

Board Meeting 10/11/2024

11 OCTOBER 2024 / 11:02AM / 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: Jill motioned to approve, Katie S. 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
2. 2025 NWA Committee-Suzanne & Julia
 - a. Julia checking with Lindi for NWA membership reminders and to talk to Mariah at Olsson
3. 2025 WTS Planning Retreat-Nov 22 1-4PM, Halff Office
 - a. Amanda to prepare agenda
 - b. Katie R. to send out calendar invite with time and location info
 - c. Review of the year
 - i. Event attendance numbers and costs in 2024
 - ii. Committee Reports
 - iii. Succession Planning-invite those that would be potential for succession

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
 - Succession Planning-invite those that would be potential for succession
 - Expectation of Draft Budget for approval
 - 2025 Programs & Goals
 - New Partnerships

New Business

- none

Committee Chair Reports

Membership - Julia & Claire

- 67 members
- 10 members in grace period
- Added 11 members since July-6 in Central AR, 5 in NWA, up 17 YTD
- Increased student members by 2 YTD
- Consideration for ARDOT membership prompt
 - Soft Skills presentation or speaker at ARDOT location for smaller audience
 - Will need to assess possible spaces at ARDOT

WTS-Arkansas Chapter Membership Report			
Run Date:	10/11/2024		
Total Current Members:	67 (incl. Marie Holder, 10 in grace period)		
Public Sector:	16		
Private Sector:	44		
Student:	6	2 - UALR	4 - UA FAY
Central Arkansas:	56		
Northwest Arkansas:	11	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		

Finance - Jessica

- Account balance = \$34,873.08
- Received two checks-Garver and APAC
- \$42,500 committed to Gala so far
 - Compared to 2023 at estimated \$80+K
 - 5 companies so far compared to last year at this time at 10 companies
- P&L includes Lunch Programs #1 and #2
 - \$500 estimated in ticket sales

- \$6K per event
- Happy Hour accounting
 - Income \$2,745
 - Expenses \$3,729
- Lindi to send Jessica estimated Gala expenses spreadsheet
- Jessica seeking information on 2 unknown charges, \$35 on 10/2 and \$75 on 7/1

Communications - Kristen

- Kristen is working on the eventbrite setup for NWA HH and November Lunch Program
- Preparing social media for Gala
- Q3 reporting due on 10/25/2024

Programs - Katie R.

- September 26 program-
 - 96 tickets sold, virtual went well
 - Would like survey NWA attendees for feedback
 - Continue Virtual option?
 - Seek Streaming sponsor due to costs?
 - Katie to email sample survey questions
- November 7 program -ARDOT-Steve Frisbee and Joe Hawkins, Worker and Driver Safety topic
 - Setting up meeting for the details
 - 5 year anniversary planning
 - Planning for 120 attendees
- 2025 Planning
 - Looking a pricing on venue-Canton Library and other options
 - Continue with Thursdays for the programs?
 - Maybe assigned seating to facilitate more networking?
 - Streaming costs \$850/event

Outreach - Katie S. (not in attendance, general report from others)

- Katie S. to help with Survey for NWA
- Google tracking and news filter ideas
 - Sharing and reposting company posts on WTS social, working with Kristen

Special Events - Jill

- 2024 events are done

Scholarships - Lindi/Amanda

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

WTS Arkansas Chapter-Advancing Women in Transportation Scholarship Endowment			
Scholarships Given:		\$	3,000.00
Year	Scholarship	Recipient	Amount
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 on DJ and A/V needs
 - Working with vendors
 - Confirming partners/sponsors
- Working on Program script and survey for awards
- Katie S. to survey board for awards by end of October
- Managing due dates for deposits
- Planning Employer of the Year
 - Nominations and vote at 5 year/November Lunch Program
- Confirm scholarship winners attendance-Amanda and Lindi
 - Share essays or make videos?
- Time considerations for Gala duration

GENERAL DISCUSSION

- NWA HH Role call
 - Katie R, Jessica, Suzzane, Amanda, Julia, Lindi
- Amanda to meet with WTS-I
 - Address membership website issues and payment issues

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

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

NEXT MEETING -NOVEMBER 1, 2024