

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

Date: January 19, 2021  
Duration: Call to Order at 4:31 pm; Adjourned at 5:16 pm  
Location: Virtual Meeting

Attendees

Stephanie Phillips  
Clara Poffenberger  
Bob Hall  
Khalil Porter  
Steven Frysinger  
Brandy Bossle  
Chris Geraghty  
Fernando Garcia Menendez  
Greg Mitchell  
Hannah Ashenafi  
Kevin Black  
Ricky Tropp  
Dean Kaiser  
Flint Webb  
Stephanie Bolyard

1. Introductions
  - New Director: Greg Mitchell
  - New Vice Chair: Tiffany Dillow
  - Chesapeake Chapter Representative: Hannah Ashenafi
2. Agenda Approval [Khalil Porter]
  - a. Approved (no opposed)
3. Approval of Outstanding Meeting Minutes (December) [Khalil Porter/Stephanie Phillips]
  - a. Discussion of outstanding items from December Meeting Minutes
    - i. Reminder to send new chapter officers to Stephanie Phillips
    - ii. Clara has received Chesapeake Chapter information, but she has not reviewed yet. Kevin received SASS Chapter information and has a couple follow-up questions but will speak with Clara offline.
  - b. Meeting Minutes approved (no opposed)
4. SASS Resources
  - a. Links to website, email address, social media, Zoom link, and section by-laws are provided at the end of new agenda
5. Board Job Descriptions
  - a. Reviewed the by-laws
  - b. New officers to review their job descriptions
6. Committees
  - a. Description of each committee was provided in the agenda

7. BOD Meeting Schedule
  - a. Will continue to meet on the third Wednesday of the month
8. Chapter Reports
  - a. Chesapeake Chapter [Hannah Ashenafi]
    - i. New officers have been elected for 2022
    - ii. First board meeting of the year will occur during the week of January 24, 2022. week.
    - iii. January 27 Webinar: Air Quality Education in the DMV with speaker Elizabeth Spike. Link can be found on the SASS website.
  - b. Research Triangle Park Chapter [Stephane Bolyard]
    - i. New officers have been elected for 2022
    - ii. First board meeting of the year will be in January to get new board members onboarded
      - Currently working on getting guest speakers lined up for the year
    - iii. Proceeds from virtual chess tournament will go towards a food bank in Dr. Rao's name.
  - c. NCSU Student Chapter [Fernando Garcia Menendez]
    - i. New officers elected for the 2021-2022 school year began in August 2021
    - ii. 2021 Fall Semester – students took a field trip to South Wake Municipal Landfill
    - iii. 2022 Spring Semester - seminars planned this year include a policy fellow to speak the week of January 24, 2022 and another seminar scheduled in which the air quality of California summers will be discussed.
    - iv. Hoping to plan in person events for the semester.
  - d. JMU Student Chapter [Stephen Frysinger]
    - i. Spring 2022 semester started the week of January 17.
    - ii. Students are currently working to develop an event to commemorate the next climate action report and would like to be able to use the event as an awareness vehicle to the town and university.
9. Committee Reports
  - a. Membership [Chris Geraghty]
    - i. Membership report send via email
    - ii. Chesapeake chapter expansion and RTP chapter absorption of SC Chapter has not been updated in A&WMA system, so the membership report does not reflect the most recent members for those chapters.
  - b. Social Media/Website/SASS Survey [Stephanie Phillips/Chris Geraghty]
    - i. Continue sending Stephanie P. events to post to the SASS website
  - c. Education [Stephanie Bolyard]
    - i. Currently working with the K-12 committee regarding the educational materials for teachers.

- ii. Also working on developing a program focused on college students which would rely on volunteers from SASS or others to be successful. This program would include student chapters within SASS and capped based on level of interest from volunteers since there is a feedback component.
  - “College Student Interview and Job Preparation Workshop:” The goal of this workshop is to help prepare college students (undergraduate and graduate) for their job search, interview, and career. I would also like to include an overview of AWMA, how students can get involved, and the benefits of being involved in professional organizations. The workshop can be completed virtually over multiple sessions. The students would be asked to prepare “mock” application materials (e.g., cover letter and resume) that would be reviewed by volunteers. Feedback would be given directly to the students. In addition, a peer review process can be added so students have a chance to provide feedback to other students. The following workshop presentations are suggested: AWMA Overview and Importance of Professional Development, Job Search Preparation (process, materials), Overview of the Interview Process, General Career Advice
  - Reach out to Stephanie B. if you would like to volunteer or have feedback in regards to this program.
- d. Finance & Internal Auditing [Clara Poffenberger]
  - i. 2021 Financial Summary [Clara Poffenberger]
    - Audit previously discussed in Section 3
  - ii. Financial summary to be included for next meeting
  - iii. Draft Budget for 2022 [Khalil Porter]
    - Draft 2022 budget attached to meeting agenda
    - Khalil to review 2021 budget to provide basis for 2022 budget
    - Clara to provide markup of the draft 2022 budget created by Khalil

iv. Defunct SC Chapter funds discussion and vote [Khalil Porter]

- SC funds (\$2,783.08) have been sent to SASS until SC has been officially absorbed into RTP. If SC Chapter ever wants to be reconstituted, then the SC Chapter funds would be sent back to them. SC has now been officially absorbed, so RTP is requested for SC Chapter funds to be sent to RTP Chapter.
- Clara moves for SC funds to be transferred to RTP Chapter with the understanding/condition that if the SC Chapter wants to be reconstituted within the next 5 years, the RTP chapter will provide those funds back to the SC Chapter.
  - There was a second Ricky Tropp.
  - Approved by BOD unanimously.

10. Goals for Subsequent Meeting

- a. Approve 2022 Budget
- b. Begin work on Annual Report [Dean Kaiser/Stephanie Phillips/Clara Poffenberger]

11. Unfinished Business

- a. None

12. New Business

- a. None

13. Adjourn