# *FWEA Big Bend Chapter*

Steering Committee Meeting Minutes

The Crepevine, 809 Railroad Ave.

October 11, 2016

1. **Attendees**

|  |  |  |
| --- | --- | --- |
| x | Shanin Speas-Frost (**SS**) | Chair |
|  | Jay Peterson (**JP**) | Vice Chair |
| 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 |
|  | **Vacant** (SL is interim) | Secretary |
|  | **Vacant** (SS is interim) | Membership |
|  | **Vacant** (SL is interim) | Treasurer |

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

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

* + 1. **Friday, October 21, 2016**

Committee Member Responsible: **SS**

Speaker/Topic: Ed Bettinger / Legionellosis

Sponsor: None

Location: JP has made a reservation with Smashburger, north-side

Notes: Beef ‘O’ Brady’s now requires a minimum purchase to reserve the back room.

FWEA Event Link: <http://mms.fwea.org/Calendar/moreinfo.php?eventid=37832>

Facebook Event Link: <https://www.facebook.com/events/1237179102993061/>

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

Committee Member Responsible:

Speaker/Topic: Possible Topics: Weems Pond (Bray), Septic Tank Regulations & treatment (Lee) Emerging Contaminants (Tang), Cleaning of stormwater at construction sites (vendor)

Location:

Notes:

FWEA Event Link:

Facebook Event Link:

1. **Recap of Recent Events**

**Lunch & Learns**: No recent meetings to discuss.

1. **FAMU/FSU Coordination**
   * 1. **Student Chapter & Meetings (BP#6)** All officer positions are filled and their website was updated.Kick off meeting was held October 4.Cost for pizza was $24.99. Remaining funds to be used to encourage Student Chapter members to attend Lunch & Learns. Officers were invited to the October 21 Lunch & Learn. **SL** to make sure the student president is on the email distribution list.
     2. **Student Memberships (BP#7) LW** to find out which of the officers are current members and when those memberships expire. **LW** to get the new officers memberships. [after meeting note: Can **LW** prepare an outline of the process used to get the students sponsored memberships?]
     3. **2017 Student Competition (BP#14)** (FWRC, Palm Beach, April 23-26) Shanin reviewed the competition with the Student Chapter on October 4, and they appear to be very interested.
     4. **Annual Report** (August 2015 – July 2016) Completed.
2. **Membership & Recruitment**
   * 1. **Western Panhandle (BP#5)** SS reached out to a western panhandle member with an invitation to serve on the Steering Committee. She is waiting for a response.
     2. **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. If possible, set up a social event that could raise funds to offset the student discounts.
     3. **Membership Outreach -** SS sent emails to FWEA members whose memberships are about to expire. **SL** will send out a newsletter this week.
     4. **Steering Committee Succession Planning** 
        + LW is considering stepping down from serving as the student liaison. **SS** to discuss it with her. If so **SL** will add the position to the list of vacancies.
        + Terms for officers will run for two years, by fiscal year. This allows the vice-chairman to attend theLeadership Development Workshop in February before taking office in May.With this cycle, the Big Bend Chapter would have two officers attending the workshop every other year and individuals would attend three consecutive workshops, beginning with the second year of vice-chairman.
        + **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, Treasurer and possibly the Student Chapter Liaison. We will also need a Vice Chairman beginning in May 2017.
3. **Annual Seminar – 2016 (BP#10)**

**SS** contacted either Monica Autrey of Destin Water Users or Dan Keck with MM, for assistance with a Pensacola area Pumping Systems seminar. They are aiming to hold a seminar in February or March.

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

**Steering Committee** to think of ideas for less-technical, spouse friendly topics. Backwoods Bistro is a possibility. **SS** to contact them regarding deposit funds.

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

Considering holding a mini FWF along with the April Healthy Communities event. SS has a contact from last year.

