

Board Meeting 02/09/2024

09 February 2024 / 11:01 AM / 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(Lion Oil), Claire Shoppe (McClelland), Katie Rutledge(Halff), Keli Wylie(ARDOT)

Present attendees in **BOLD**

AGENDA

Approval of Minutes

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



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Old Business

Action Items:

- **COMPLETE**-Complete access to new Teams site-Jessica-
 - needs files transferred
- **COMPLETE**-Prepare Chapter Report items-due 1/29/2024-Amanda, Jessica, & Kristen
- Complete Board member Bios with headshots-ALL
 - Jill to send her info to Kristen by 2/14/2024
- Draft 2024 Budget and send out for comment prior to next meeting-Jessica
 - Jessica to send out budget before March meeting via email
- **COMPLETE**-Send out calendar invites for meetings and placeholders for events-Amanda
- Complete Bank Account officer updates-Jessica, Suzanne, Lindi, Keli/Zach
 - No action yet, must get all needed together in person at the Bank

Old Business:

- Goals **APPROVED** as follows: Claire Motion to approve, Julia 2nd
 - Increase attendance for Annual Conference

- New Events
 - Members Only event in place of Chapter Check-In
 - Partnership Recognition event
- Increase student membership.
 - 1 person to speak in class per semester

Discussion about Goals:

- WTS Annual Conference-Abstract submitted by Anita Smith for Suzzane, Keli, Laura Nick has unknown status
- Expenditures for WTS Annual conference attendance in 2023 was approximately \$6000, considering covering registration fee of \$999 if employee company will cover travel costs
- Amanda to send Email survey to Board interest, availability, and company support
- Members only event ideas: AFCO Tour, WTS National Speaker, Airport-Career Advancement/Behind the scenes tour at the Airport or with Falcon Jet
- UofA/UALR faculty engagement needed to get mailing list

New Business

- Scholarship Application management
 - Amanda and Lindi to get the info from Jessie Jones and work together to setup scholarship application review and scoring
 - Scholarship applications are open Feb 1- April 1
 - Scholarship application Social Media post is needed
- Regional Conference Attendance can be virtual or in-person, Keli and Suzanne are invited
- Liability Insurance-typically needed for event venues, current insurance was needed for Junior League spaces and is due for renewal in March, covers four events 80-100 people and one event 200 people
 - Vote to approve Jessica to authorize renewal for \$1182 if determined necessary, after Lindi and Katie R report back on venue requirements
 - Vote: **APPROVED**, Jessica motion to approve, Jill 2nd

Committee Chair Reports

Membership - Julia & Claire

- 50 members, several past due members
- Clinton National Airport expected to sign up several new members after Gala experience
- NWA has 6 members
 - Olsson possible sponsor for event

- Spin-off chapter would need to be at least 20 active members, seems to be too early at this time, just need an event or two per year to keep engagement and growth
- March 1st Asphalt Lab Tour-Jill to send out invite

Finance - Jessica

- Looking for remaining Gala receipts
- Jessica will send out Budgets via email before March meeting
- General Gala-Gross \$90K with expenses around \$30K, estimated net \$62K
Gala proceeds pending final receipts
- Vote needed for Endowment distribution
 - Endowment balance Feb 5th = \$36,500 yielding \$2400 for scholarships
- More NWA Partnerships are needed

Communications - Kristen

- Gala recap video goes out Feb 9th
- Kristen to meet with Jessica and Lindi to get swag budget and amounts needed
 - Swag needed for general giveaways at events and speaker gifts
 - Kristen requested swag likes/dislikes via email
 - Kristen to submit suggested swag purchase for voting
- Website updates within a week, pending remaining headshots and bios
- Media post planned for scholarship within a week
- Suggested that next report out be opened with a summary of upcoming actions

Programs - Katie R.

- Next program event is March 14th with Rock Region Metro
- Discussed possibility of having a Joint Luncheon for June Program with ITE, ATA, Women in Asphalt??
- Katie R. is looking for presenters:
 - Marie Holder, Commissioner
 - Updates for Alternative Delivery Program-Keli Wylie
 - Neighboring states info-TN smart lanes program
 - Traffic calming??
 - ITS transportation program

Outreach - Katie S.

- No update

Special Events - Jill

- Lindi and Jill to meet on Tuesday for Happy Hour details and training

- Jill needs Tinkerfest info ASAP
- Jill to work with Membership chairs on members only event/chapter check-ins

Scholarships - Lindi/Amanda

- Reach out to Jessie Jones and get info for Foundation and scoring used last year

GENERAL DISCUSSION

- Gala Feedback
 - Positive overall feedback, better than previous year's event
 - Heads & Tails game was great
 - Venue may be too small for next year
 - Attendance was 158 people
 - Consider Event planner for next year to help manage moving parts- Jessica had a recommendation
 - No silent auction and it was not missed
 - General time management needed for speakers, move clapping to the end
- Next Board meeting: bring decisions needed by the Board as part of report, meet on details outside of Board meeting, intent is to be able to have the Board meeting in one hour
- Amanda to work with Zach at Garver to get all documents moved from Google to new Teams site
- Amanda will be traveling for March meeting, Lindi will take minutes for March meeting

2024 GOALS

1. Increase attendance for Annual Conference
2. New Events
 - a. Members Only event in place of Chapter Check-In
 - b. Partnership Recognition event
3. Increase student membership.
 - a. 1 person to speak in class per semester

ACTION ITEMS

1. 2024 Budget via email before March Meeting - Jessica
2. Complete Bank Account officer updates - Jessica, Suzanne, Lindi, Keli/Zach

3. Email survey to Board interest, availability, and company support for WTS Annual Conference - Amanda
4. Scholarship Application and Distribution info needed from Jessie Jones - Lindi and Amanda
5. Move documents from Google to Teams - Amanda
6. Swag recommendations for voting - Kristen
7. Website update - Kristen

NEXT MEETING AGENDA ITEMS-MARCH 8, 2024

- N/A