



## DVC AWMA Board Meeting Notes January 9, 2019

Call In # 605-468-8018

Access Code 810387#

Attendees: Jenn Flannery, Tina Miller, Matt Burns, Wendy Merz

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### Previous Action Items:

1. Jenn to set up a program committee call for planning December Conference
2. Jenn to set up call with Michele G and Josh to transfer account info
3. Josh to update website with new board members
4. Jenn to send link for everyone to review/comment on website updates needed
5. Matt will prepare a mock-up page for DVC AWMA, then get board approval to post
6. Jenn will send an announcement about the board election
7. All - Come to meeting with best options for scheduling future meetings
8. All - make sure board members are AWMA members

### Treasurer's Report (Josh):

- Checking account balance: \$ [REDACTED]
- Monthly constant contact charge, there is also a charge for catering (\$532 charge will come out of the checking account) for the December 6<sup>th</sup> meeting. Josh can't write himself reimbursement check - Josh and Jen need to go to bank.
- Vanguard investment account balance: \$ [REDACTED] (as of last month)

### Program Committee Report (Jenn):

- December 6<sup>th</sup> meeting at PADEP - had about 25 attendees. Presentations well received and received positive feedback about chapter being back in business. About 99% consultants attended.
- Feedback form comments -
  - o What liked: good content direct from regulators, liked food, great speakers, well organized, like networking with peers
  - o Can improve upon: more advance notice, more time for networking
  - o How heard about event - AWMA email
  - o Future topics/speaker suggestions - updated from EPA, panel of speakers (i.e., reps from government, agency and consultants)
  - o Likely to attend conference in May? - all said yes, one person said have large waste water project and willing to speak (Marge Fitzpatrick with IES)
- Intern (Anna Maria) pulling information together on venue for May event - start with lunch/dinner first day, then next morning breakfast and program then go home, then have evening for networking



- Looking at Hotel Hershey, Glassburn (LV), Sheraton (PHL) and Splitrock Lodge for pricing/options
- Looking at last week of April/first week of May
- Matt sent out call for abstracts – committee needs to review and send back comments by end of the week

#### Website (Josh):

- Josh will post follow up re: December 6<sup>th</sup> meeting and start posting information on May conference.

#### Social Media (Matt):

- Did not get mass LinkedIn information yet.

#### Communications:

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#### Student Chapters

- Tina sent out email about getting contacts for student chapters. Wendy got contact for Lehigh University and will also work on contact for Drexel.
- Matt said that Kate would be good resource for Temple since she was adjunct professor there.
- Jen checked constant contact info and sent to Tina.

#### New Action Items:

- Jen and Josh to go to bank together to get Josh signatory authorization.
- Josh to post notes from December meeting on website and can start posting information on May conference – will be finalizing location and date in next couple of weeks.
- Program committee to finalize the call for abstracts.
- Leadership training for AWMA board – April 12-14<sup>th</sup>. Not required, but training is very good for understanding how organization works and how other chapters are doing things. Networking is valuable too. Jen to send around information.
- Jen/intern to look into new conference call line.
- Next meeting scheduled for 2/6. Will be at Trinity Consultants at 8:30.
- Address is 102 Pickering Way, Suite 506, Exton, PA 19540.

Meeting Adjourned: 9:13 am