

Board Meeting 03/08/2024

08 March 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, Jessica 2nd



02092024_WTS
AR-Board Meeting M

Old Business

Action Items:

- COMPLETE** - 2024 Budget via email before March Meeting - Jessica
- Complete Bank Account officer updates - Jessica, Suzanne, Lindi, Keli/Zach - not yet completed.
- COMPLETE** - Email survey to Board interest, availability, and company support for WTS Annual Conference - Amanda
- COMPLETE** - Scholarship Application and Distribution info needed from Jessie Jones - Lindi and Amanda
- COMPLETE** - Move documents from Google to Teams - Amanda
- Swag recommendations for voting - Kristen
- Website update - Kristen

Commented [FA1]: Was this completed?

Commented [FA2]: Was this completed?

Commented [FA3]: Was this completed?

Old Business:

- 2024 Budget Adoption-Requires Vote-Finance Committee Report
- Annual Conference Budget- covered attendee registrations, no travel expenses

New Business

- October Happy Hour-Central Arkansas or NWA?? Still debating. Julia is supposed to get lunch with interested parties in NWA.

- Consider new date for April Board meeting? Currently April 12, same day as ARDOT Women in STEM conference, creates time conflict for some – moving **meeting to 4/19**
 - Swag projections + order to be placed based on inventory
 - Motion to approve budget – Claire motioned to approve, Katie 2nd.
- Unanimous vote**

Commented [FA4]: Jessica, can you send me the final budget so I can attach to the minutes?

Committee Chair Reports

Membership – Julia & Claire

- Report out
 - What is the target for events in NWA?
 - Event with Olsson??
 - Outreach to MH – what will we do with continuing honorary members?

Finance – Jessica

- Report out
- 2024 Budget-requires vote (voted)(see above in New Business)
- Annual Conference Budget-cover attendee registrations (4), partial travel expenses (2 attendees), identify attendees that received assistance (Keli, Suzanne, Jessica, Lindi)

Communications – Kristen

- Report out
- Swag proposal (inventory to be confirmed)
- Event communications timeline
- Updates to website
 - Currently no job listings. Do we need to ask our partners (at a certain level) if there are any we can post?
 - Kristen to add calendar graphic to ‘Events’ tab

Programs – Katie R.

- Report out
- March Program – 70 registrations as of 3/8/24
 - Rock Region Metro presenting
 - Limit to be set on eventbrite
 - Katie R. to confirm with Clinton max capacity for venue (100? 120?)
 - Reach out to ATA + ITE for Happy Hour in 2025 – what's their schedule?

Outreach – Katie S.

- Report out
 - Katie to do personalized outreach to partners to see what is valuable promotion for them.

Special Events – Jill

- Report out
- Happy Hours-April, July, & October

Scholarships – Lindi/Amanda

- Report out
- Scholarship applications opened Feb 1, close April 1
- Scholarship info received from Jessie and loaded on Teams site
- Touch base if we can know how many have submitted applications so far?

GENERAL DISCUSSION

- Open for discussion
- AFCO Tour - Yes doing that for members and we will coordinate on social/newsletter

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. Complete Bank Account officer updates - Jessica, Suzanne, Lindi, Keli/Zach
2. Swag recommendations for voting - Kristen
3. Website update - Kristen

NEXT MEETING AGENDA ITEMS-APRIL 19, 2024

- N/A