



BOARD MEETING MINUTES

NOVEMBER 27, 2018

1:00 – 3:00

FDEP CENTRAL DISTRICT CONFERENCE ROOM

Members Present	Officers	Directors	Committees / (Chair)	Guests Present
<u>X</u> = Present ___ = Absent	<input checked="" type="checkbox"/> Jane Gregory <input checked="" type="checkbox"/> Amy Guilfoyle <input checked="" type="checkbox"/> Viviana Useche <input checked="" type="checkbox"/> Danielle Mohan	___ Christine Daniel ___ Michael Alexander ___ Debra Boothe <input checked="" type="checkbox"/> Scott Evanson ___ Brett Robinson	___ Elections (Open) ___ Logistics (J. Gregory (acting)) ___ Outreach (K. Buckley) ___ Scholarship (D Mohan) ___ Social Media/Web (M Alexander) ___ Sponsorship (L Cunniff) <input checked="" type="checkbox"/> Training (J Stewart) ___ Membership (D Boothe)	

MEETING NOTES

Call to Order	Jan	Welcome Call to order at 1:20
Meeting Minutes	Jane	
Treasurer Report	Danielle	Approval <u>x</u> Yes ___ No
Old Business	Jane	<p>E2 Day – Lessons Learned</p> <ul style="list-style-type: none"> • Presentations <ul style="list-style-type: none"> ○ Template: add website to slides ○ Presentation sharing upload system <ul style="list-style-type: none"> ▪ Jimmy and Michael will look for other options ▪ Upload as .pdf files ○ Presentation time-left cards <ul style="list-style-type: none"> ▪ Timer on-stage available if requested to SeaWorld • Presenter Ideas: <ul style="list-style-type: none"> ○ Judith-Ann: Airport noise management, new regulations on E2 day ○ Key-note speaker • Presenters: Letters of appreciation/thank-you cards <ul style="list-style-type: none"> ○ Vanessa, Jose, Mike Colon, Dennise, Laurie, presenters ○ Check with Christine if she has made any of the cards. Jimmy can also work on cards ○ E-mail volunteers – Viviana draft ○ E-mail sponsors, reminder that contributions are tax deductible • Logistics <ul style="list-style-type: none"> ○ PDH sign up forms print-out • METRA meeting accessible online – Viviana will find out • Metrics: <ul style="list-style-type: none"> ○ Tally number of people trained by METRA over the years - Jane ○ Tally attendance to event and give special shoutout to those who have participated the most over the years • Social <ul style="list-style-type: none"> ○ Advertise ahead of time ○ Give-away • E2 Surveys <ul style="list-style-type: none"> ○ Use topic suggestions for monthly meeting speaker and half-day training ideas.

		<ul style="list-style-type: none"> • Venue <ul style="list-style-type: none"> ○ SeaWorld commitment ○ Possibility of looking at other venues to host E2, compare prices and space. ○ Need free parking, space for vendors and room to hold ~250 people • Future events: <ul style="list-style-type: none"> ○ Half-day training ideas: <ul style="list-style-type: none"> ▪ Stormwater interest in E2 surveys ▪ BMAP – Jane will contact Julie ▪ CPR class ▪ Incident Command Center Overview – Viviana will contact Holly • Q/A <ul style="list-style-type: none"> ○ Get with Mike to upload presenter answers <p>December meeting</p> <ul style="list-style-type: none"> • Presenter • Holiday Snacks
Committee Updates	All	<ul style="list-style-type: none"> • Corporate • Logistics • Membership • Outreach • Scholarship • Training • Web/Social Media
New Business	All	<p>December meeting</p> <ul style="list-style-type: none"> • Presenter – Recycling • Holiday Snacks <p>January - TBD</p> <p>February – Landfill tour – Amy will check</p> <p>March/April – Half-day training</p>
Meeting Speakers		<p>December: Recycling</p> <p>January: TBD</p> <p>February: Landfill Tour (tentative)</p> <p>March: Elections</p>
Next Meeting	All	<p>FDEP Conference Room,</p> <ul style="list-style-type: none"> ➤ Board meeting – 2 pm ➤ General meeting – 3 pm

Notes: **This record may be found in Google Drive, Secretary 2018, Board Minutes and Agendas**