

South Atlantic States Section Board Meeting

March 18, 2016

Noon-3pm

Hampton Inn, Richmond, VA

Attendance: Pamela Bayles, Tiffany Dillow, Mike Marcus, Corey Mocka, George Namie, Roy Neulicht, Diana L. Ortiz-Montalvo, Tony Pendola, Clara Poffenberger, Ann Quillian, Ashley Sapyta, Flint Webb (by phone)

1. **December and January Board Meeting Minutes** – Approved with minor changes

2. **Introduction of New Board-** Distributed Contact List 2016

3. **Finance Report (attached)**

- a. Roy reported on the 2015 end of year financial status. SASS net worth at the end of 2015 adjusted for accounts payable and receivable was \$34,653. He indicated that the accounts receivable for 2015 (ACE 2015 loan, ACE 2015 profit, ACE 2015 Breakfast reimbursement from RTP & B&W chapters) had now been received. Reimbursement from HQ is current through June 2014; dues for the second half of 2014 are owed to the Section. HQ will be contacted regarding reimbursement. As indicated in the financial report, SASS owes the RTP chapter for student support for ACE 2015. There was discussion regarding cost sharing with RTP for the teacher's workshop at ACE 2015. Roy mentioned that the previous SASS board decided to support the ECI at ACE 2015 rather than the teacher's workshop; due to limited funds the board felt they could not support both.

ACTION: Roy pay RTP chapter the agreed upon amount for student support for ACE 2015.

ACTION –Roy and Tony will look into the funds associate with the teacher workshop and ECI, and confirm any issues that need to be resolved.

- b. HQ requested Sections to forgive (i.e., not take) 2015 and 2016 dues reimbursements. The previous SASS board agreed to donate the 2015 dues if the two chapters agreed. If the chapters did not agree, then SASS would tell HQ they need to reimburse SASS and SASS would donate their portion (but not the Chapters) back to HQ. With regard to the 2016 dues, a decision was tabled on whether to donate the 2016 dues. Questions were asked regarding the financial status of International A&WMA. It was noted that the 2015 ACE in Raleigh was successful financially and that A&WMA had a positive net income in 2015.

ACTION – Need to determine whether the B&W and RTP chapters are willing to donate the 2015 dues, or not. Roy to follow up with Chapters.

ACTION – Roy will look into the financial condition at the national level and report back.

c. Roy presented an overview of SASS finances for the new board members. He provided a tabular summary of dues reimbursements since 2005 and a tabular summary of major expenses since 2006. He noted that because dues reimbursements lag 1 to 2 years, and expenses can lag over financial years, financial reporting is traditionally focused on cash flow more than earnings. To provide a historical perspective, Roy is going to revise these summary tables to reflect actuals for each year rather than just reporting on the checking account activity (cash flow) in order to provide a better picture of annual income and expenses. He noted:

- i. SASS usually receives \$15 per member from HQ as the Section portion of dues. This has become more complicated with a dues structure that includes the addition of emeritus members, corporate membership, young professionals, etc.
- ii. SASS has traditionally refunded 66% of the dues to the Chapters (RTP and B&W) and kept 33% for the section.
- iii. Major expenses include:
 1. Boy Scout Jamboree - The educational council of the AWMA has supported a booth at the Jamboree which is held every 5 years. The jamboree used to be at Fort AP Hill (in the SASS region), but is now going to be in West VA. This will no longer be in the SASS footprint;
 2. International meetings, primarily attendance at the leadership training seminar but occasionally at the Section and Chapters meetings or ACE.

During discussion it was identified that some members may not be mapped to the most appropriate chapters which alters allocation of reimbursement of dues. Also, it was commented that SASS needed to be self-sufficient financially, such as when holding brown bags.

ACTION –SC chapter needs to look at the membership mapping data because some SC members are mapped to RTP, which could be tied to zip code mapping. Diana (membership committee) will work with SC chapter to review the data.

