

Board Meeting 08/09/2024

09 August 2024 / 02:32PM / 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: Katie R. motioned to approve, Lindi 2nd



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AR-Board Meeting N

Old Business

Action Items:

- Bank Account officer updates-Jessica, Suzanne, Lindi, Keli/Zach-
NOT COMPLETE
 - Need Suzanne's signature
 - Jessica to complete form
 - Return to Bank
 - By-Law Review and WTS-I Review-Amanda
 - **APPROVED** Jessica motioned to approve, Katie S. 2nd
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WTS Arkansas -
Bylaw -FINAL update
- Ready for signature and review by WTS-I
 - Develop TinkerFest Committee/Workgroup-Katie S.
 - COMPLETED-Jessica is processing the \$1500 sponsorship payment
 - Develop Partner Breakfast/Workshop - Lindi, Jill, & Suzanne
 - Looking at October dates, Lindi will coordinate

- Need to develop difference in Gala sponsorship levels and Chapter Partnership levels and add Public Agency partnership options
 - Lots of confusion on costs
- Fall Partnership letters need to go out-Jessica

Old Business:

- NWA Events Discussion:
 - NWA Happy Hour
 - Lindi is talking with Mariah-Olsson and Landon-Michael Baker
 - Andy-Olsson exploring venue options
 - Tentatively scheduled November 14
 - CEI, Burns & Mac, and others inquiring about sponsorship opportunities in NWA
 - Setup virtual NWA check in TEAMS meeting to coordinate potential partners and members-Julia and Suzanne
 - August 29 @noon-calendar invite sent out by Suzanne
 - Lindi to draft messaging for Kristen to send out
 - Messaging 2025 Planning and Interest in NWA
 - Request interest in separate Chapters or transition with NWA Committee
 - Compare Committee setup with Colorado Chapter
- Public Sector promotion package presentation-Suzanne
 - Partnership model compared to North Carolina Chapter packages
 - 1-10 member package
 - Membership for public sector is \$95/person
 - Workgroup-Suzanne, Claire, Jessica, Julia
 - Develop plan and report back to the Board
 - Plan roll out for 2025 but not before Gala
- UALR Class presentation-Suzanne and Cheyenne
 - Determined Construction Materials and Methods class would be the best audience
 - Determining time and date
 - Plan to present 15-20 minute project case study type presentation
 - Will seek a presenter when timing is determined

New Business

- Circle of Excellence correction
 - WTS-I had awarded AR Chapter Silver but corrected the award to Gold
- GALA Business
 - Venue options
 - The Venue @ Oakdale-Sherwood
 - Lots of parking
 - Ballroom holds up to 600 people
 - Thursdays get 25% off, estimated pricing at \$3,750 for all day access
 - Kristen to work with Garver staff to verify A/V functionality
 - Alt Venue: The Venue @ Westwind

- Lindi will call and make site visit and will send out comparison info for possible email voting by 8/16/2024
- Date options: January 30 or February 6
- Hold with current Gala Sponsorship levels for this upcoming Gala

Committee Chair Reports

Membership - Julia & Claire

- 61 members
- 10 members in grace period

WTS-Arkansas Chapter Membership Report			
Run Date:	8/9/2024		
Total Current Members:	61 (incl. Marie Holder. 10 in grace period)		
Public Sector:	17		
Private Sector:	40		
Student:	4	2 - UALR	2 - UA FAY
Central Arkansas:	55		
Northwest Arkansas:	6	N of IH40, W of AR7, NWA MSA, Fort Smith MSA, Russellville MSA, Harrison MSA	
Northeast Arkansas:	0		
Southwest Arkansas:	0		
Southeast Arkansas:	0		
Other Location:	0		

- Chapter Check-In Date: 8/26/2024 Location: Whole Hog-Cantrell

Finance - Jessica

- Partner letters are going out in next week, planning to combine Fall & Spring letters
- Reviewing partnership and Gala sponsorship levels
- Budget Transparency actions
 - Creating Monthly reports
 - Clearly indicating budget items-inclusions/exclusions
 - 2025 Budget planning improvements

Communications - Kristen

- Minutes have been uploaded to the website
- Preparing to send email and socials for Chapter Check-In
- Preparing September Lunch Program info

Programs - Katie R.

- September 26 program- Complete Streets-Julia Ryan(Baker) and MetroPlan
 - Need to coordinate with MetroPlan
 - Planning call next week
- November 7 program - Poll at September program for topic preferences, coordinate with Jessie or Keli at ARDOT for topics
- June Program was paid
- 2025 planning about to begin

Date	Title	Speaker	Entity
Nov. 7, 2024	NEVI Update?	ARDOT (talked to Jessie and Keli, there should be something to present on)	ARDOT
Sep. 26, 2024	Complete streets / local implementation	Julia Ryan (available) and Metroplan (Lindi was to reach out)	Michael Baker and Metroplan

Outreach - Katie S.

- Survey response was limited, will add info/QR code to survey at Chapter Check-In
- TinkerFest sponsorship payment is tracking, sent sponsorship package
- Adding Chapter Check-In coordination to Outreach responsibilities

Special Events - Jill

- October Happy Hour set for Sullivan's Steakhouse, 5-7pm
 - October 10 was available for most Board members, Jill to make reservation change
- Jessica will generate invoice for July Happy Hour-Lindi to coordinate
- Possible giveaway ideas for future events
- Working on Breakfast planning

Scholarships - Lindi/Amanda

- No updates

WTS Arkansas Chapter-Advancing Women in Transportation Scholarship Endowment			
Scholarships Given:		\$	3,000.00
<u>Year</u>	<u>Scholarship</u>	<u>Recipient</u>	<u>Amount</u>
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

- See New Business above

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. Finish Bank Account officer updates - Jessica, Suzanne, Lindi, Keli/Zach
2. Develop Partner Breakfast/Workshop - Lindi, Jill, & Suzanne
3. Develop difference in Gala sponsorship levels and Chapter Partnership levels and add Public Agency partnership options
4. Send Fall Partnership letters-Jessica
5. 2025 NWA Interest Meeting-Suzanne & Julia
6. Gala Venue options decision and voting coordination-Lindi

Meeting adjourned at 4:01 PM Motion: Lindi, 2nd: Claire

NEXT MEETING -SEPTEMBER 13, 2024