



**BOARD OF DIRECTORS MEETING MINUTES**  
**May 19, 2016 5:30 p.m.**  
**Safety Harbor, Florida**

1. Call to Order – Kristin K. Bennett ***Meeting called to order at 5:33 p.m.***
  - a. Roll call (via Sign-in sheet) ***See attached sign-in sheet.***
  - b. Welcome and introduction of Board of Directors (BOD) and guests ***See attached sign-in sheet.***
  - c. Revisions to Agenda ***None***
2. Reports
  - a. March 2016 BOD Meeting Minutes – Jeremy McBryan  
***Postponed until the August 2016 BOD meeting.***
  - b. Treasurer – Walt Reigner  
***Per previous BOD direction, \$1,500 was sent to AWRA's Richard A. Herbert Memorial Education Fund (Note: This includes a three \$500 donations for 2014, 2015 and 2016). Paperwork for FDACS will be filed ASAP. Some discussion occurred regarding adding funds from the checking account to the Sandy Young investment account. Rosanne Clementi stated that the goal was for the Sandy Young account to be self-sustaining and not need additional deposits. Mark Diblin volunteered to draft a policy regarding adding funds to the Certificate of Deposit and the Sandy Young investment accounts. Walt volunteered to determine a minimum checking account balance that would not impact AWRA Florida operations. A motion to accept the Treasurer's report as submitted was approved. Mark also provided a brief summary of 2015 in which AWRA Florida awarded nearly \$19,000 in student scholarships, teacher grants, student poster awards, and student travel reimbursements, etc.***
  - c. Education – Gordon Brown  
***Gordon Brown can no longer commit to be Education Committee Chair so this position is again open. Kristin provided a summary of the 2016 scholarship/grant applications received: Blain = 1; Butler = 7; Storch = 9; Young = 10. Rosanne asked for input and ideas on application scoring. It was also decided that if a formal scoring methodology was developed, it should be added to the grants and awards webpage.***
  - d. Newsletter – Gregg Jones  
***The target June 2016 newsletter preparation/review/distribution schedule is as follows:***
    - i. May 27 – Send newsletter content to Gregg Jones
    - ii. June 1 – Gregg distributes draft newsletter for review
    - iii. June 8 – Submit comments on draft newsletter to Gregg
    - iv. June 10 – Gregg distributes final draft newsletter for review***Gregg stated that recent meeting sponsorship totals seem low and could be better, with smaller amounts being easier to obtain from sponsors. There is no target sponsorship amount; each meeting chair is in charge.***
  - e. Membership – Jeremy McBryan et al.  
***Jeremy McBryan reported that total membership is at 311 so far in 2016 and the breakdown is as follows: Professional = 164; Student = 130; Fellow = 10; Life = 7. Walt suggested a contest for the most members recruited; Rosanne pledged to donate \$100 for an award for this member recruitment contest. Walt mentioned that a recent water reuse conference, there was quite a bit of interest in defragmenting and integrating the various water resources disciplines/industries. Since AWRA is already integrated, this may be an approach to recruit new members. Rosanne asked if our website is setup with keywords to allow web searches (e.g. integrated water resources) to return with our website. Jeremy said he has not done anything with keywords or search results.***

- f. Website – Jeremy McBryan
    - i. PDH Certificate Archive

***A PDH Certificate Archive webpage has been created to assist in distributing PDH certificates to meeting attendees. Instead of emailing PDH certificates, they will instead be loaded to the PDH Certificate Archive webpage and email notifications will be sent from [pdh@awraflorida.org](mailto:pdh@awraflorida.org). The plan is to retain PDH certificates on the archive webpage for the previous 4 years. A suggestion was made to add a checkbox to future meeting registration forms to allow meeting attendees (who aren't professional engineers) to request certificates of attendance.***
  - g. PDH Credits – Shayne Wood

