# *FWEA Big Bend Chapter*

Steering Committee Meeting Minutes

The Crepevine, 809 Railroad Ave.

February 21, 2017

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) |
|  | **Vacant** (SL is interim) | Treasurer |
|  | **Vacant** (SL is interim) | Secretary |
|  | **Vacant** (SL is interim) | Membership |
|  | **Vacant** (SS is interim) | Western Panhandle Representative |
|  | 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 |
| x | Joe Cheatham (**JC**) | FWEA Treasurer & BB Steering at Large |

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

**March 21, 2017 (BP#17) 11:45 a.m. – 1:00 p.m.**

* + Date change due to Leon County Spring Break
  + Possible Speaker/Topic: **JC** to ask Jodie Cahoon to give presentation on the new City park near Market Square
  + Location: **SS** to check with Momo’s and reserve room from 11:30 to 1:30
  + Electronic Media
    - **SL** to set up Facebook event and change date on FWEA site.
    - FWEA Event Link: <http://mms.fwea.org/Calendar/moreinfo.php?eventid=42158>
    - Facebook Event Link: TBD

1. **FAMU/FSU Coordination**
   * + **Student Chapter & Meetings (BP#6)** Catalina Weaver was the speaker at the February 7 student chapter meeting. It was well received by the students.
     + **Student Memberships (BP#7)**  NOT DISCUSSED
       - **SS** to obtain a list of the current officers and look into their membership, as well as Dr. Tang’s renewal.
       - **SS** to ask Lauren if she would be willing toprepare an outline of the process used to get the students sponsored memberships.
     + **2017 Student Competition (BP#14)** (FWRC, West Palm Beach, April 23-26)
       - Sixstudents are interested in participating and plan to do an industrial waste project.
       - The Student Chapter design team is looking for one more mentor to assist them with getting ready for the competition at the FWRC in April in West Palm Beach. Please let Shanin know if you are interested or know someone who might be!
2. **Membership & Recruitment**
   * + **Current Big Bend Status** 
       - NOT DISCUSSED; ADDED by SL: As ofDecember 22, 2016 Big Bend Chapter had 96 members listed:65 Current, 3 Delinquent, 27 New, and 1 Reinstated.
       - It was reported at the February 2017 FWEA Board Meeting that the Big Bend Membership was up 24% from October 2015. It is suspected that the student membership helped with the large increase.
       - **SL** is to reach out to new members to welcome them to the Chapter and to find out what their interest areas are. **SL** to ask delinquent members what could be improved.
       - **SL** to promote that the Florida only rate available for government employees.
     + **Western Panhandle (BP#5)** NOT DISCUSSED; notes from December meeting shown. **SS** has not heard back from anyone in the western panhandle and will resend an invitation for someone to serve on the Steering Committee.
     + **Tallahassee Area Social Event (BP#8)** NOT DISCUSSED; notes from December meeting shown.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/).
     + **Membership Outreach -** **SL** to discuss the following topics in the next newsletter(s):
       - March Lunch & Learn date change with topic and location to be announced
       - Healthy Communities Festival announcement and volunteers needed
       - Steering Committee members needed
       - Lunch speakers needed May, July, September, and March
       - Annual Big Bend Seminar in November to be planned
       - Western Panhandle Coordination desired
       - Student Chapter mentor needed
       - Promote the Florida only membership rate available for government employees
       - Encourage FWRC attendance
     + **Steering Committee Succession Planning** 
       - Current vacancies:
         1. Secretary, Membership & Public Communications Coordinator (could be three different people)
         2. FAMU/FSU Student Chapter Liaison & Young Professionals (could be two different people)
         3. Western Panhandle Representative
         4. Treasurer (could combine with Vice-Chairman)
       - Beginning in May, we will need a 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.
3. **Annual Seminar – 2016 (BP#10)**

An annual seminar is not going to take place in the current FY. The new Business Plan will have a place holder to put on a seminar in the western panhandle area; probably a repeat of the Annual Seminar that will be held in Tallahassee in November 2017.

