Metra Board Meeting Minutes



October 9, 2019

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| Members Present  \_X = Present  \_\_\_= Absent | Officers  \_X\_ Clark Quackenbush  \_X\_ Rebecca Bowden  \_\_\_ Danielle Mohan  \_X\_ Pamela McRoy | Directors  \_X\_ Clark Quackenbush  \_X\_ Rebecca Bowden  \_X \_Scott Evanson (1)  \_X\_ Amy Guilfoyle (1)  \_X\_ Omar Horta (1)  \_X\_ Pamela McRoy (1)  \_\_\_Danielle Mohan  \_X\_ Viviana Useche  \_X\_ Kyle Lapic | Committees/Chair  \_X\_\_ Elections (Jane Gregory)  \_\_\_Logistics (Mike Colon)  \_X\_\_ Outreach/Sponsorship (Scott Evanson & Viviana Useche)  \_\_\_Scholarship (Danielle Mohan)  \_X\_\_ Social Media/Web (Clark Quackenbush)  \_X\_\_ Training | Guests  Jimmy Stewart |

Board Meeting Notes

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| Call to Order | Clark | Welcome  Call to order: 3:04 PM  Adjourned: 5:00 PM |
| Meeting Minutes | Clark | Motion to approve August meeting minutes by Amy, seconded by Viviana. Minutes approved. |
| Treasurer Report | Danielle | Motion to approve Treasurer Report by Pamela; seconded by Kyle. Treasurer report approved. |
| Old Business | All | * To date 131 tickets have been sold for E2 Day; 3 sponsors, 2 volunteers, 5 Board members and 4 trainers have also registered. * The list of sponsors was reviewed and tables assigned. * Jane coordinated the list of volunteers for E2, assigning tasks. * Certificates will be printed in advance and will be ready for anyone requiring a certificate at the end of the day. Announcements will be made during the day to let attendees know to contact the Metra desk to sign up for a certificate. * Scott will obtain the stormwater video to play during lunch. * Clark is finalizing the sponsor codes, and Viviana will send out. Scott will reach out to sponsors to have them register. * Viviana will lead the smart phone check in team. * Clark is making slide sheets of sponsor logos and updating the web site with the sponsor logos. * Three poster displays are required; decision was made to put 3 platinum sponsors on one page, folded, and add to table setting. * Kyle will start the Speakers Points and have available for speakers to add to it as necessary. * Kyle will reduce the PDF size and provide to Clark in order to post the PDFs of speaker presentations on the website. * Buffalo Wild Wings was raised as a meeting place for drinks and snacks after E2 Day Event. Will be put on agenda brochure. * WIFI will be allowed for training purposes, not general public at E2 day. * Tervis Tumbler for Key Note Speaker gift. Two others located and available for future events. * 2 min talk time for Platinum sponsors will be during Raffles in sponsor room. * Google Drive files were updated with most current information. |
| Committee Updates | All | Training Committee   * Reviewed 4 presentations; Emergency response, 3 from DEP. Still waiting for Air Quality, GOAA, Recycling, and MRC presentations. * Potential Jan/Feb timeframe for Pharmaceutical Rule half day seminar at UCF. Jimmy Stewart to see if space available at UCF.   Elections Committee   * Elections will be in December. |
| New Business  For next meeting | All | * E2 Day wrap-up and lessons learned, survey results * Nominations for 4 Board positions for terms that expire in December. * Pharmaceutical Rule seminar update. |
| General Meeting Speakers |  | Potential environmental initiative “0 waste by 2020” from Disney.  Potential retired Fire Fighter speaker |
| Next Meeting |  | November 13, 2019 |