***Shayne Wood provided the PDH sign-in sheet for tomorrow's meeting.***
  - h. Student Support
    - i. Florida Gulf Coast University – Don Duke/Ron Edenfield ***No report.***
    - ii. University of South Florida – Gregg Jones ***Still reaching out to interested students.***
    - iii. University of North Florida – Gary Howalt ***No report.***
    - iv. University of Florida – Michael DelCharco/Carol Hinton ***No report.***
    - v. University of Central Florida – Joanne Chamberlain/Shayne Wood ***Joanne introduced Han Xiao from UCF and asked about their request for student chapter seed money. Rosanne stated the Education Committee is reviewing the request. The UCF Student Chapter's plan for the summer is to recruit new members and plan workshops/seminars for the Fall; Guest speaker suggestions would be appreciated.***
    - vi. Daytona State College – Cathy Vogel ***No report.***
    - vii. Florida Atlantic University – Catherine Katsikis ***No report.***
  - i. National News – Don Duke

***Annual conference abstracts are being reviewed and the conference program should be finalized on or just after June 3. A new membership dues structure is being rolled out and will include a less expensive gateway membership; corporate membership options are also being modified. Feedback from state sections is still desired; surveys and other systematic outreach are being planned.***
  - j. Future Meetings
    - i. May 20, 2016 – Safety Harbor – Alex Chatham (GHD) ***Agenda turned out great and registration numbers look good.***
    - ii. August 4-5, 2016 – Key Largo – Garrett Wallace ***Agenda is almost final and this year's Cooler of Cheer will be a Yeti Cooler that Randy Smith can acquire at cost (\$200; retail is \$300); a few Yeti tumblers will also be included.***
    - iii. September 30, 2016 – Jacksonville – Michael DelCharco/FICE ***No report.***
    - iv. November 13-17, 2016 – Orlando – AWRA Annual Water Resources Conference ***Jeremy and Don will find out if AWRA can provide AWRA Florida with an exhibitor table/space and a meeting room for the November 2016 BOD meeting.***
    - v. January 2017 – Ft. Myers – 26<sup>th</sup> Annual Southwest Florida Water Resources Conference ***The conference is tentatively scheduled for January 13.***

***The 2017 Annual Meeting is currently proposed for August 2017 in Key Largo. Mark Diblin volunteered to organize a March 2017 meeting in Gainesville and Randy Smith volunteered to organize a meeting in Tampa in 2017. Meeting organizers and locations are needed for May, September and November 2017.***
3. Unfinished Business
- a. Tuesday Night Social Event at 2016 Annual Conference

***The Tuesday Night Social Event will be a Networking Scavenger Hunt at Disney Springs (formerly Downtown Disney); bus transportation from the hotel and food and drink will be provided; sponsors are needed; sponsor logos will be on the clue sheets and other prominent locations at the event and conference. Jeremy highly recommended keeping the fee below \$50 and considering having a student rate.***

- b. The Future of the Silent Auction  
***Other fundraising ideas are needed to replace the Silent Auction. Fundraising at the November 2016 Annual conference was discussed but will likely not be supported by AWRA. Rosanne Clementi suggested leading an effort to reach out to contacts and requesting donations.***
- c. Handouts/Door Prizes/Fundraising at 2016 Annual Conference (Tervis Tumblers?) ***Postponed***
- d. 2016 Meeting Survey Results ***Postponed***
- 4. New Business
  - a. Additional Student Support for 2016 Annual Conference  
***A process for students to request funding for the annual conference is needed. The Education Committee should develop a process and make a recommendation to the BOD. Guidelines and cost controls were also recommended.***
  - b. Speakers Bureau  
***It was recommended that the Speakers Bureau list provided by Jeremy (based on AWRA Florida member interest) be reviewed and augmented with excellent speakers from previous AWRA Florida meetings.***
- 5. BOD Comments ***None***
- 6. Member and/or Guest Comments ***None.***
- 7. Adjourn ***7:15 p.m.***



