Metra Board Meeting Minutes



September 11, 2019

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| Members Present  \_X = Present  \_\_\_= Absent | Officers  \_X\_ Clark Quackenbush  \_\_\_ Rebecca Bowden  \_\_\_ Daniella Mohan  \_X\_ Pamela McRoy | Directors  \_X\_ Clark Quackenbush  \_\_\_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 |

Board Meeting Notes

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| Call to Order | Clark | Welcome  Call to order: 1:41PM  Adjourned: 2:55PM |
| Meeting Minutes | Clark | Motion to approve August meeting minutes by Clark, seconded by Viviana. Minutes approved. |
| Treasurer Report | Danielle | Motion to approve Treasurer Report by Clark; seconded by Viviana. Treasurer report approved. |
| Old Business | All | * Refunds are due to 3 sponsors, since they registered before the Early Bird deadline. The refund owed to HSW Engineering, Clark Environmental, and Cliff Berry, Inc. will be issued this week. * Scott Motioned and Clark seconded selecting Pamela McRoy as the Secretary for Metra; term to be complete in Dec 2019. * To date 35 tickets have been sold for E2 Day. * Reviewed sponsor list and suggested some additional sponsors be contacted for interest in obtaining a table. Amy and Scott will contact Waste Connections, Republic, Waste Management, Call 2 Recycle, and Clean Earth to ascertain interest in sponsoring at the E2 event. * Jane will take the lead for going through the volunteer list to ensure registered volunteers are available for E2 day and assign stations. * Vendors need to be contacted to see who is shipping materials into Orlando the week of the event: Amy and Scott for action. * So far only one Poster Display is required for Platinum. * Clark to add to the E2 registration website a box for attendees to check if they want a certificate. * Kyle will start the Speakers Points and have available by 10 Oct 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. * Clark will see if WIFI is available at SeaWorld, and if so, is there an extra cost. * Pamela to work with Clark on getting the email list updated. * Bar Louie was raised as a potential meeting place for drinks and snacks after E2 Day Event * Clark will put together a Logo PowerPoint to be displayed during E2 Day. |
| Committee Updates | All | * Kyle provided updated agenda for E2 Day * Viviana provided listing of sponsors, those that are paid and pending payment. |
| New Business  For next meeting | All | E2 Day preparations   * Clark has provided spreadsheet on Google Drive for all to review and update as tasks are completed. * Contact Keynote Speaker to ensure everything is ready – Pam * Consider sending out email or thank you notes after E2 Day to sponsors * Review inventory for E2 day * Print Programs and Badges * Final determination on Certificates – printed or emailed required. |
| General Meeting Speakers |  | Audra Burchfield, DOH; Reducing Technology in Septic Systems |
| Next Meeting |  | October 9, 2019 at 3:00 pm; board meeting only, no training |