



BOARD MEETING MINUTES

December 9, 2020

The Microsoft Teams meeting was called to Order on December 9, 2020 by Chad Marcus, President, at 12:05 p.m. Roll call was held and there was quorum. The following members were present: Chad Marcus, Ben Ward, SR/WA, Mark Mendez, Jackie Kinker, Virginia Anderson, SR/WA, Victoria Bucher, SR/WA and Barbara Strouse. Florence Green, SR/WA

Minutes from the November 6 and December 20 meeting were not available, and approval will be tabled until next meeting.

Treasurer Report: Mark Mendez, Treasurer, sent both balance sheet and profit and loss statement to the board. The balance sheet indicated a total of \$28,463.52 in both accounts. A total of \$160.05 was reported as net income. Ben Ward, SR/WA asked if the invoice for the course that was hosted at the fall forum in October of 2019 ever was resolved because he thought there may be additional income to the Chapter. Mark Mendez believed it had been resolved by Florence and International. Ben Ward, SR/WA said he would confirm with Florence. Mark Mendez indicated the only income received was for CHIP but no income for courses. Virginia Anderson, SR/WA said she has a check from a sponsor for the Virtual Symposium and wanted to know what to do with the check. Chad Marcus said we would discuss later in meeting. A Motion was made by Ben Ward, SR/WA to approve the treasurer's report and a second by Virginia Anderson SR/WA. All members present voted in favor and the Motion was passed.

Membership Report: Virginia Anderson, SR/WA sent email reminding all member to renew their dues. We have 186 members and 31 have renewed at this tie. She will send another reminder at end of month. She has requested from International a copy of the latest roster with who has paid their dues. She will also send out the initiatives for membership to let everyone know the benefits of renewing their membership in a timely fashion. The renewal date is 12/31/2020 but International will allow you to pay as late as March 2021. Jackie Kinker asked if she had the information about corporate memberships and she indicated she would send that information out soon.

Education Report: Florence Green was not in attendance at the time of this report due to a conflict. Chad Marcus told us to suggest any courses that may want to be held to let either Florence or himself. He said Florence is looking to hold a course in conjunction with the virtual symposium. Chad indicated he would reach out to Florence and confirm. Chad also indicated we needed additional committee members for Education and if we knew of anyone to let him know.



Professional Development Report: Victoria Bucher, SR/WA, reported that she had two recertifications for Virginia Anderson and Ginny Bolling. A suggestion was made to put on the website and social media.

Committee on Nominations and Elections: Chad Marcus reported that Andrea Olden had been serving as the Chairman of this committee unofficially but has confirmed she has agreed to hold the position in an official capacity. We will start to work on a slate of officers at the beginning of the year and also said we need additional committee members.

Social Media and Chapter Website: Barbara Strouse reported that the Facebook page has been updated and there was discussion about the old page we had for Chapter. Nick Chop is working on taking this page down so there is no confusion. Instagram is also up and running. Victoria Bucher, SR/WA reported that the webmaster will update the website as soon as he knows what the Chapter needs. Victoria will be setting up a meeting with Kevin, the webmaster, Chad Marcus, Virginia Anderson and Barbara Strouse to discuss. Chad Marcus suggested we place recurring meetings on the website. Virginia Anderson, SR/WA reported Linked Page is up and running also.

Virtual Chapter Symposium – Transportation in Florida 2021:

Flyer for symposium – Mark Mendez working on flyer and would have a draft to the board by Friday. It was discussed whether to have sponsors on this flyer for save the date, but it was decided it would be on the next flyer. We would place an ad on the flyer accepting sponsors for the symposium. Virginia Anderson and Chad Marcus had a meeting with Tim Drennan of International and reviewing the Bluejeans platform for the virtual venue. It will record all those registered and continue to update so we will have a list of all of those that will attend the seminar. Headquarters is willing to meeting with speakers and moderators to give them a tutorial and walk through the platform. 200 people are free, and every 50 people will be a \$500 cost associated with it. Different registration windows were discussed. It would be members first, then open to others. It was agreed we would open it to over 200 as it is not a substantial cost associated with it. Confirmed speakers to date for the symposium are: Local representative, Scott Foltz, Keith Fountain, Clay Henderson, Paul Satchfield still pending as he needs approval from management. It was discussed that each would have 20 minutes to speak with 10 minutes for questions, but the keynote speaker would be shorter. We discussed sponsorships would be \$250 per sponsor and their logo would be on flyers.

Agenda and Abstracts – Virginia Anderson would work on the Agenda for the symposium and Chad Marcus and Barbara Strouse would put together photos and bios. Chad Marcus would moderate all sessions and Barbara Strouse would monitor chat and pass questions to Chad Marcus for speakers at the end of their session.

It was discussed next that PayPal would be the best form of payment to use for the seminar and other uses. Mark Mendez would check with the bank and set up. It was also discussed that



appropriate passwords would be used, and the president and treasurer would have possession of those and it would be passed down each time those offices changed. New officers would change those each time. A Motion to use PayPal was made by Barbara Strouse and second by Mark Mendez. All members present voted in favor and the Motion was passed.

It was also discussed to set up email address for chapter with similar password information. Password would change each time president and treasurer changed. Only they would know the password. Ben Ward, SR/WA made a motion to create an email address and password that would only be available to the President and Treasurer and would be changed each year when a new President and Treasurer were installed. Mark Mendez seconded the Motion. All members present voted in favor and the Motion was passed.

It was determined because of time constraints we would discuss Registration at a later meeting.

Virtual Speaker Series: Mark Mendez reported he has no update on this subject but would report next meeting.

Virtual Chapter Meeting: Chad Marcus discussed setting up recurring meeting every 30 days and place this information on the website calendar. He also reported he would like to have a general chapter meeting next January or February. In this meeting we should discuss renewing membership with members.

Other: Virginia Anderson, SR/WA asked Ben Ward, SR/WA is he had any knowledge of updates on the IRWA International Conference. He reported he did not, only information he had received was about a diversity event and a call for speakers for the International Conference.

Adjourn: After no additional business Ben Ward, SR/WA made a motion that the meeting be adjourned, and Mark Mendez seconded the motion. All members present voted in favor and the Motion was passed and Chad Marcus adjourned the meeting at 1:06 p.m.

Minutes drafted by:

Jackie Kinker
IRWA Chapter 26 Secretary

Approved by:

Chad E. Marcus
IRWA Chapter 26 President