**May 19, 2016**

## Crooked Thumb Brewery, Safety Harbor, Florida

## EXECUTIVE COMMITTEE

**Kristin K. Bennett, Esq.**  
**President**  
*Stuart*

**Mark Diblin, P.G.**  
**Vice President**  
*Gainesville*

**Walt Reigner, P.E., CPESC**  
Treasurer  
*Lakeland*

**Jeremy McBryan, P.E., CFM**  
**Secretary**  
*West Palm Beach*

**Gary Howalt, P.W.S.**  
**Past President 2015**  
*Jacksonville*

**Michael DelCharco, P.E.**  
**Past President 2014**  
*Jacksonville*

## BOARD OF DIRECTORS

**Joanne Chamberlain, P.E.**  
*Palatka*

**Kellie Clark, P.E.**  
*Ft. Myers*

**Roger Copp**  
*Tampa*

**Richard Creech, P.E., P.S.M.**  
*Stuart*

**L. Donald Duke, Ph.D., P.E.**  
*Ft. Myers*

**Carol Howard**  
*Lake Placid*

**Gregg Jones, Ph.D., P.G.**  
*Tampa*

**Catherine Katsikis**  
*Royal Palm Beach*

**Luna Phillips, Esq.**  
*Ft. Lauderdale*

**W. Ray Scott**  
*Tallahassee*

**Randy Smith, PMP**  
*Tampa*

**Garrett Wallace**  
*Delray Beach*

**Shayne Wood, P.E.**  
*Jacksonville*

Last Name	First Name	Signature
Bennett	Kristin	Kristin Bennett
Chamberlain	Joanne	Joanne Chamberlain
Clark	Kellie	
Copp	Roger	
Creech	Richard	
DelCharco	Michael	
Diblin	Mark	Mark Diblin
Duke	Don	Don Duke
Howalt	Gary	
Howard	Carol	
Jones	Gregg	Gregg Jones
Katsikis	Catherine	
McBryan	Jeremy	Jeremy McBryan
Phillips	Luna	
Reigner	Walt	Walt Reigner
Scott	Ray	Ray Scott
Smith	Randy	Randy Smith
Wallace	Garrett	
Wood	Shayne	Shayne Wood

## Guests

[illegible]

