report.***
  - vi. August 4-5, 2016 – Key Largo – Garrett Wallace ***No Report.***
  - vii. September 2-16 – Jacksonville – Michael DelCharco/FICE ***No Report.***
  - viii. November 14-17, 2016 – Orlando – AWRA Annual Water Resources Conference  
***Some discussion of AWRA Florida hosting the 2016 Annual Conference's Tuesday evening social event occurred.***
- III. Unfinished Business
  - a. 2016 Treasurer Position  
***Shayne Wood stated he is not able to serve as Treasurer starting in 2016. Item tabled for discussion at the November 2015 BOD meeting.***

b. 2016 Board Member Nominations

***There are now two vacant BOD positions with Ed Call's resignation and Carol Hinton rolling off the BOD at the end of 2015. With support from Gary Howalt, Walt Reigner volunteered to reach out to Robert Beltran (SWFWMD) to determine if someone from SWFWMD would be interested in serving on the BOD. The Nominating Committee will send their recommendations to the BOD in the next few weeks and the ballot and voting instructions will be sent to members by October 16, 2015.***

IV. New Business

a. The Future of the Silent Auction ***Item tabled for discussion at the November 2015 BOD meeting.***

b. The Future of The Watershed Newsletter ***Item tabled for discussion at the November 2015 BOD meeting. Shayne suggested that we be sure to include newsletter committee members (Gregg Jones and Mike Tyson) in the discussion.***

c. Travel Expense Reimbursement Requests for the 2015 AWRA Annual Water Resources Conference in Denver (J. McBryan and D. Duke)

***A motion to approve Jeremy McBryan's travel expense request of \$1,482.38 and Don Duke's travel expense request of \$852.89 as submitted to the BOD was approved.***

V. BOD Comments

***Ray Scott mentioned that he would also be attending the AWRA national conference in Denver.***

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

VII. Adjourn ***8:07 p.m.***

*American Water  
Resources Association*

**BOARD OF DIRECTORS MEETING SIGN-IN SHEET**  
**September 17, 2015**  
**Water Street Hotel and Marina, Apalachicola, Florida**

## Executive Committee

**Gary Howalt, P.W.S.**  
President  
*Jacksonville*

**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*

## Board of Directors

**Ed Call**  
*Tampa*

Joanne Chamberlain, P.E.  
Palatka

**Roger Copp**  
*Tampa*

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

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

**Carol Howard**  
*Lake Placid*

**Gregg Jones**  
*Tampa*

**Catherine Katsikis**  
*Royal Palm Beach*

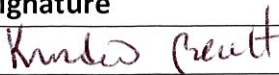
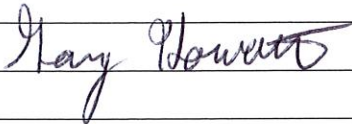
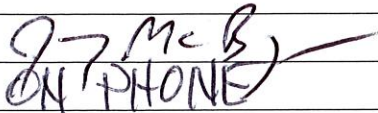


**Luna Phillips, Esq.**  
*Fort Lauderdale*

**Walt Reigner, P.E., CPESC**  
*Lakeland*

**W. Ray Scott**  
*Tallahassee*

**Garrett Wallace**  
*Delray Beach*

**Shayne Wood, P.E.**  
*Jacksonville*

Last Name	First Name	Signature
Bennett	Kristin	
<del>Call</del>	Ed	
<del>Chamberlain</del>	Joanne	
Copp	Roger	
<del>Creech</del>	Richard	
<del>DelCharco</del>	Michael	
Diblin	Mark	Mark Diblin
<del>Duke</del>	Don	
<u>Hinton</u>	Carol	
Howalt	Gary	
Howard	Carol	
<del>Jones</del>	Gregg	
Katsikis	Catherine	
McBryan	Jeremy	
Phillips	Luna	
Reigner	Walt	Walt Reigner
Scott	Ray	
Wallace	Garrett	
Wood	Shayne	

## Guests

[illegible]

