# *FWEA Big Bend Chapter*

Steering Committee Meeting Minutes

The Crepevine, 809 Railroad Ave.

December 13, 2016

1. **Attendees**

|  |  |  |
| --- | --- | --- |
| x | Shanin Speas-Frost (**SS**) | Chair |
| x | Jay Peterson (**JP**) | Vice Chair |
|  | Tony Holley (**TH**) | Past Chair (2013-2014) |
|  | John Hallas (**JH**) | Past Chair (2011-2012) |
|  | **Vacant** (SL is interim) | Treasurer |
|  | **Vacant** (SL is interim) | Secretary |
|  | **Vacant** (SL is interim) | Membership |
|  | **Vacant** (SS is interim) | Western Panhandle Representative |
| x | Mike Murphy (**MM**) | Awards & CEU |
|  | **Vacant** (SS is interim) | FAMU/FSU Student Chapter Liaison & YP |
| x | Dr. Youneng Tang (**YT**) | FAMU/FSU Student Chapter Advisor |
| x | Sondra Lee (**SL**) | Web Coordinator & Director at Large |
|  | Catalina Weaver (**CW**) | Steering Committee at Large |

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

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

**March 14, 2017 (BP#17)**

* + Possible Speaker/Topics: Weems Pond (Bray/SL), Septic Tank Regulations & treatment (Lee/SL) Emerging Contaminants (Tang/YT), Cleaning of stormwater at construction sites (vendor/?)
  + Location: **SS** to check with Momo’s
  + FWEA Event Link: <http://mms.fwea.org/Calendar/moreinfo.php?eventid=42158>
  + Facebook Event Link:

1. **FAMU/FSU Coordination**
   * 1. **Student Chapter & Meetings (BP#6)** 
        1. Request for reimbursement for $24.99 pizza cost has been made.
        2. The student president was added to the main Big Bend Chapter email distribution list on 12/13.
        3. Catalina Weaver has offered to do a presentation at one of the student meetings.
     2. **Student Memberships (BP#7)** 
        1. **SS** to obtain a list of the current officers and look into their membership, as well as Dr. Tang’s renewal.
        2. **SS** to ask Lauren if she would be willing toprepare an outline of the process used to get the students sponsored memberships.
     3. **2017 Student Competition (BP#14)** (FWRC, Palm Beach, April 23-26) **YT** to inquire as to which student members are interested in participating.
2. **Membership & Recruitment**
   * 1. **Western Panhandle (BP#5) SS** has not heard back from anyone in the western panhandle and will resend an invitation for someone to serve on the Steering Committee.
     2. **Tallahassee Area Social Event (BP#8)** Steering Committee will consider planning an event after the new year. Possible ideas: paddling trip, water cleanup day such as [Save Our Shores](http://saveourshores.org/about-us/).
     3. **Membership Outreach - SL** will send out a newsletter to save the date for the Annual Banquet.
     4. **Steering Committee Succession Planning** 
        1. Lauren has stepped down from serving as the student liaison.
        2. Current vacancies:
           + Secretary, Membership & Public Communications Coordinator (could be three different people)
           + FAMU/FSU Student Chapter Liaison & Young Professionals (could be two different people)
           + Western Panhandle Representative
           + Treasurer (could combine with Vice-Chairman)
        3. Beginning in May, we will need a Vice-Chairman.
        4. **All Steering Committee Members** are encouraged to call upon people, and personally ask them if they would be interested in joining the steering committee.
3. **Annual Seminar – 2016 (BP#10)**

**SS** has not heard back from anyone in the western panhandle andwill try again seeking assistance with a Pensacola area Pumping Systems seminar.

