

1. Instructions

Section/Chapter Annual Report and Minasian Award/Chapter Cup Application

Air & Waste Management Association

January 1 to December 31

Section Report due by March 31.

Chapter Report due by March 31.

To maintain your charter as a local unit of the Air & Waste Management Association (A&WMA), including use of the name "Air & Waste Management Association" or similar designation which suggests any official relationship with A&WMA, your Section or Chapter is required to submit this Annual Report to the A&WMA on activities and finances for the twelve-month period ending December 31, of each reporting year. Filing an Annual Report also makes the Section eligible to receive section fees from A&WMA, and provides an opportunity to secure insurance to identified Section and Chapter officers. This Report is also used to recognize the best-performing Sections and Chapters in the "Minasian" and "Chapter Cup" Awards for local units. Finally, inputting the officers and directors for your unit on this Report facilitates effective communication between A&WMA, including the Sections and Chapters Council, and your local unit as it provides important contact information.

The Association strives to make fulfillment of this requirement as simple for your Section or Chapter as possible. To that end, this form is to be filled out on-line and submitted electronically. If you cannot complete the Report in one sitting, you may go back and add to or edit your previous information, but it must be from the same IP address (both computer and browser).

Supporting documentation can be uploaded in several areas and includes meeting promotions, student chapter profiles, and a list of local associate members who are not members of A&WMA, if applicable.

We ask two questions that require previous year membership numbers. Reports can be found on the [Annual Report webpage](#).

All Sections and Chapters must submit their 2018 reports to headquarters by March 31.

* 1. Section or chapter

2. Current Officers and Directors

1. Preparer of report

Name

Company

Email Address

Phone Number

2. Chair

Name

Company

Email

Phone

Term ends

3. Vice Chair

Name

Company

Email

Phone

Term ends

4. Treasurer

Name

Company

Email

Phone

Term ends

5. Section/Chapter Membership Chair

Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Term ends	<input type="text"/>

6. Secretary

Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Term ends	<input type="text"/>

7. Director

Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Term ends	<input type="text"/>

8. Director

Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Term ends	<input type="text"/>

9. Director

Name

Company

Email

Phone

Term ends

10. If you have updates to your officers listed after you submit the survey, please upload the new [Officers Update Form](#) here or hit the submit button to send it to headquarters.

Choose File

No file chosen

Sections and Chapters Annual Report Sample

3. Programs and Services to Members

1. How many technical conferences or workshops (one or more full days) were held by your Section/Chapter?

☐ 0 ☐ 1 ☐ 2 ☐ 3

2. How many total courses and breakfast, lunch, dinner meetings with technical presentations were held?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

3. How many networking events were held?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

4. The By-laws of the Association require that all A&WMA meetings and conferences charging registration or fees must provide a price differential or lower price to Association members than that charged to non-members. A non-member is anyone not an International A&WMA member.

Does your Section or Chapter provide a price differential to Association members when attending Section/Chapter events, as required by the Association?

☐ Yes

☐ No

5. Do you think any of your Section or Chapter events would be able to be turned into a national or regional workshop or webinar?

☐ Yes

☐ No

Please describe the event in detail

6. Please upload files showing details on your technical events including title, date, number of attendees, and whether it was successful or not.

Choose File

No file chosen

7. How many Board of Directors meetings were held?

8. When was your last election of officers?

Sections and Chapters Annual Report Sample

4. Education

1. How many Webinars did your unit develop and/or present? (Does not include showing an A&WMA Webinar as a section/chapter event)

☐ 0

☐ 1

☐ 2

☐ 3 or more

2. Does your unit offer Continuing Education Credits for local programs?

☐ Yes

☐ No

3. Do you have a local Continuing Education Coordinator?

☐ Yes

☐ No

Please list name and email

4. If you offered academic scholarships to students, please provide the total amount awarded in 2018.

5. If you offered academic scholarships, please select the range that reflects that amount.

☐ \$250 - \$499

☐ \$500 - \$749

☐ \$750 - \$999

☐ \$1000 - \$1249

☐ \$1250 - \$1499

☐ \$1500 - \$1749

☐ \$1750 - \$1999

☐ Over \$2000

Sections and Chapters Annual Report Sample

5. Volunteer Leader Development

1. Did your Section or Chapter send someone to the Leadership Training Academy?

☐ Yes, one delegate

☐ Yes, more than one delegate

☐ No, please explain why below

Reason we didn't attend Leadership Training

2. How many Board orientation or training opportunities did your Section or Chapter conduct for Section or Chapter officers?