**AWRA 2015 Income & Spending Report****1/1/2015 through 9/14/2015*****Income Categories***

Deposit	\$	59.88
Meeting Income : January Registration	\$	5,280.00
Meeting Income : January Sponsorship	\$	2,490.00
Meeting Income : July Registration	\$	13,685.00
Meeting Income : July Silent Auction Donations	\$	810.00
Meeting Income : July Sponsorship	\$	4,900.00
Meeting Income : March Registration	\$	3,170.00
Meeting Income : March Sponsorship	\$	600.00
Meeting Income : May Registration	\$	3,285.00
Meeting Income : May Sponsorship	\$	1,750.00
Meeting Income : November Registration	\$	30.00
Meeting Income : November Sponsorship	\$	2,400.00
Meeting Income : September Registration	\$	1,780.00
Meeting Income : September Sponsorship	\$	1,450.00
Membership	\$	2,780.00
<b>Total Income Categories</b>	<b>\$</b>	<b>44,469.88</b>

***Expense Categories***

AccountingFees	\$	1,350.00	
Charitable Donations	\$	100.00	
Corporate Filing Fee	\$	145.00	
July Pay Pal fee	\$	419.50	
May pay pal fee	\$	139.95	
Meetings : January Beverages	\$	945.00	
Meetings : January Facility	\$	1,010.00	
Meetings : January Meals	\$	3,534.50	
Meetings : January Miscellaneous	\$	300.00	
Meetings : July Facility	\$	816.95	
Meetings : July Field Trip	\$	1,225.00	
Meetings : July Food	\$	5,177.28	
Meetings : July Silent Auction Expense	\$	206.58	
Meetings : May Field Trip	\$	375.00	
Meetings : May Meals	\$	584.26	
Meetings : November Misc	\$	206.54	
Meetings : September Meals	\$	100.00	
Miscellaneous - board nametags	\$	23.25	
Miscellaneous - Unassigned	\$	66.13	
Miscellaneous : Awards	\$	368.81	
Pay Pal transaction fee	\$	290.55	
Scholarships/Grants : Butler	\$	3,000.00	
Scholarships/Grants : Chapter Support	\$	720.00	
Scholarships/Grants : Fort Myers Meeting	\$	500.00	
Scholarships/Grants : High School Scholarship	\$	1,000.00	
Scholarships/Grants : Poster Prize	\$	2,000.00	
Scholarships/Grants : Sandy Young Award	\$	3,000.00	
Scholarships/Grants : Storch Award	\$	3,000.00	\$ 13,220.00
Scholarships/Grants : Students Sponsorship	\$	579.38	
September Pay Pal transaction fee	\$	81.39	
Website : AnnualContract	\$	2,224.80	
<b>Total Expense Categories</b>	<b>\$</b>	<b>33,489.87</b>	