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

**FY2016/17:** 12:00 – 1:00

* December 13-- The Crepevine at Railroad and Gaines has been reserved and calendar invites sent.
* **SL** to set up February and April 2017 dates on FWEA site and send out calendar invites. JP needs to reserve the room at The Crepevine. [after meeting note: need to set up an alternate date for February. **SL** to coordinate with **SS** and **JP**]
* 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):** Set for February 12-13 at Shores Resort in Daytona Beach Shores. The first FWEA notice email was sent July 26. On August 10 SL requested that both SS and JP attend. **JP** to confirm if he received an email on August 29 that was sent to all invitees.
    2. **Steering Committee Roles - SS** believes that the officer duties listing has been updated. She will verify and send the listing 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. [SL found last email exchange was on 8/11]
    3. **Fundraising (BP#12)** 
       - **FY 2016-2017** 
         * SL found out that the $500 entry shown on the FWEA books for the Big Bend Chapter was the carryover from HMM (now MM). **SL** to update website to show them as a FY16/17 sponsor.
         * SL deposited $500 received earlier in the year. **SL** will need to recognize the late FWF contributors as Big Bend sponsors on websites.
         * **SS** and **SL** will review the budget to see if the $1000 from the above deposits is enough to sustain the Chapter through the end of the fiscal year. If there are issues, then perhaps a social activity can be set up as a fundraiser. [Updated Business Plan provided in minutes]
       - SS sent out adraft sponsorship letter looking for feedback from the **Steering Committee members.** Meeting attendees liked the letter. In order to simplify the bookkeeping, **SS** will revise the letter to reflect our fiscal year. Letters to potential sponsors will be sent out in March 2017 to deposit after May 1. In the meantime, **SL** will mention the budget cycle in an upcoming newsletter. 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 –** SL did not give any updates at the meeting. The following was sent by SL to SS last month.

**From:** Lee, Sondra W   
**Sent:** Friday, September 30, 2016 10:47 AM  
**To:** Ricky Ly gmail; Lynn Spivey; Shanin Speas-Frost; Lauren Walker-Coleman; Walt Schwarz   
**Subject:** FWEA Board Meeting Notes

Sharing with you all some points of interest from the September 15 FWEA Board meeting.

* Regarding FWEA Student Chapters:
  + - There is some discussion of setting up a teleconference with the student chapter advisors.
    - A student chapter reference page might be set up on the FWEA.org website.
* Please remember to send an email to Jan and Joe when making deposits so that they can keep the Chapters and Committees accounting up to date. I think you all are doing this, but there are some C&C’s not doing this, so we all get a reminder. Let me know if you need a copy of the financial check list.
* The PCOC partnered with Florida WateReuse on a public information campaign. One result was this video, and overall the campaign received 582 engagements: <https://youtu.be/8-0dgQdAEeM>. The flyer for the pilot student video contest is attached, and the team would like to start advertising to students & teachers soon.
* There are about 1400 FWEA members, of which 43 are FWEA only (non-WEF) members.

And don’t forget about the Leadership Training Workshop Web Meeting that is to take place at noon on Tuesday.

I’m also passing along the email below that Lisa received from the UF student chapter about an upcoming career fair.



**From:** Chechanover,Julianne [<mailto:jchechanover3@ufl.edu>]   
**Sent:** Tuesday, September 13, 2016 2:29 PM  
**To:** Lisa Prieto   
**Subject:** UF Chapter of the American Water Resources Association (AWRA) Career Fair

Hello Ms. Prieto,

Today at the Swamp Restaurant I had the pleasure of talking to you about engineering consulting, work-life balance, and professional development. At the end of lunch, I mentioned to you and Jamey that the UF Chapter of AWRA will be hosting a career fair this upcoming November.

The career fair is scheduled for November 2nd from 6 to 8 pm at Frazier Rogers Hall 122, which is a building located on UF's campus. This room can hold 5-6 companies comfortably, but depending on feedback, we can adjust to a larger room if necessary.

Please feel free to email me at [jchechanover3@ufl.edu](mailto:jchechanover3@ufl.edu) or call me at (386) 523-6865 if you have any questions or suggestions.  I had a great time at lunch today and I look forward to more collaboration between UF, Brown & Caldwell,  and Jacobs.

Best regards,

Julianne Chechanover, Undergraduate Student

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University of Florida

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