☐ 1 ☐ 2 ☐ 3

Please list dates, topic, speaker and if you felt the program was successful.

3. Please upload any documentation regarding officer training.

Choose File

No file chosen

Sections and Chapters Annual Report Sample

6. Membership and Vitality

1. Section/Chapter Membership

Previous year membership can be found on the Annual Reports webpage at www.awma.org/annualreport.

as of 12/31/2018

as of 12/31/2017

2. How did your membership compare to last year?

- ☐ Declined more than 2%
- ☐ Maintained membership (less than a 2% decline)
- ☐ Increased membership by 1%
- ☐ Increased membership by 2%
- ☐ Increased membership by 3%
- ☐ Increased membership by 4% or more

3. Did your section or chapter win the Membership Performance Recognition Award last year?

The SCC Membership Chair reviews the yearly data on a local unit by unit basis to identify the sections and chapters that are excelling at increasing membership and contacts them if they have won this award.

- ☐ Yes
- ☐ No, but we're working on it

4. How many membership drives did your section or chapter conduct this year?

- ☐ 1
- ☐ 2
- ☐ 3

Please describe the membership drive, how it was communicated, and provide results

5. Does your Section or Chapter have local associates who are not International A&WMA members? If yes, please provide the percent of your total membership?

- ☐ Yes
- ☐ No

Percent of total membership

6. Please upload your list of local members including name, email, company or organization, position title or send to Mike Hult at mwhult2@mmm.com.

Choose File

No file chosen

7. Do you have a Membership Chair?

- ☐ Yes
- ☐ No

Please list name and email

8. Do you have a Young Professional (YP) chair or coordinator?

- ☐ Yes
- ☐ No

Please list name and email

9. How many Student Chapters does your Section/Chapter support? A profile form for each is required.

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4

10. Please list the Faculty Advisor name and email as well as any Student Officer names and permanent emails you have. You can upload the Outstanding Student Chapter Award Form here, or send it to Robin at rlebovitz@awma.org to be considered.

Faculty Advisor

Student Officer

Student Officer

Student Officer

11. Do you have a local Student Coordinator?

- ☐ Yes
- ☐ No

Please list name and email

12. Did you start a new Student Chapter or new Chapter this year? If so please list and upload the Profile Report in Question 14.

- ☐ Yes

Please list location of new chapter

13. Did your Section or Chapter provide other material support for a Student Chapter or College Student event this year? Please list the dollar amount for applicable areas.

Financial support amount

Support for a student to attend ACE

Help with student meetings

Reduced rates for students to attend section/chapter meetings

14. Please upload Student Chapter Profile/Outstanding Student Chapter Award Forms here

Choose File

No file chosen

Sections and Chapters Annual Report Sample

7. Communication and Public Outreach

1. Does your Section or Chapter maintain a website?

- ☐ Yes
- ☐ No
- ☐ No, but working on it

2. If yes, please provide the URL and when it was last updated.

3. Do you do an online or print newsletter?

- ☐ Yes
- ☐ No

4. If yes, how many issues were published/sent out?

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 or more

5. How often do you send communications to your entire section/chapter membership?

- | | |
|---|--|
| <input type="radio"/> At least once per month | <input type="radio"/> 3 times per year |
| <input type="radio"/> Bi-monthly | <input type="radio"/> 2 times per year |
| <input type="radio"/> Quarterly | <input type="radio"/> Once annually |

6. Does your section or chapter use social media for any of your announcements or communications? If yes, please list the page or account name and the email of who manages it. (We don't need your passwords)

