Metra Board Meeting Minutes



October 9, 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | GuestsJimmy Stewart |

Board Meeting Notes

|  |  |  |
| --- | --- | --- |
| Call to Order | Clark | WelcomeCall to order: 3:04 PMAdjourned: 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 BusinessFor 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 |