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 | WelcomeCall to order: 1:41PMAdjourned: 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.
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| Committee Updates | All | * Kyle provided updated agenda for E2 Day
* Viviana provided listing of sponsors, those that are paid and pending payment.
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| New BusinessFor 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.
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| 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 |