1. **Florida Water Festival 2017 (BP#18)** 
   * + Healthy Communities Festival
       - Big Bend Chapter will not be holding a standalone Florida Water Festival, but will be joining forces with the City of Tallahassee’s Healthy Communities Festival (HCF). The event will be held from 9AM-2PM on Saturday, April 22, 2017. The theme is “It Takes a Village” and will entail three ‘neighborhoods’ that represent the three pillars of sustainability.
       - **SL** is coordinating with HCF to provide contacts for non-FWEA booths from prior year’s FWF’s since Kynder will be sending out the official invitations to vendors.
       - **SS** will coordinate dance entertainment with HCF
       - HCF will manage site logistics such as tables, chairs and tents. They are also managing media, but FWEA will announce the event too.
       - The next HCF planning meeting will take place next week at Cascades Park.
     + FWEA Booth
       - There will be a table/area for FWEA which will include a Walk for Water. **SL** needs to set up a meeting for Big Bend members to organize the FWEA booth area. Shanin, Sondra and Joe are not available the day of the event. **CW** has offered to run the Walk for Water. **SL** will make a call for volunteers. **SS** to obtain materials from Tim English.
       - HCF prefers that partners provide in-kind donations in lieu of cash donations. The FWF/HCF FWEA committee will prepare a budget to see how much assistance is available.
     + Prior FWF Photos:  **SL** will coordinate with **SS** to upload photos from prior years onto the FWEA.org site.
2. **General Steering Committee Discussion**
   * + **Steering Committee Meetings (BP#2, 4, 9, 11, 15, 19)**
       - FY2016/17:12:00 – 1:00, April 11
         * **JP** to double check the reservation for The Crepevine at Railroad and Gaines.
         * **SL** needs to send a calendar invite and double check that the event is correctly shown 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).
     + **Leadership Development Workshop (BP#16):** February 12-13, Shores Resort in Daytona Beach Shores. SS, JP, JC and SL attended this year’s workshop. The FAMU/FSU students were unable to attend LDW.
     + **Steering Committee Roles -** SS sent 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.
     + **FY 2016-2017 Business Plan** 
       - **Overall Budget:** The end of the FY budget is looking stronger than what was originally proposed (Budget can be found on [FWEA.org 2016 Steering Committee Meetings page](http://mms.fwea.org/Calendar/moreinfo.php?eventid=37844); a copy is provided in minutes).
       - **Fundraising (BP#12)** NOT DISCUSSED

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

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.

The chapter may consider a dedicated fundraiser Steering Committee member after the basic positions are covered. (perhaps the treasurer?)

* + - **FY 2017-2018 Business Plan**

The business plan as shown below was submitted to the FWEA Executive Board. There are a few placeholders for events that may or may not happen. At least one technical seminar is planned, and the golf tournament has returned. The goal for the golf tournament is low enough for the Chapter to at least commit to the scholarship funds, even if the tournament loses money or does not happen.

* + - **DAL Updates**
      * FWEA had a ‘soft’ roll out of a new logo at LDW; with the ‘hard’ roll out at FWRC. The Chapter will receive a new pop up sign.
      * FWEA Social Media Sites and Names:

1. Facebook page (<https://www.facebook.com/CleanWaterFl/>)
2. Twitter account (@FWEA75)
3. Instagram account (#FWEA75)
4. FWEA’s public education Facebook page is listed as Florida Water Festival (<https://www.facebook.com/FloridaWaterFestival/>)
   * + - There will be a social media scavenger hunt at FWRC this year.
5. **2017/18 Lunch & Learn Planning** 
   * + Meeting Logistics
       - Meetings are to be held May, July, September 2017, and March 2018.
       - SS/JP to reserve rooms from 11:30 to 1:30. SL to advertise that meetings start at 11:45.
     + Potential Speakers
       - **SL** to send out emails to potential speakers with a list of meeting dates.

Jodie Cahoon, new City park near Market Square

Eric Etters, PS 74 Cleaning

Catherine Bray, Weems Pond

Charlie Martin, City of Graceville

Chuck Ziegmont, Emergency Management

* + - * Other ideas for all to look into:

Invite City and County to review design standards

Invite City and Talquin Utility Mangers to speak

Cleaning of stormwater at construction sites

Force Main Inspections (JC might have contact)

* + - * Steering Committee members Sondra and Youneng are willing to do presentations on Septic Tank Regulations & Treatment or Emerging Contaminants.

1. **Recap of Recent Events**

Annual Banquet – January 31, 2017 (BP#13)

* + 1. Pearce Barrett did a presentation on Beach Nourishment. Charlie Martin was the recipient of the Thomas P. Smith Award. It is believed that these two were catalysts to the attendance of several members that have not attended meetings in a while.
    2. Backwoods Bistro was fine for the banquet, but there is interest in looking at other locations, such as Marie Livingstons for next year. Drink tickets are worth doing again.
    3. This year’s Banquet only lost $41. This is in part due to the increased price for dinner ($43/person). If possible, the price for next year’s ticket should be reduced to help increase attendance.
    4. About 18-20 people attended. **SS** has the official count. NOT DISCUSSED; ADDED BY SL: **SS & SL** should work on updating the FWEA attendance records.

**Budget Status for Current Business Plan Fiscal Year**