Facebook	
Twitter	
Linked In	
Instagram	
Snapchat	

7. Did your Section or Chapter Section or Chapter initiate or participate in the following public outreach events?

- ☐ Job Fair
- ☐ Local showing of Environmental Careers Webinar
- ☐ Presentation at K-12 school or showing of Environmental Careers Webinar
- ☐ ERG Workshop
- ☐ Engineers without borders
- ☐ Scouting Jamboree
- ☐ Additional outreach activity

Please specify

Sections and Chapters Annual Report Sample

8. Association Participation

1. How did you support the Association? Check how many of your members:

	1	2	3
Are Association level officers, or on the Board of Directors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are Association level Council Officers or Committee Chairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are on Association level Standing Committees or Ad Hoc Committees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have provided any additional support to the Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. How many of your Section or Chapter members attended the Sections & Chapters Council meetings?

	1	2	3
Inter Council in January	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fall meeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Was the Section or Chapter Bylaws updated this past year?

- ☐ Yes
- ☐ No

4. Please upload your new bylaws here.

Choose File

No file chosen

5. Did you submit the 2017 Annual Report on time last year? (by March 31, 2018, and yes, we can check this)

- ☐ Yes
- ☐ No, but we will be on time this year!

Sections and Chapters Annual Report Sample

9. Financial Activity

1. TOTAL Cash Reserves at the beginning of the year

Cash/Checking/Savings
accounts

Other Investments

Total Cash and
Investments

2. Income earned

Meetings and special events

Educational courses/conferences/workshops

Scholarship contributions

Local dues collected

Social events income

Donations

Interest earned

Other

TOTAL - INCOME EARNED

3. Expenses incurred:

Meetings (notices/meals/rentals)

Educational courses/symposia

Scholarship awards

Donations

Operating/administrative expenses

Social events

Other

TOTAL - EXPENSES (C)

TOTAL CASH RESERVES at December 31, reporting year

4. Please enter the amount of money your chapter has in temporarily or permanently restricted access.

5. Is your section or chapter incorporated?

☐ Yes

☐ No

If yes, in what state, province, or tax code in your home country?

6. If no, do you plan to file for tax exempt status?

☐ Yes

☐ No

Sections and Chapters Annual Report Sample

10. Insurances

The Association provides \$1,000,000 in General Liability Insurance coverage to all Sections and Chapters. Sections and Chapters do not need to do anything to qualify for this coverage as it is automatically provided.

In addition, the Association, as a rider to its Directors and Officers (D & O) Insurance coverage, offers optional D & O insurance in the amount of \$2,000,000 for the officers and directors of any Section or Chapter that wishes to purchase it. The cost for acquiring and/or renewing the coverage is \$175 per member unit (Section or Chapter), which must be paid with the submittal of this annual report. If your member unit elects coverage and if payment is received, the coverage will be effective for one year beginning August 1, of each year. Since D & O insurance provides personal coverage for members who serve as officers and directors of a Section or Chapter against claims that may be made against them in connection with their fiduciary responsibilities as officers and directors, the names and addresses of the persons for whom the coverage is being afforded must be provided along with their term of office. Should a person's term of office expire prior to the expiration date of the coverage, coverage for that person will cease upon the date of expiration of his/her term of office and coverage to the person succeeding him/her will not be effective unless the name and address of the successor is provided to Headquarters. Therefore, to ensure coverage, it is critical for Sections and Chapters to keep Headquarters apprised of all changes to officer or director terms of office prior to the change.

Finally, if a Section officer is also an officer of a Chapter, the policy will afford coverage to him/her only in connection with claims pertaining to Section matters. Coverage of officers and directors of Chapters relating to Chapter matters can only be provided by an election of coverage by a Chapter. That is, coverage of the officers and directors of a Section does not afford coverage to officers and directors of Chapters of that Section in claims relating to Chapter matters.

1. We elect D & O coverage for the next year

☐ Yes

☐ No

Please send a check made payable to the Air & Waste Management Association in the amount of \$175 to Stephanie Glyptis at Headquarters by the due date of this report and provide a list of the names, addresses and term end date of office for the officers and directors of your Section or Chapter.