Status Date: 5/6/16	<b>2016 Meeting Summary</b>						
	<b>Fort Myers</b>	<b>Steinhatchee</b>	<b>Safety Harbor</b>	<b>Key Largo</b>	<b>Jacksonville</b>	<b>Orlando (National)</b>	
	<b>1/15/2016</b>	<b>3/18/2016</b>	<b>5/20/2016</b>	<b>8/4 &amp; 5/2016</b>	<b>9/30/2016</b>	<b>11/13-17/2016</b>	
<b>MEETING FINANCES</b>							<b>Totals</b>
<b>Income</b>							
Registrations (meeting and FT)	\$ 5,900.00	\$ 2,165.00	\$ 2,540.00				\$ 10,605.00
Dinner/lunch Guest							\$ -
Sponsors/Meeting Donations	\$ 2,900.00	\$ 950.00	\$ 1,300.00				\$ 5,150.00
Other Income (Drinks, etc)							\$ -
50/50 Drawing Net Proceeds							\$ -
Student Registration							\$ -
Field Trip Sponsorship	\$ 700.00						\$ 700.00
Special Event Fundraiser - SA							\$ -
Wine Tasting							\$ -
Miscellaneous: Shirts							\$ -
<b>Subtotal</b>	\$ 9,500.00	\$ 3,115.00	\$ 3,840.00	\$ -	\$ -	\$ -	\$ 16,455.00
<b>Expenses</b>							\$ -
Facilities/AV/Linen	\$ 570.00		\$ 1,500.00				\$ 2,070.00
Meals/Beverage/Snack	\$ 4,279.00	\$ 2,859.30					\$ 7,138.30
Meeting Refund	\$ 125.00						\$ 125.00
Special Events Fundraiser							\$ -
Miscellaneous: Travel & Lodging							\$ -
Field Trip	\$ 935.00						\$ 935.00
Misc. Room Rebate							\$ -
Student Scholarship							\$ -
Distribution to Co-Sponsors							\$ -
Other: Printing/Awards							\$ -
<b>Subtotal</b>	\$ 5,909.00	\$ 2,859.30	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 10,268.30
<b>Net Meeting Income</b>	\$ 3,591.00	\$ 255.70	\$ 2,340.00	\$ -	\$ -	\$ -	\$ 6,186.70
<b>Attendance</b>				<b>YTD Non Meeting Related Income/Expense Summary:</b>			
1/15/2016	Ft. Myers	175		<b>Income</b>			
3/18/2016	Steinhatchee	52		Memberships/Renewals	\$ 2,060.00		
5/20/2016	Safety Harbor			Education Donations			
8/4&5/2016	Key Largo			Sandy Young Donations			
9/30/2016	Jacksonville			Storch Donations			
11/13-17/2016	Orlando (National)			Whele Donations			
2/6/2015	Ft. Myers	157		Misc/Counter Credit	\$ 325.00		
3/22/2015	Lake Placid	55		<b>Total Income (Non Meeting)</b>	\$ 2,385.00		
5/10/2015	Delray Beach	50		<b>Expense</b>			
6/27-28/2015	Key Largo	74		Non Meeting Catering			
9/20/2015	Apalachicola	39		Chpt Support			
11/15/2015	Daytona St. College	<u>193</u>		Dept of State	\$ 70.00		
2015 Total		568		Acct/Taxes	\$ 1,350.00		
1/30/2014	Ft. Myers	97		Butler			
3/22/2014	Palm Beach Garden	42		High School			
5/10/2014	Ormond Beach	46		Student Sponsorship			
6/27-28/2014	Key Largo	54		Student Awards/Poster Prizes	\$ 2,300.00		
9/20/2014	Tampa, FL	99		Insurance			
11/15/2014	St Augustine	<u>112</u>		Bank/PP Charges/ Checks	\$ 343.81		
2014 Total		450		National Herbert Scholarship	\$ 1,500.00	(2014, 2015, 2016)	
1/25/2013	Ft. Myers	156		Unassigned/Misc			
3/22/2013	Gainesville	60		<b>Total Expenses (Non Meeting)</b>	\$ 5,563.81		
5/10/2013	Lake Placid	33		<b>Net Income (Non Meeting)</b>	\$ (3,178.81)		
6/27-28/2013	Cocoa	61		<b>Net Income Total</b>	\$ 3,007.89		
9/20/2013	Marineland	55		<b>Reserves</b>		<b>Checking</b>	
11/15/2013	Homosassa	<u>50</u>		<b>(BOA CD)</b>	<b>(Allen &amp; Co.)</b>	<b>(BOA) actual</b>	<b>Totals</b>
2013 Total		415		\$11,027	\$60,884	\$24,844	\$96,755

