# *FWEA Big Bend Chapter*

Steering Committee Meeting Minutes

The Crepevine, 809 Railroad Ave.

April 12, 2016

1. **Attendees**

|  |  |  |
| --- | --- | --- |
| x | Shanin Speas-Frost (**SS**) | Chair |
| x | Jay Peterson (**JP**) | Vice Chair |
|  | Vacant (SL is interim) | Secretary/Treasurer/Membership |
| x | Tony Holley (**TH**) | Past Chair (2013-2014) |
|  | John Hallas (JH) | Past Chair (2011-2012) |
| x | Mike Murphy (**MM**) | Awards Chair |
|  | Lauren Walker-Coleman (**LW**) | FAMU/FSU Student Chapter Liaison |
| x | Dr. Youneng Tang (**YT**) | FAMU/FSU Student Chapter Advisor |
| x | Sondra Lee (**SL**) | Webmaster, Director at Large |
|  | Catalina Weaver (**CW**) | Steering Committee |
|  | Joe Cheatham (**JC**) | Steering Committee |

1. **Recap of Recent Events**

* **Lunch & Learn**: March 22. Speaker Janet Llewellyn discussed SB536.
* **FWF**: March 5. **SS** to get prizes for poster winners using the remaining $100 of sponsorship funds. **SS** to look ask CROM if they would like a FWF t-shirt. SL requested that $500 of FWF sponsorships be reappropriated for Big Bend general funds in the upcoming fiscal year. FWF materials delivered to Tampa area chapter.

1. **2016 Lunch & Learn Planning**

Reserve rooms from 11:30 to 1:30. Advertise that meetings start at 11:45.

* + 1. **May 10, 2016 (BP#1)**

Committee Member Responsible: **SS**

Topic: Odor Control

Speaker: Evoqua

Sponsor: Evoqua

Location: Beef ‘O’ Brady’s - **JP** to make reservation for 11:30-1:30

* + 1. **July 12, 2016 (BP#3)**

Committee Member Responsible: **SS**

Topic: Pumping Systems

Speaker: CS3 Water Works

Sponsor: CS3 Water Works

Location: Beef ‘O’ Brady’s - **JP** to make reservation for 11:30-1:30

* + 1. **September 13, 2016 / Annual Joint Student Chapter Meeting 2016 (BP#6)**

Committee Member Responsible: **SL**

Topic: Water

Speaker: Ed Bettinger or Dave Roberts

Sponsor: FWEA to sponsor students up to $80

Location: Beef ‘O’ Brady’s - **JP** to make reservation for 11:30-1:30

* + 1. **March 2017 (BP#17)**

Committee Member Responsible:

Topic:

Speaker:

Sponsor:

Location:

1. **FAMU/FSU Coordination**
   * 1. **2016 Student Competition** (FWRC, April 25-27, 2016 at Gaylord Palms, Orlando)

Students currently working on competition. Big Bend Chapter has $100 in the budget to assist with travel to the 2016 FWRC.

* + 1. **Student Memberships (BP#7)**

Next year’s officers have been named and will have their memberships covered in next fiscal year.

* + 1. **2017 Student Competition (BP#14)** (FWRC, Ft. Lauderdale?)

Big Bend Chapter to encourage students to participate.

1. **Membership & Recruitment**
   * 1. **Western Panhandle (BP#5)**

Hold a social event during the summer, or in conjunction with the annual seminar in the western part of the Big Bend area.

* + 1. **Tallahassee Area Social Event (BP#8)**

Consider paddling trip or water cleanup day such as [Save Our Shores](http://saveourshores.org/about-us/). Fund budgeted to offer a discount for student attendees.

* + 1. **Membership Outreach**

**SS** plans to send emails to FWEA members whose memberships are about to expire.

1. **Annual Seminar – 2016 (BP#10)**

Instead of an encore within the same year, the Big Bend Chapter will consider alternating seminar locations between Tallahassee and Pensacola each November. Dan Keck is interested in helping with a Pensacola area Pumping Systems seminar. Also can contact Monica Autrey of Destin Water Users.

1. **Annual Banquet - 2017 (BP#13)**

Date: January 2017

Topic: Non-technical, spouse friendly. **Steering Committee** to think of ideas.

1. **Florida Water Festival 2017 (BP#18)**

Considering holding a mini FWF along with another community event. **SS** is to look at the April Healthy Communities event (4/23/16) for a possibility for next year.

1. **General Steering Committee Discussion**
   * 1. **Steering Committee Meetings (BP#2, 4, 9, 11, 15, 19)**

* **2016:** 12:00 – 1:00, June 14, August 9, October 11, & December 13. The Crepevine at Railroad and Gaines has been reserved. Calendar invites sent. Minutes and Business Plan found on [FWEA.org 2016 Steering Committee Meetings page](http://mms.fwea.org/Calendar/moreinfo.php?eventid=37844).
  + - * **2017:** Meetings to take place in February and April 2017.
    1. **Succession Planning**
* The Steering Committee is in need of several more volunteers. **All Steering Committee members** to think of whom to invite to become a part of the Steering Committee. **SL** to keep sending out emails stating that we need Vice Chairman and Secretary/Treasurer positions for the remainder of 2-year term, which started in January 2015 and is scheduled to end this January 2017.
* **SS** to revise the officer duties listing based on recent email exchanges and send to SL to post onto [FWEA.org file archive](http://mms.fwea.org/members/secure/filearchive/mlist.php?fac=2418017)  for the Big Bend Chapter.
* **Leadership Development Workshop (BP#16):** The next chairman should attend the LDW in February. FWEA will fund travel, if not covered by an employer, out of the state level budget. They also might fund a student chapter leader as well.
  + 1. **Fundraising (BP#12)**
       - The fiscal year goal is to raise $1,500, of which $500 has been obtained through HMM. **SS** will resendthe draft sponsorship letter, asking **all Steering Committee members** to review the draft sponsorship letter and provide comments to SS. The letter will be written for **SL**’s signature.
       - Historically, each year the Big Bend Chapter has provided well above the projected net income back to FWEA. The current fiscal year is the first time in many years in which the chapter was close to breaking even in just meeting the original net income goal. Having to request fundraising for both the Chapter events and for the FWF appears to have affected overall revenues. The chapter may consider a dedicated fundraiser Steering Committee member after the basic positions are covered.
    2. **FY 2016-2017 Business Plan**

Reviewed revised business plan, dated April 5, 2016, which has been placed onto the [FWEA.org 2016 Steering Committee Meetings page](http://mms.fwea.org/Calendar/moreinfo.php?eventid=37844). **SL** to add business plan item numbers to meeting minutes. The bottom line goal is for the Chapter to have a net revenue of $575 from all activities.

* + 1. **DAL Updates**

SL shared news items received at the last monthly Director at Large teleconference in regards to business plans, student chapters and FWRC.