

Board Meeting 07/12/2024

12 July 2024 / 11:04 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(Darragh)**, **Claire Shoppe (McClelland)**, **Katie Rutledge(Halff)**, Keli Wylie(ARDOT)

*Present attendees in **BOLD***

AGENDA

Approval of Minutes

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



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AR-Board Meeting N

Old Business

Action Items:

- Bank Account officer updates-Jessica, Suzanne, Lindi, Keli/Zach- NOT COMPLETE
- By-Law Review and WTS-I Review-Amanda
 - Secretary update-Quarterly report coordination and submission
 - Treasurer- maintain 501(c)3 status and 990 filing-Jessica sent email language for edits
- Develop TinkerFest Committee/Workgroup-Katie S.
 - TinkerFest costs have increased and limited participation driving decision to cancel participation in event this year
 - **UPDATE 7/23/2024: Through email it was discussed that the option to sponsor TinkerFest monetarily, approval to sponsor for \$1,500, funds will be designated out of the Sponsored Events budget**
- Develop Partner Breakfast/Workshop - Lindi, Jill, & Suzanne
 - Planning in progress, offline discussions needed to coordinate
 - Looking at September dates
 - Will present new partnership level pricing and updates

- Fall Partnership letters going out in July

Old Business:

- NWA Events Discussion:
 - Lindi received joint sponsorship email-Olsson/Michael Baker-tentative November 14
 - Lindi & Julia to work together for NWA event

New Business

- none

Committee Chair Reports

Membership - Julia & Claire

- 56 members
- 7 members in grace period
- Need to target Agency participation-look to ARDOT staff options, Cities, MPOs

Finance - Jessica

- Partner letters are going out in July, planning to combine Fall & Spring letters
- Reviewing partnership and Gala sponsorship levels
- Roughly \$27K in the account
- Previous Happy Hour approximate cost \$1000

Communications - Kristen

- Minutes have been uploaded to the website
- Preparing to send email and socials for July Happy Hour and feedback survey
- Scholarship recipients on the website??
 - Discussion: yes, with limited info and permission from recipients
 - First name, last initial
- Waiting on WTS-I for 5 year graphics

Programs - Katie R.

- September program- Complete Streets-Julia Ryan(Baker) and MetroPlan
 - Need to coordinate with MetroPlan
- November program - Poll at September program for topic preferences, coordinate with Jessie or Keli at ARDOT for topics
- June Program sold 110 tickets
- 2025 planning about to begin

Date	Title	Speaker	Entity
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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.

- Sending out emails to partners and for survey
- TinkerFest participation is cancelled this year due to increased costs and limited participation for staffing the booth
 - **UPDATE 7/23/2024: Through email it was discussed that the option to sponsor TinkerFest monetarily, approval to sponsor for \$1,500, funds will be designated out of the Sponsored Events budget**
- Need QR code for Happy Hour membership poll

Special Events - Jill

- July 25th Happy Hour, 5-8pm, Zin Wine Bar, access 4pm-10pm
 - Sponsored by AACE-Arkansas Academy of Civil Engineering via Kip Guthrie(BGE), recent inductees: Steve Frisbee, Chad Adams, Jessie Jones
 - AACE plans to advertise and promote and charge their attendees \$10/person and will pay half the bar tab via CC and write WTS a check for attendance charges, Kip expects around 30 to attend from AACE
 - **NEED volunteers to work the HH check in on rotation**
- October 17th Happy Hour set for Sullivan’s Steakhouse, 5-7pm
 - Date change needed due to Garver participation
 - Jill to check with Sullivans for alternate dates, 10/10 or 10/24??

Scholarships - Lindi/Amanda

- No updates

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

- No updates

GENERAL DISCUSSION

- Need to reach out to UALR contact and focus on getting a class speaker scheduled for Fall class to work toward Goal #3

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. By-Laws update and review - Amanda
3. Develop Partner Breakfast event- Lindi, Jill, & Suzanne
4. Send Fall Partnership letters-Jessica
5. Plan NWA Happy Hour-Lindi & Julia

Meeting adjourned at 11:50am Motion: Claire, 2nd: Jessica

NEXT MEETING -AUGUST 9, 2024