

Board Meeting 01/12/2024

12 January 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(Lion Oil), Claire Shoppe (McClelland), Katie Rutledge(Halff), Keli Wylie(ARDOT)

*Present attendees in **BOLD***

AGENDA

New Business

- Introductions of Board Members and duties
 - President: Suzanne Peyton, previously Vice President-steering the Board, work on developing organization and structure for sustainment and growth of the Chapter
 - Immediate Past-President: Keli Wylie(not present)-assist with fund raising and events as needed, general guidance
 - Vice President: Lindi Miller, operates as President when Suzanne is absent and assists with any actions needed, currently deeply engaged in GALA planning and coordination
 - Secretary: Amanda Furr, manages minutes, general documentation, submission of WTS reports, and other duties as needed
 - Membership: Julia Phillips(NWA), Claire Shoppe(Central AR)-membership status reporting, advises team of ways to improve membership retention and recruitment, helps develop events as needed
 - Special Events: Jill Marchese-coordination and development of Happy Hours, Tinkerfest, assists with Gala, develops new events, such as potential Sponsor Appreciation Lunch
 - Communications: Kristen Spickard-manages website, social media, graphics development, event promotion and newsletters

- Finance: Jessica Halbrook-prepares documents for WTS reporting, develops annual and event budgets, manages sponsorship/partner renewals and invoicing, manages receipts and approvals
- Outreach: Katie Story-Hogue-check in with Partners and members, report on current industry information, help with Programs, Tinkerfest, and other events, develop Transportation U program
- Programs: Katie Rutledge(not present)-develop lunch programs and coordinate with speakers, plan and coordinate Chapter Check-Ins

Committee Chair Reports

Membership – Julia & Claire

- General introduction
- Student Chapter expected to be part of Arkansas Chapter
 - Suzanne to check in with Cheyenne Smock for class presentation options
 - Julia to reach out to UofA, possibly Sarah Hernandez, for initiation of student membership

Finance – Jessica

- General introduction
- Bank Account access needs to be updated
 - Current officers: Keli, Zach, and Jessie
 - New officers: Suzanne, Lindi, and Jessica
 - Question about how to transition bank account officers when all are transiting positions, TBD
 - **VOTE: Establish Bank Account Officers by Board position. Proposed positions-President, Vice-president, and Finance Chair**
 - **Claire: motion to approve; Katie S: 2nd; All in favor, no opposed**
 - **Motion passed**
- Q4 2023 Chapter report due 1/29, Amanda said that it requires 2022 990 to be submitted
- Jessica to send out draft budget for comment, seeking to adopt budget at next meeting
- Annual Conference attendance budget needed, 2023 budget was for 2 people at \$5K, consider more attendees by covering registration costs and not travel expenses

Communications – Kristen

- General introduction
- Request for new swag options
 - 2023 budget was \$1K
- Request for Board name tags, preferably in time for Gala
- Kristen requested that each Board member send her a short Bio and fresh headshot for website updates

Programs – Katie R.

- Katie S. confirming lunch program dates with Clinton Library
- Chapter Check-In date May 2nd
- NO more speaker donations, too difficult to manage

Outreach – Katie S.

- General introduction

Special Events – Jill

- General introduction
- Tinkerfest coordination will start soon, May deadline for activity idea
 - Jill cannot attend the day of but will work with Katie S. on coordination and preparations
- Jill requested past Happy Hour info, cost & attendance, sponsors, Katie S. said she would send her what she has

Scholarships-VACANT

- Need development and assignment for Scholarship responsibilities, to be discussed at next meeting
- Inquire with Jessie Jones on commitment for 2024 or training of another person
- Open date in February?? To be confirmed, closes in April

GENERAL DISCUSSION

- Amanda submitted new Chapter Roster-1/10/2024, everyone needs to check access to WTS-I website Admin Functions menu
- Chapter Q4 2023 Report due 1/29/2024, Amanda will submit, Jessica to provide financial documents, Kristen will provide communications info
- Meeting minutes will be developed for each meeting to include Agenda, Work Plan, and Action Items; also report any topic concerning over typical costs or unusual items for discussion; Committee reports
- Jessica has created the Teams site on the Garver systems, testing with Amanda prior to sending out to all

- WTS Board meetings will be once per month unless otherwise needed, Meetings will be the 2nd Friday of the month with exception to November
 - Meeting dates are as follows: 2/9, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/1, 12/13
 - Amanda to send out meeting calendar invites for the meetings and placeholders for events
- All changing or leaving Board Members are to coordinate the training of the new Members

GALA

- Lindi is working on run of show and meal planning
- Ticket Sales end 1/24/2024
 - Lindi reached out to all sponsors for ticket assignments
 - Reminder about cocktail tickets being sold separately
- Access to venue starts at 9am till Midnight
 - Gold sponsor items and welcome bags in process
 - Signage activities in process
 - Flowers arrive at 2pm
 - Seeking volunteers for cleanup
 - Setup help is needed starting around 11am
 - Lindi to send out availability survey
- Checks are needed for catering, musician, and cigar; Lindi and Jessica to coordinate
- NO silent auction this year, just give-away items(game, etc.)
- Lindi has been tracking Gala budget, currently on separate tab in 2023 Budget spreadsheet; Lindi and Jessica to improve budget tracking
 - Categories: Food, Décor, Promotions, Venue, Entertainment
- Lindi requested info about alcohol stock, Jill is providing info and will help bid out the alcohol supplies

GOALS

1. Increase attendance for Annual Conference–May 8-10, in New Orleans
 - a. Submission to present has been sent, will need to develop if selected
2. New Events

- a. Members Only event
- b. Partnership Recognition event

ACTION ITEMS

- 1. Complete access to new Teams site-Jessica**
- 2. Prepare Chapter Report items-due 1/29/2024-Amanda, Jessica, & Kristen**
- 3. Train new Board members before next meeting-ALL**
- 4. Complete Board member Bios with headshots-ALL**
- 5. Draft 2024 Budget and send out for comment prior to next meeting-Jessica**
- 6. Send out calendar invites for meetings and placeholders for events-Amanda**
- 7. Complete Bank Account officer updates-Jessica, Suzanne, Lindi, Keli/Zach**

NEXT MEETING AGENDA ITEMS-FEBRUARY 9, 2024

- Scholarship Application
- 2024 Budget Adoption-Requires Vote
- Annual Conference Budget-cover attendee registrations, no travel expenses
- Discuss Regional Conferences