## 2016 AWRA Florida Section Budget vs Actual

Note: does not include Young (Allen & co) income

	2016 Adj Budget	2016 Budget	2015 YE Actual	2016 YTD	Difference Budget:Actual
<b>Anticipated Year End Checking Balance (+)</b>	\$25,000	\$25,000	\$24,697	\$24,697	\$303
<b>Transfer Existing Sandy Young Funds to CD (-)</b>		\$0	\$0	\$0	\$0
<b>Transfer Sandy Young Interest to Checking (+)</b>	\$2,000	\$2,000	\$0	\$0	
<b>Adjusted Year End Checking Balance</b>	\$27,000	\$27,000	\$23,994	\$24,697	\$2,303
<b>Income</b>					
Meeting Income	\$50,000	\$50,000	\$48,297	\$16,455	\$33,545
Membership	\$4,000	\$4,000	\$4,120	\$2,060	\$1,940
Directory Income	\$0	\$0	\$0	\$0	\$0
Education Donations/Counter Credit	\$400	\$400	\$0	\$325	\$75
Note: Includes Storch but not Young					
Student Travel Donations	\$0	\$0	\$0	\$0	\$0
Net Silent Auction	\$1,000	\$1,000	\$1,000	\$0	\$1,000
<b>Total Income (+)</b>	\$55,400	\$55,400	\$53,417	\$18,840	\$36,560
<b>Expenses</b>					
<b>Administration</b>					
Meeting Expenses	\$26,000	\$26,000	\$25,084	\$10,268	\$15,732
Accounting/Tax Preparation	\$1,350	\$1,350	\$1,350	\$1,350	\$0
Insurance	\$265	\$265	\$256		\$265
Bank and PP Charges/Fees	\$1,000	\$1,000	\$1,252	\$343	\$657
Corporate Filing Fee	\$145	\$145	\$145	\$70	\$75
Membership Postage and Copying	\$0	\$0	\$0		\$0
Office Supplies	\$0	\$0	\$0		\$0
<b>Administration Subtotal (rounded)</b>	\$28,760	\$28,760	\$28,087	\$12,031	\$16,729
<b>Communications</b>					
Directory	\$0	\$0	\$0	\$0	\$0
Newsletter Postage	\$0	\$0	\$0	\$0	\$0
Website Contract and Miscellaneous	\$0	\$0	\$2,225	\$0	\$0
Journal	\$0	\$0	\$0	\$0	\$0
<b>Communications Subtotal (rounded)</b>	\$0	\$0	\$2,225	\$0	\$0
<b>Florida Section Support</b>					
Membership Expenses (Shirts, Donation O'Neill)	\$500	\$500	\$189	\$0	\$500
Travel (VP to National)	\$1,400	\$1,400	\$1,482	\$0	\$1,400
Awards (Recognitions at Section Annual Meeting)	\$400	\$400	\$369	\$0	\$400
<b>Florida Section Support Subtotal</b>	\$2,300	\$2,300	\$2,041	\$0	\$2,300
<b>Grants</b>					
Storch (2 @ \$1,500)	\$3,000	\$3,000	\$3,000	\$0	\$3,000
Butler (6 @ \$500)	\$3,000	\$3,000	\$3,000	\$0	\$3,000
Herbert (1 @ \$500)	\$500	\$500	\$0	\$0	\$500
Young (1 @ \$2000)	\$2,000	\$2,000	\$3,000	\$0	\$2,000
High School (1 @ \$1000)	\$1,000	\$1,000	\$1,000	\$0	\$1,000
Poster Session Awards	\$2,500	\$2,500	\$2,166	\$2,300	\$200
<b>Grants Subtotal</b>	\$12,000	\$12,000	\$12,166	\$2,300	\$9,700
<b>Student Support</b>					
Travel to Bi-Monthly Meetings	\$500	\$500	\$0	\$0	\$500
Travel to National Meetings (board members)	\$1,000	\$1,000	\$853	\$0	\$1,000
Young Recipient Travel to Annual Meeting	\$600	\$600	\$0	\$0	\$600
National Herbert Scholarship (2014, 15, 16)	\$1,500	\$0		\$1,500	-\$1,500
Student Support conf attendance (Just added this line 8/4/14)	\$4,000	\$4,000	\$4,337	\$0	\$4,000
Active Student Chapter Support	\$1,000	\$1,000	\$720	\$0	\$1,000
<b>Student Support Subtotal</b>	\$8,600	\$7,100	\$5,910	\$1,500	\$5,600
<b>Total Expenses (-)</b>	\$51,660	\$50,160	\$50,429	\$15,831	\$34,329
<b>Anticipated Checking Balance</b>	\$30,740	\$32,240	\$26,983	\$27,706	