1. **Annual Banquet – January 31, 2017 (BP#13)**
   * + Time of Event:
     + Possible Topics (Speaker/FWEA Contact): Beach Nourishment (Pearce/**SS**), (Weems Pond (Bray/**SL**), **Steering Committee** to think of ideas for less-technical, spouse friendly water topics.
     + Location: SS has reserved Backwoods Bistro under the name of Shanin Frost
     + FWEA Event Link: <http://mms.fwea.org/Calendar/moreinfo.php?eventid=42161>
     + Facebook Event Link:
     + Menu: **SS** to coordinate menu and pricing with **JP**, who will coordinate with the restaurant’s manager, preferably during the lunch hour. A deposit will need to be made, which will come off of the overall bill. All attendees will need to pay FWEA, not the restaurant. **SS** is considering doing drink tickets again.
2. **Florida Water Festival 2017 (BP#18)** 
   * 1. **SS** is working with the City of Tallahassee to hold a mini FWF along with the April Healthy Communities event.
     2. **SL** will coordinate with **SS** to upload photos from prior years onto the FWEA.org site.
3. **General Steering Committee Discussion**
   * 1. **Steering Committee Meetings (BP#2, 4, 9, 11, 15, 19)**

* **FY2016/17:** 12:00 – 1:00, February 21 & April 10
  + **JP** to reserve The Crepevine at Railroad and Gaines
  + Calendar invites have been sent and the event is on the FWEA.org calendar.
* 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):** February 12-13, Shores Resort in Daytona Beach Shores. FWEA sent notice on August 29 stating that the hotel is holding a reduced rate for reservations made by January 12.
    2. **Steering Committee Roles - SS** will email the updated officer duties 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.
    3. **FY 2016-2017 Business Plan** 
       1. **Overall Budget:** The updated budget was reviewed. The final business plan, with the updated budget, has been placed onto the [FWEA.org 2016 Steering Committee Meetings page](http://mms.fwea.org/Calendar/moreinfo.php?eventid=37844). **SL** will add the $1000 of sponsorships to the document.
       2. **Fundraising (BP#12)**

**SL** to verify that the website shows MM, not HMM, and add their new logo.

NOT DISCUSSED. SS sent out adraft sponsorship letter on August 10, looking for feedback from the **Steering Committee members.** 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.

NOT DISCUSSED.The chapter may consider a dedicated fundraiser Steering Committee member after the basic positions are covered. (perhaps the treasurer?)

* + 1. **DAL Updates**
* Event costs and purchases are eligible to be tax free if you coordinate the invoicing with Joe Cheatham so that FWEA pays for the costs directly. If an individual pays for a cost and seeks reimbursement from FWEA, then the sales tax must be paid. Please consider having FWEA do direct payment for your more costly purchases.
* Note that FWEA will be rolling out a new logo sometime before FWRC. Be on the lookout for our fresh new look.
* Committee members are highly encouraged to attend student chapter events and to engage in some personal conversations with the student chapter advisors, even if it is just a quick stop by their office to say hello.
* FWEA has a mentor program that operates in cycles. If you have members on your committee who appear interested in getting further involved with FWEA, pass their names on to Mike Cliburn <[cliburn1947@gmail.com](mailto:cliburn1947@gmail.com)> to be considered as a mentee for the next cycle. Same goes for if you are interested in serving as a mentor.
* FYI - FWEA has a Facebook page (<https://www.facebook.com/CleanWaterFl/>) and a Twitter account (@FWEA75). They are about to, or have just started an Instagram account as well. The public education FWEA Facebook page is listed as Florida Water Festival (<https://www.facebook.com/FloridaWaterFestival/>).
* FYI - WateReuse Association hosted the New Water Brew Contest, using direct potable reuse to brew beer. Here is a link to a 5-minute video about the event: <https://www.youtube.com/watch?v=R7kUieCNDKc>

1. **Recap of Recent Events**

**Lunch & Learn 10/21/16:** Ed Bettinger discussed Legionellosis at the northside Smashburger (Beef ‘O’ Brady’s now requires a $250 minimum purchase to reserve the back room). However, it was very difficult to hear the speaker. The **Steering Committee** is encouraged to keep an eye out for new luncheon locations.

