

# Board Meeting 11/01/2024

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**01 NOVEMBER 2024 / 11:00AM / Teams**

## ATTENDEES

Lindi Miller (HNTB), **Katie Story-Hogue (AFCO)**, Suzanne Peyton (LIT), Amanda Furr (Michael Baker), Kristen Spickard (Garver), Jessica Halbrook (Garver), Julia Phillips (BGE), Jill Marchese(Darragh), **Claire Schoppe (McClelland)**, **Katie Rutledge(Halff)**, Keli Wylie(ARDOT)

*Present attendees in **BOLD***

## AGENDA

### Approval of Minutes

- Minutes **APPROVED** as written: Lindi motioned to approve, Jessica 2nd



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AR-Board Meeting Mi

### Old Business

#### Action Items:

1. Develop difference in Gala sponsorship levels and Chapter Partnership levels and add Public Agency partnership options-Lindi & Suzanne
  - a. Public Sector promotion package presentation-Suzanne
  - b. Workgroup-Suzanne, Claire, Jessica, Julia
  - c. Develop plan and report back to the Board
  - d. Plan roll out for 2025 but not before Gala
  - e. Will present at the 2025 Planning Retreat
2. 2025 NWA Committee-Suzanne & Julia
  - a. Julia and Lindi plan to kick-off meeting in January 2025
3. 2025 WTS Planning Retreat-Nov 22 1-4PM, Halff Office
  - a. Headcount is needed, Katie R will send out email
4. Submit revised By-Laws to WTS-I
  - a. Submitted for review on 11/11/2024

#### Old Business:

- Retreat Planning Discussion:
  - Amanda to prepare agenda

- Katie R. to send out calendar invite with time and location info
- Review of the year
  - Event attendance numbers and costs in 2024
  - Committee Reports
    - Define Outreach Committee
  - Succession Planning-invite those that would be potential for succession
- Expectation of Draft Budget for approval
- 2025 Programs & Goals
  - New Partnerships
  - NWA & Central AR
- NWA HH- November 14<sup>th</sup>
  - Julia, Katie R., Suzanne
  - Need quick planning meeting before Nov 14

## **New Business**

- Board Holiday Dinner
  - \$1000 Budget
  - Katie S. to seek scheduling in December, looking at Mondays

## **Committee Chair Reports**

### **Membership - Julia & Claire**

- 65 members
- 9 members in grace period
- Selections for Honorary members? continue Marie Holder's membership while she is on the Commission

### **Finance - Jessica**

- Account balance = \$56,382.08
- Presented P&L and Expenses summary
  - Programs estimated at \$7000/each event with +/- 100 people
  - Total P&L-net income YTD \$4,867.98
- Total committed in Gala Sponsorships = \$63,000
- Considerations in Planning Retreat for NWA Venue costs and budget

### **Communications - Kristen**

- Kristen is working on the HH social media posts
- Preparing social media for Gala
- Working the 5-year designs for the lunch program
- Q3 reporting submitted on 10/24/2024

### **Programs - Katie R.**

- November 7 program-ARDOT-Steve Frisbee and Joe Hawkins, Worker and Driver Safety topic
  - Watching ticket sales, expecting 100 meals
  - Request photos for looping presentation
  - Cupcakes will be on the table

- Katie R. met with presenters and all is good to go
- Some email notifications are going to SPAM

**Outreach - Katie S.**

- Working to define Outreach mission and goals

**Special Events - Jill**

- 2024 events are done

**Scholarships - Lindi/Amanda**

- No updates
- Amanda will contact Madeline for Gala
- Lindi will contact Bethanie for Gala

<b>WTS Arkansas Chapter-Advancing Women in Transportation Scholarship Endowment</b>			
<b>Scholarships Given:</b>		<b>\$</b>	<b>3,000.00</b>
<b>Year</b>	<b>Scholarship</b>	<b>Recipient</b>	<b>Amount</b>
2023	Keli Wylie	Cheyenne Smock	\$ 1,000.00
2024	Keli Wylie	Bethanie Gourley	\$ 1,000.00
2024	WTS	Madeline Thompson	\$ 1,000.00

**Gala -Temp: Lindi**

- Location: The Venu @ Oakdale
  - Expected in December-flowers and food payment to Venue
  - Checking on Cutlery
  - Balloon quote pending
- Working on Program script and survey for awards
  - Looking for feedback
  - Shortening speakers
  - Darla @ Garver doing videos
    - Prep for videos
- Award Poll results
  - Remove Promoter of the Year
  - Add Man of the Year- Jerry Holder
  - Member of the Year-sent poll to Board
  - Honorary Member-2 per year
    - Keep Marie Holder
    - Consider Theresa Mays-BGE
      - Cheyenne’s mentor, Kip could introduce her
  - President’s Award-Amanda Furr
  - Employer of the Year-send poll to Membership

- Suzanne requested Motion to Approve the following selections:
  - President's Award-Amanda Furr
  - Man of the Year- Jerry Holder
  - Honorary Member- Theresa Mays
  - Claire motioned to approve, Katie S 2<sup>nd</sup>-APPROVED
- Confirm scholarship winners attendance-Amanda and Lindi
  - Share essays or make videos?
- Time considerations for Gala duration
- Need Headshots

## GENERAL DISCUSSION

- none

## 2024 GOALS

1. Increase attendance for Annual Conference
  - a. 2023 attendance = 2
  - b. 2024 attendance = 10
2. New Events
  - a. Members Only event in place of Chapter Check-In
    - i. AFCO Tour-May 16, 2024
  - b. Partnership Recognition event
3. Increase student membership.
  - a. 1 person to speak in class per semester

## ACTION ITEMS

1. Develop difference in Gala sponsorship levels and Chapter Partnership levels and add Public Agency partnership options-Lindi & Suzanne
2. 2025 NWA Committee-Suzanne & Julia
3. 2025 WTS Planning Retreat-Nov 22 1-4PM, Halff Office
  - a. Prepare expected reports-Budget, Committees, Training Succession
4. Submit revised By-Laws to WTS-I

Meeting adjourned at 11:58AM Motion: Lindi, 2nd: Jessica

## NEXT MEETING -NOVEMBER 22, 2024 for 2025 Planning Retreat