

# Board Meeting 09/13/2024

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13 September 2024 / 11:01AM / 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: Claire motioned to approve, Suzanne 2nd



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AR-Board Meeting Mi

### Old Business

#### Action Items:

1. **COMPLETE**-Finish Bank Account officer updates
2. Develop Partner Breakfast/Workshop - Lindi, Jill, & Suzanne
  - a. Add to Action for Sponsorship Levels discussion, targeting 2025 for new package and Partner face-to-face
3. Develop difference in Gala sponsorship levels and Chapter Partnership levels and add Public Agency partnership options
  - a. Modeling NC Chapter programing
  - b. Currently have four levels of partnership
  - c. May consider including Gala costs and information in the packaging
  - d. Needs further financial analysis for Budgeting purposes
4. **COMPLETE**-Send Fall Partnership letters
5. 2025 NWA Interest Meeting-Suzanne & Julia
  - a. Active Committee is needed to manage and plan NWA actions/events
    - i. Committee members will need to be Active WTS members
  - b. Testing capabilities with NWA Live Stream of Sept 26 Lunch Program

- i. Live Stream costs \$850 from Clinton Library, \$500 for providing lunches
- ii. Budget will need to reflect this cost or other possible sponsor options need to be ironed out

#### **Old Business:**

- UALR class speaker-needed for Oct 1

#### **New Business**

- End of Year Planning Retreat:
  - Scheduling for November 22 1-4PM location TBD
  - Expectation of Draft Budget for approval
  - Expectation of Committee plan presentations
  - Expectation of Training Succession plans

#### **Committee Chair Reports**

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

- 66 members
- 7 members in grace period
- Keep Marie Holder as an Honorary Member while on Commission
  - Will need to resubmit every year on the WTS website

##### **Finance - Jessica**

- Partner letters are sent out
- Working on contacting for outstanding partnership payments
- Account balance estimated at \$22K w/deposit for GALA venue
- Partnership contact info is difficult to track, need assistance with this
- Potential Goal for 2025: New Partnerships

##### **Communications - Kristen**

- 5yr Anniversary Campaign with WTS-I graphics targeted for November Lunch Program
  - Decorated dessert for 5yr Anniversary, Kristen to send some options
  - Jessica to report to Kristen on Swag budget or use of Swag stock
  - Members only drawing would be a good activity
  - Newsletter to go out 9/13
  - Social media in the following week
  - Preparing for October Happy Hour

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

- September 26 program- Complete Streets-Julia Ryan(Baker) and MetroPlan
  - As of 9/13, 49 tickets sold, 2 virtual reservations

- Food is set
- Intro & Questions: Suzanne for intro, Katie R to send run of show, Kristen to handle PDHs
- November 7 program – changed from Survey/Poll to ARDOT-Steve Frisbee, Worker and Driver Safety topic
- 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. (not in attendance, general report from others)**

- Tinkerfest is 9/14, 20 tickets available, Kristen to pick up tickets

**Special Events – Jill**

- October 10, 2024 Happy Hour set for Sullivan’s Steakhouse, 5-7pm
- At the Chapter Check-In, Mary Fair asked about a joint venture with ASPE events
- Guidance requested for the number of happy hour events desired for 2025
- Breakfast plan delayed to 2025 after GALA
- NWA HH planned for Nov 14-Lindi is tracking planning and location

**Scholarships – Lindi/Amanda**

- No updates

<b>WTS Arkansas Chapter-Advancing Women in Transportation Scholarship Endowment</b>			
<b>Scholarships Given:</b>		<b>\$</b>	<b>3,000.00</b>
<b><u>Year</u></b>	<b><u>Scholarship</u></b>	<b><u>Recipient</u></b>	<b><u>Amount</u></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
- Working with vendors
- Confirming partners/sponsors
- Working on Program script and survey for awards

## 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, Location TBD
  - a. Prepare expected reports-Budget, Committees, Training Succession

Meeting adjourned at 11:51AM Motion: Lindi, 2nd: Claire

## NEXT MEETING -OCTOBER 11, 2024