***Grand Total*** **\$ 10,980.01**

Status Date: 9/15/15

## 2015 Meeting Summary

	Fort Myers	Lake Placid	Delray Beach	Key Largo	Apalachicola	Daytona State College	
	2/6/2015	MAR 2015	MAY 2015	7/23 & 24/2014	9/18/2015	11/6/2015	
<b>MEETING FINANCES</b>							<b>Totals</b>
<b>Income</b>							
Registrations	\$ 5,280.00	\$ 3,170.00	\$ 3,285.00	\$ 13,685.00	\$ 1,780.00	\$ 30.00	\$ 27,230.00
Dinner/lunch Guest							\$ -
Sponsors	\$ 2,490.00	\$ 600.00	\$ 1,750.00	\$ 4,900.00	\$ 1,450.00	\$ 2,400.00	\$ 13,590.00
Other Income (Drinks, etc)							\$ -
Reg On line fee							\$ -
CC fee	\$ (199.96)	\$ (290.55)	\$ (139.95)	\$ (419.50)	\$ (81.39)		\$ 9.00
50/50 Drawing Net Proceeds							\$ -
Student Registration							\$ -
Field Trip							\$ -
Special Event Fundraiser - SA				\$ 810.00			\$ 810.00
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
Refunds:	\$ -						\$ -
<b>Subtotal</b>	\$ 7,570.04	\$ 3,479.45	\$ 4,895.05	\$ 18,975.50	\$ 3,148.61	\$ 2,430.00	\$ 40,498.65
<b>Expenses</b>							\$ -
Facilities/AV	\$ 1,010.00			\$ 816.95			\$ 1,826.95
Meals	\$ 4,479.50		\$ 584.26	\$ 5,177.28	\$ 100.00		\$ 10,341.04
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
<b>Subtotal</b>	\$ 7,789.50	\$ -	\$ 959.26	\$ 7,794.62	\$ 100.00	\$ 206.54	\$ 16,849.92
<b>Net Meeting Revenue</b>	\$ (219.46)	\$ 3,479.45	\$ 3,935.79	\$ 11,180.88	\$ 3,048.61	\$ 2,223.46	\$ 23,648.73
<b>Account Balances:</b>				<b>Reserves</b>	<b>Sandy Young</b>	<b>Checking</b>	<b>Totals</b>
				\$ 11,025.73	\$ 61,339.63	\$ 28,958.71	\$ 101,324.07

<b>Attendance</b>		
1/14/2011	Ponte Vedra Bea	103
3/18/2011	Tallahassee	65
5/20/2011	Haines City	69
7/28-29/11	Key West	84
9/16/2011	West Palm	55
11/18/2011	Fort Myers	120
496		
1/20/2012	Jacksonville Beac	86
3/9/2012	Jupiter	56
5/18/2012	St. Petersburg	48
7/26-27/12	Key West	55
9/14/2012	Cedar Key	38
283		
1/25/2013	Ft. Myers	156
3/22/2013	Gainesville	60
5/10/2013	Lake Placid	33
6/27-28/2013	Cocoa	61
9/20/2013	Marineland	51
11/15/2013	Homosassa	55
416		
1/30/2014	Ft. Myers	97
3/22/2014	Palm Beach Gard	42
5/10/2014	Ormond Beach	46
6/27-28/2014	Key Largo	54
9/20/2014	Tampa, FL	99
11/15/2014	St Augustine	112
338		
2/6/2015	Ft. Myers	157
3/27/2015	Lake Placid	55
5/15/2015	Delray Beach	50
7/23- 24/2015	Key Largo	68
9/18/2015	Apalachicola	
11/6/2015	Daytona St. College	
330		

<b>Income</b>	
Memberships/Renewals	\$ 2,780.00
Education Donations	
Sandy Young Donations	
Storch Donations	
Whele Donations	
Directory Sponsorship	
	\$ 2,780.00
<b>Expense</b>	
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	\$ 1,079.38
Awards/Poster	
Website	\$ 2,224.80
Directory	
Member services	\$ 100.00
Insurance	
Member Services	
Misc	\$ 23.25
Bank Charges	
National	
unassigned	\$ 66.13
Herbert Donation	
	\$ 15,708.56

