

Meeting Minutes - Board of Directors Meeting
South Atlantic States Section - Air & Waste Management Association

Date: November 16, 2022
Duration: Call to Order at 4:02 PM; Adjourned at 5:07 PM
Location: Virtual Meeting

Attendees

Stephanie Phillips
Khalil Porter
Dean Kaiser
Greg Mitchell
Chris Geraghty
Steve Frysinger
Bob Hall
Clara Poffenberger
Michael Pjetraj
Tiffany Dillow

1. Agenda Approval [Khalil Porter]
 - Approved (motion made by Dean, seconded by Greg, all approved)
2. Approval of Outstanding Meeting Minutes (October) [Khalil Porter]
 - Approved (motion made by Greg, seconded by Dean, all approved)
3. Updates from A&WMA Board of Directors [Flint Webb]
 - Board of Directors Elections – Open through November 22
4. Update on Raleigh as a venue for 2025 ACE
 - Stephanie Glyptis had questions that have been sent out by Google forms
 - 7 responses so far – 5 are interested in serving on the local committee
 - Send Google form out to membership to see if there would be interest from the members. Give them a week to respond.
5. Chapter Reports
 - Chesapeake Chapter [Hannah Ashenafi]
 - No Updates
 - Research Triangle Park Chapter [Stephane Bolyard]
 - November Luncheon – Current A&WMA National President gave a presentation on the A&WMA organization and membership
 - Third Annual Chess Tournament – Open to all SASS members
 - NCSU Student Chapter [Fernando Garcia Menendez]
 - No Updates
 - JMU Student Chapter [Steven Frysinger]
 - No Updates
6. Committee Reports
 - Membership [Chris Geraghty]
 - Chris sent membership report via email
 - Membership has increased back to pre-Covid levels (March 2020)

Meeting Minutes - Board of Directors Meeting
South Atlantic States Section - Air & Waste Management Association

- Social Media/Website [Stephanie Phillips/Chris Geraghty]
 - Continue sending Stephanie upcoming meeting information to be posted to SASS website
 - Education [Stephanie Bolyard]
 - No Updates
7. Ad Hoc Committee for Use of ODC Funds [Ricky Tropp]
- No updates
8. Finance & Internal Auditing [Clara Poffenberger]
- Clara sent financial report via email
 - Account balance: \$34,508.87
 - 2021 dues reimbursement - \$2,355
 - Reimbursement spreadsheet received from A&WMA HQ on October 22, 2022 but haven't received the check in the mail yet
 - Reimbursement for unassigned Virginia members and Baltimore/Washington Chapter will go to Chesapeake Chapter
 - Reimbursement for SC Chapter members will go to RTP Chapters
 - 2022 budget reflects a slightly higher number than what will actually be reimbursed
 - Clara to send an email to the BOD once the check is received to discuss how she plans to split the funds between chapters and section before cutting the checks
9. Update on financial records retention [Ricky Tropp & Khalil Porter]
- HQ recommendations on document retention provided by Stephanie Glyptis at HQ is summarized below:
 - 6 years
 - Tax returns, expenses, proof of deductions, business costs, accounting procedures, and other documents from the date of filing the applicable return or amended return.
 - Board Meeting minutes
 - Contracts
 - Financial Records such as bank statements for 5 years
 - Board resolutions should be maintained permanently
 - Credit Card/Banking Info should be held in accordance with the Fair and Accurate Credit Act of 2003
 - E-mails depends on the subject matter. In any event, e-mail that needs to be saved should be either: printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept electronically or on disk as a separate file.
 - We are not currently "incorporated" in any state and there does not appear to be a need to be.
 - Records Retention and Financial Audit Ad Hoc Committee to be established to discuss further. Clara Poffenberger will be the chair of the committee and the chairs of each chapter and chapter treasurers will be involved.

Meeting Minutes - Board of Directors Meeting
South Atlantic States Section - Air & Waste Management Association

10. Nominating Committee [Dean Kaiser]

- Still need to find a Vice Chair nominee
- The 2 director nominees and 1 secretary nominee have been filled
- BOD to continue reaching out to potential nominees and have the ballot filled by November 25.

11. Waste Information Exchange [Robert Hall]

- No updates

12. Unfinished Business

- None

13. New Business

- SASS BOD members in attendance of Air Information Exchange in Durham on December 7 to potentially meet for lunch or dinner.