- d. Roy finished his report with a discussion of the “big picture” of SASS finances. He indicated that over the last 10 years or so the net worth of SASS had been holding pretty steady but appears to be decreasing during the last several years. This is due to the fact that income from dues is decreasing and expenses are increasing (e.g., the cost of travel is going up). He stated that the board needs to make decisions on spending priorities with regard to the \$35K in the bank account. Also, he indicated that he felt the Section should better coordinate with the Chapters regarding finances and spending priorities. He has requested financial information from the RTP and B&W chapter treasurers in order to begin an open dialogue. During discussion it was noted that board decisions are needed on use of \$35K in bank account, such as investment, initiatives to increase membership, etc.,
- ACTION –The board will discuss and evaluate options for use of funds

ACTION –Roy will coordinate with the other sections on financials rather than make unilateral decisions

ACTION –Clara volunteered to develop a list of events from the past year and sponsors for each event. This information is needed to assess the cost/benefit of past events

- e. Roy does not plan on running for Treasurer during the next board election.

ACTION – Nominating Committee (Corey, Clara) to identify new volunteer for Treasurer to work with Roy on a transition prior to the next election.

4. Resolution of Outstanding Action Items

- a. Repayment of Loan-financial report (attachment)
- b. Website Update- Diana explained that the monthly fee is \$10-\$16 to keep the domain name based on storage needs. Using a free interface to build. HQ will be changing their website in the coming year. There will be an annual fee to host the domain plus a monthly subscription fee. Annual domain fee has just been paid.
MOTION PASSED – to appropriate \$156/year for hosting the website.
ACTION – Diana needs the 2016 bylaws and information from the chapters, awards and events information to post. Clara will send information to Diana on the past and upcoming events.
- c. 2016 VMI Conference – broad agenda not limited to air topics, including people from Flint, MI. If there is untaken exhibitor space, SASS can get one at no cost
ACTION – Clara will check on whether exhibitor booth is available

5. Old Business-

- a. Corey reported on the Nominating Committee –need nominees for President. Trying to get representation from the regulated community as well. Suggestion to nominate Flint.

6. Committee Reports

- a. SASS 2016 Conference Committee (Clara Poffenberger, Dean Kaiser, Flint Webb, Roy Neulicht) – No update
- b. Membership (Diana Ortiz-Montalvo) – 349 members: NC – 192; VA – 58; MD – 53; SC – 24; DC – 21; Colorado – 1.
ACTION – Tiffany will check on membership information that had been sent to Kathy
- c. Honors and Awards (Tiffany Dillow/Melissa Pauley) – No update
- d. Education Committee (Flint Webb) – No update

7. New Business

- a. 2015 Annual Report-
ACTION –Pamela will review online training and coordinate with Roy and chapter secretaries on needed input
- b. Leadership Training Academy- Pittsburg 4/15-4/17. George and Ashley to go.
MOTION PASSED – To pay for 2 board members to go on the condition that flight and hotel reservations are made within 7 days to obtain good fares

- c. New Board Member Orientation – George, Clara, and Ann will be on the committee to enable smooth transition next January with clear responsibilities.
- d. Nominating Committee- Clara and Corey, George to contact Leo Standler

9. Chapter Updates

- a. RTP – Active with 3 new members. Tony will be having a meeting with OAQPS (Steve Page). RTP will be hosting a Durham Bulls game with funds from ACE. Identified need for a second person on all accounts and need to address signatory on account who has relocated.
- b. B-W - Tiffany (Chair), Flint (Vice Chair). 2014 annual report likely to be submitted next week, along with the 2015 annual report. Striving for quarterly events. Looking for topics for an event that may be hosted at Environ. Exploring webinars and social events.
- c. NCSU - Request for student support to go to ACE. 7 papers from students. Discussed objective for ongoing involvement, and level of student engagement. Discussed option of supporting student chapter with a fixed dollar amount rather than \$/student. Funding decision tabled.
ACTION –George will discuss with Chris questions of engagement, Student Chapter Liaison, and Student Chapter Chair
- d. James Madison University – Leidos sponsored refreshments at successful event last month. Very active student leader. Potential being explored for an annual event.
- e. South Carolina - Chapter By-Laws presentation- Petition was submitted and feedback received. 2 people on the petition were rejected. 2 renewals are not showing up. Will be resubmitting. Chapter is trying to do brown bags in Greenville, Columbia, and Charleston. Favorable feedback at outreach meeting at Clemson. Possible upcoming event at USC School of Public Health, next school term.
MOTION PASSED – To approve by-laws
ACTION – Consider seed money for SC Chapter once it is approved.

10. Next Meeting: Wednesday, April 27 @4pm

11. Adjourn