## 2015 AWRA Florida Section Budget vs Actual

Note: does not include Young income or expense

	2015 Current Budgeted	2015 Budget	9/15/2015 2015 To Date	Difference
<b>Anticipated Year End Checking Balance (+)</b> (adjusted for outstanding 1 liabilities and 0 expenses paid in 2012)	\$22,757.70	\$15,000	\$ 22,757.70	\$0.00
<b>Transfer Existing Sandy Young Funds to CD (-)</b>		\$0		\$0.00
<b>Transfer Sandy Young Interest to Checking (+)</b>	\$3,000	\$3,000		
<b>Adjusted Year End Checking Balance</b>	\$25,757.70	\$18,000	\$23,000.00	(\$2,757.70)
<b>Income</b>				
Net Meeting Revenues	\$9,000	\$9,000	\$23,648.73	\$14,648.73
Membership	\$2,000	\$2,000	\$2,780.00	\$780.00
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				
<b>Total Income (+)</b>	\$13,500	\$13,500	\$27,429	\$13,928.73
<b>Expenses</b>				
<b>Administration</b>				
Accounting/Tax Preparation	\$1,450	\$1,450	\$1,350	\$100.00
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
<b>Administration Subtotal (rounded)</b>	\$2,126	\$2,126	\$1,495	\$631.00
<b>Communications</b>				
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
<b>Communications Subtotal (rounded)</b>	\$4,882	\$4,882	\$2,225	\$2,657.60
<b>Florida Section Support</b>				
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	\$368.81	\$181.19
<b>Florida Section Support Subtotal</b>	\$2,150	\$2,150	\$558	\$1,591.81
<b>Grants</b>				
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
<b>Grants Subtotal</b>	\$8,000	\$8,000	\$9,100	(\$1,100.00)
<b>Student Support</b>				
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
<b>Student Support Subtotal</b>	\$12,100	\$12,100	\$1,799	\$10,300.62
<b>Total Expenses (-)</b>	\$29,258	\$29,258	\$15,177	\$14,081.03
<b>Anticipated Checking Balance Carried Forward</b>	\$9,999	\$2,242	\$35,251	\$25,252.06

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

Request for travel reimbursement  
L Donald Duke  
Director, Florida section AWRA; and Director, AWRA  
August 19, 2015

For travel to Denver CO for  
AWRA Board of Directors meeting, Saturday November 14, 2015  
and 2015 AWRA Annual Water Resources Conference, November 16-19, 2015

Registration: one day, Super Saver rate, for registering before 9/4/15	\$250.00
Air fare, Delta: Fort Myers – Salt Lake City outbound; Denver – Fort Myers return.	\$398.63
DoubleTree Hotel Denver Airport: \$89/night; 2 nights, Saturday – Sunday, \$204.26 incl tax	\$204.26
DoubleTree Hotel Denver Airport: \$119/night; 2 nights, Monday-Tuesday, \$273.10 incl tax: paid on my own.	\$0
<b>Total requested</b>	<b>\$852.89</b>

If the Board sees fit to reimburse any portion of these expenses, it will greatly facilitate my participation in the AWRA National activities, and will be greatly appreciated. Please feel free to contact me if I may provide any further information: ldduke@fgcu.edu, 239-590-7542.

Respectfully submitted



# M E M O R A N D U M

**TO:** AWRA FLORIDA BOARD OF DIRECTORS

**FROM:** JEREMY MCBRYAN, SECRETARY, AWRA FLORIDA

**SUBJECT:** 2015 AWRA ANNUAL WATER RESOURCES CONFERENCE – TRAVEL EXPENSE REIMBURSEMENT REQUEST

**DATE:** AUGUST 27, 2015

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My understanding is that AWRA Florida's 2015 budget includes \$1,000 for travel expenses for one executive committee member of AWRA Florida to participate in the 2016 AWRA Annual Water Resources Conference being held November 16-19, 2015 in Denver, Colorado. Below is a summary of projected travel expenses related to my participation at the conference. With this memorandum, I am formally requesting an additional \$482.38 in funding (a total of \$1,482.38) to participate in the conference.

Registration: Super Saver (register by Sep. 4, 2015)	\$495.00
Airfare: Spirit Airlines – Ft. Lauderdale to Denver (roundtrip)	\$321.18
Magnolia Hotel: Nov. 15-19 (4 nights x \$136.55/night; includes taxes)	\$546.20
Transportation from Denver Airport to Hotel (shared ride/taxi)	\$60.00
Transportation from Hotel to Denver Airport (shared ride/taxi)	\$60.00
<b>Total Requested</b>	<b>\$1,482.38</b>

Attached are receipts for airfare and conference registration and my hotel reservation confirmation.

Please feel free to contact me at [jmcbryan@sfwmd.gov](mailto:jmcbryan@sfwmd.gov) or 561-682-6355 with questions or for additional information.