

## South Atlantic States Section Board Meeting

April 27, 2016

Attendance: Pamela Bayles, Tiffany Dillow, Steven Frysinger, Leah Kaiser, Mike Marcus, Corey Mocka, George Namie, Roy Neulicht, Tony Pendola, Clara Poffenberger, Ann Quillian, Ashley Sapyta, Flint Webb

1. **Consent Agenda** – Revised approach going forward will be for the Consent Agenda to include (a) approval of the minutes for the previous meeting and (b) the Treasurer’s report, which will both be sent out in advance for questions/comments.

2. **Approval of minutes from March Board Meeting-**

Minutes were sent out (4/3) to attendees, but not to entire distribution of officers, board members, local chapter chairs, student chapter sponsors, and committee chairs, which will be done going forward. Approval tabled for next meeting.

3. **Finance Report** – Current assets are \$34,105. Since the last meeting, three checks were written (meeting room and lunch for board meeting, and annual web hosting). Outstanding commitment for Ashley’s expenses to participate in the Leadership Academy.

4. Resolution of Outstanding Action Items

- **Leadership Academy-** Ashley attended the Leadership Academy and reported that it was excellent. Information shared by other sections could benefit SASS, such as building on procedures and responsibilities archived on other section websites. The Pacific NW Section, for example, has well developed documentation that could serve as a good template for SASS to develop such documentation. She also reported that A&WMA HQ will be rolling out web-based training for treasurers, which could be particularly helpful for new chapters.

ACTION – Board should review the Pacific NW International Section website for potential templates of procedures and responsibility lists.

- **Website Update-** The website is ready to begin posting information

ACTION – All should begin sending Diana information to post on the website, especially on activities being sponsored by each chapter

- **SC Chapter-** George formally submitted all of the paperwork for the chapter application, which included a letter of recommendation and growth plan (4/22/16). Approval is anticipated by the end of May.

- **Education/Student Travel Support/Sponsorships-** RTP chapter encouraged students to apply for scholarships, and would like SASS to share in the cost of the awards but has not requested a specific amount from SASS. Tony projected that 6 to 7 students have submitted applications. Agreement that scholarship recipients should be members. Historically, support has typically been \$250-\$350/student, and students without chapters have been supported at comparable levels.

MOTION – Made by Tiffany Dillow, seconded by Flint Webb, and passed to support the RTP chapter for student scholarships up to \$1500.

ACTION – In the future, the process should be to request a specific dollar amount of support in advance of meeting so that a vote can consider the specific request

ACTION – An e-vote will follow on a specific support request for the Virginia Tech student seeking support once the amount of request is confirmed. Tony will confirm that the student is an A&WMA member and will confirm the request with the student.

- **New Finance Officer Search-** Clara agreed to accept the position as the new Finance Officer and will work with Roy over the next 6 months to transition into the position.
- **2015 Annual Report-** Pamela and Roy will work together during May on the draft Annual Report.

5. **Old Business- SASS 2016 Conference Committee Summary-** George and Flint reported that the conference was a great success and commended Clara for a great job. It was recognized that the audience was primarily Virginia, and that similar events for the Carolinas and Maryland should be pursued. More than 600 attendees. Excellent opportunity to recruit new members. Likely two new members will result.

## 6. Committee Reports

- **ACE 2016 Conference Committee** (George, Corey, Flint, Ashley, Mike) -

ACTION – George will initiate an exchange of ideas on support for a breakfast social event

- **Membership** – Currently membership count is 343 with 29 renewals. SASS received a letter from HQ praising the effort by last year’s board on membership.
- **Honors and Awards** (Tiffany Dillow) – No update
- **Education Committee** (Flint Webb) – Flint reached out to Lisa LaCivita from George Mason on a collaborative event, Recommendation for SC to consider collaboration with Clemson.
- **Nominating Committee** (Clara, Corey) – No update
- **New Board Member Orientation Committee** (George, Clara, Ann) – Will be working together in the coming month.

## 7. New Business

- **Tax status questions.** Learned that the RTP chapter is not incorporated and has not been filing taxes. Roy explained that SASS is a 501 (3) (c) organization with the IRS, and he has been filing taxes each year. HQ has section and council guidance that could be helpful to the chapters in this area.
- **New chapter resources.** Leadership Academy recommended that new chapters contact more organized chapters for model documentation and procedures.

## 8. Upcoming Events – see chapter updates below

## 9. Chapter Updates

- **RTP** – Designed big outreach event to the Durham Bulls game. ~ 70 people signed up.
- **B-W** – Upcoming talk on evaluating air impacts of transportation projects, focusing on the project to widen I-66. Sponsored by Ramboll Environ on 5/12/2016 in Arlington, VA from 6:30-8:30 PM. Flint is working on setting up two other events: one at a waste recycling sorting facility either in Prince Georges County or in Manassas and the other is a meeting at NASA Goddard to their Visualization Wall/Hyperwall at the NASA Center for Climate Simulations.
- **NCSU** – No update

ACTION – Website needs to be updated. Last update was 2/2008.

**James Madison University** – Wrapping up the school year and club participation. Excellent that officers will be returning next year.

ACTION – Website needs to be updated. Last update was 10/2010. Since student chapter members shares information extensively through Facebook, will consider adding link(s) to social media and minimal update to the website.

- **South Carolina** –
  - (1) SC DHEC provided nominations for the chapter board from the air and waste management communities
  - (2) Finishing organizing a webinar on sustainability from a construction industry view point
  - (3) Provided students with a 1-year free membership
  - (4) Requested copies of documents sent to HQ

ACTION – George to send package submitted to HQ 4/22/16 to Mike

## 10. Next Meeting: May 25, 2016 @4pm

## 11. Adjourn