# *FWEA Big Bend Chapter*

Steering Committee Meeting Minutes

The Crepevine, 809 Railroad Ave.

August 9, 2016

1. **Attendees**

|  |  |  |
| --- | --- | --- |
| x | Shanin Speas-Frost (**SS**) | Chair |
| x | Jay Peterson (**JP**) | Vice Chair |
| x | Tony Holley (**TH**) | Past Chair (2013-2014) |
|  | John Hallas (**JH**) | Past Chair (2011-2012) |
|  | 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  |
|  | **Vacant** (SL is interim) | Secretary |
|  | **Vacant** (SS is interim) | Membership |
|  | **Vacant** (SL is interim) | Treasurer |

1. **Recap of Recent Events**

**Lunch & Learns**: May 17 CS3 Water Works. No July Meeting.

1. **2016/17 Lunch & Learn Planning**

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

* + 1. **September 13 or 20, 2016**

Committee Member Responsible: **SS**

Topic: Water

Speaker: Ed Bettinger (SL can ask Dave Roberts if Ed cannot speak)

Sponsor:

Location: Beef ‘O’ Brady’s - **JP** to make reservation

* + 1. **March 2017 (BP#17)** NOT DISCUSSED

Committee Member Responsible:

Topic: Possible Topics: Weems Pond (Bray), Septic Tank Regulations & treatment (Lee) Emerging Contaminants (Tang)

Speaker:

Sponsor:

Location:

1. **FAMU/FSU Coordination**
	* 1. **Student Memberships (BP#7)** NOT DISCUSSED. This year’s officers (Aug 2016- July 2017) have become members for calendar year 2016, with costs covered by FWEA. We will need to repeat the process once next year’s officers are named.
		2. **2017 Student Competition (BP#14)** (FWRC, Ft. Lauderdale?) NOT DISCUSSED. Big Bend Chapter to encourage students to participate.
		3. **Student Chapter & Meetings (BP#6)** Instead of holding a single joint meeting, the funds, up to $80 for the year, will be used to encourage student members to attend the Lunch and Learns at no cost.
		4. **Annual Report** (August 2015 – July 2016) FWEA has requested annual reports for the last school year. **LW** has been working with **YT** and students to get the report completed. Lauren asked for updated student membership data, which Shanin was able to provide.
2. **Membership & Recruitment**
	* 1. **Western Panhandle (BP#5)** NOT DISCUSSED. Hold a social event during the summer, or in conjunction with the annual seminar in the western part of the Big Bend area.
		2. **Tallahassee Area Social Event (BP#8)** NOT DISCUSSED. 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.
		3. **Membership Outreach - SS** plans to send emails to FWEA members whose memberships are about to expire.
		4. **Steering Committee Succession Planning**
			+ **JP** will be staying in Tallahassee and will move on to be Chairman in January**.**
			+ **SL** to update the website with Jay’s new contact information.
			+ **All Steering Committee Members** are encouraged to call upon people, and personally ask them if they would be interested in joining the steering committee. The following positions are available now: Secretary, Membership, and Treasurer. We will also need a Vice Chairman beginning in January 2017.
3. **Annual Seminar – 2016 (BP#10)**

**SS** to contact Monica Autrey of Destin Water Users and Dan Keck with MM, for assistance with a Pensacola area Pumping Systems seminar sometime this fiscal year.

1. **Annual Banquet – January 2017 (BP#13)**

NOT DISCUSSED **Steering Committee** to think of ideas for Non-technical, spouse friendly topics.

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

Considering holding a mini FWF along with the April Healthy Communities event.

1. **General Steering Committee Discussion**
	* 1. **Steering Committee Meetings (BP#2, 4, 9, 11, 15, 19)** NOT DISCUSSED

**FY2016/17:** 12:00 – 1:00, October 11, & December 13 and in February and April 2017. 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).

* + 1. **Leadership Development Workshop (BP#16):** The incoming chairman (JP) should also attend the LDW in February 2017. SL provided JP the dates. **SL** to forward his name onto the FWEA Board so that he receives an invitation.
		2. **Steering Committee Roles -** NOT DISCUSSED. **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.
		3. **Fundraising (BP#12)**
			- **SL** double check the $500 entry shown on the FWEA books for the Big Bend Chapter.
			- **SL** to deposit $500 received earlier in the year and the committee will need to recognize the late FWF contributors as Big Bend sponsors.
			- NOT DISCUSSED. **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.
			- NOT DISCUSSED.The chapter may consider a dedicated fundraiser Steering Committee member after the basic positions are covered. (perhaps the treasurer?)
		4. **FY 2016-2017 Business Plan -** NOT DISCUSSED. The final business plan, dated April 5, 2016, has been placed onto the [FWEA.org 2016 Steering Committee Meetings page](http://mms.fwea.org/Calendar/moreinfo.php?eventid=37844).
		5. **DAL Updates**
			- This year, the FWEA president is trying to reach out to the Chapter and Committee Chairmen throughout the year by holding occasional teleconferences, which supplement the annual Leadership Development Workshop. The first teleconference will take place October 4 from noon to 1:00 PM. SS has received her invitation.
			- Chapters and Committee officers cannot sign contracts on behalf of FWEA. All contracts for FWEA events require signatures from the executive board members.
			- If a personal credit card is used for FWEA expenses, then taxes must be charged. To take advantage of FWEA’s tax exempt status, Chapters and Committees can either ask the company to invoice FWEA or request to use the FWEA credit card.
			- FWEA has established a new conference calling number through GlobalMeet. This will save significant money for the association while offering additional features. The old toll-free line is being deactivated. If you wish to schedule a conference call for your committee, visit the online calendar to view availability and schedule your call. ([http://www.viethconsulting.com/members/calendar\_eventtype.php?org\_id=FWEA&ctid=185&et=1](http://mms.fwea.org/ct.php?lid=26509747&mm=18917690029))