

**Air & Waste Management Association
Section/Chapter Annual Report
and
Minasian Award/Chapter Cup Application

Report Instructions**

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 each 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.

The Association strives to make fulfillment of this requirement as simple for your Section or Chapter as possible. The Annual Report should be filled out on-line and submitted electronically through the Annual Report Survey, linked from the Annual Report page on the awma.org website. One person should be designated in advance to complete the entire report. You are able to save the information entered and return to the form at a later time, BUT, the system requires that you use the same computer and browser on which you started the report.

Data will be uploaded and evaluated for determining the Minasian and Chapter Cup award winners.

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

For more information contact:

Mike Hult, mwhult22mmm.com, Vice Chair, Sections & Chapters Council

Jennifer Tullier jtullier@spiritenv.com (225) 228-3830
Chair, Sections & Chapters Council

1. Beginning the survey

In order to start, it is required that you select a section or chapter from the pull down menu. If you or someone else has already started a survey for your section or chapter, please don't start a second one. The person who started it will need to complete the survey from the same computer and same browser on the first submission.

2. Officers and Directors

This page of the Annual Report provides space to identify your Section or Chapter's current officers, Directors, and other committee chairs or local coordinators, along with their contact information for email and telephone. Section & Chapter Officers are required to be members of A&WMA. Please verify this is correct for each person entered. If you do not have new officers on January 1, please advise what schedule you are on and provide us the information when it becomes available. If your organization does not have a member that fills a particular role just leave the space blank. The preparer of the report must be identified, along with the position she/he holds within the member unit, her/his contact information, and the date this report is submitted.

The next several categories represent A&WMA goals. These categories are weighted and set out as the criteria by which your member unit will be judged for determining the Minasian and Chapter Cup winners (see Point Count Summary). Each of the activities are awarded a number of points that in total are compared among all Sections or Chapters to evaluate the most active and vital member units in the class.

3. Programs and Services to Members

- Indicate the number of technical conferences or workshops, courses, breakfast, lunch, or dinner meetings, and networking events your member unit held this year. Indicate the number of meetings held by your Board of Directors.
- What was the date of your last election of Officers and Board Members?
- 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?

4. Professional Education

- Points are awarded if a member(s) of your Section or Chapter helped develop a webinar for the Association. Help includes developing the technical topic, coordination of the program, or being a presenter. The Section or Chapter may also receive points for organizing a viewing of one of the Association's webinars for its membership.
- Points are awarded to local units who have a Continuing Education Coordinator, Education

& Outreach Coordinator and Young Professional Coordinator.

- Scholarships granted to students for environmental study at any education level are to be listed here with the amount awarded, and the educational level of the recipient. The total dollars granted determine the number of points awarded for the Minasian and Chapter Cup award evaluations. Points are given for submitting local scholarship information to HQ and the Sections & Chapters Council.

5. Volunteer Leader Development

Many Sections and Chapters sponsor students or other members to attend the Annual Conference and Exhibition held in June of each year or A&WMA Specialty Conferences or Workshops. Recognition will be given when names of recipients and the type of support are provided.

- Leadership training is held each April at A&WMA Headquarters in Pittsburgh. Sections and Chapters are encouraged to sponsor their local leaders to attend the training and are recognized for participation of their members. Names of those attending must be provided.
- Any training session for leadership or technical knowledge coordinated or presented by members of the local member unit is granted points in the evaluation. Points are awarded to the member unit of the presenter. The name of the presenter, subject of training, date, and number of attendees is needed for the evaluation.

6. Membership and Vitality

- Membership totals at the beginning and the end of the activity year are needed. These are provided on the Annual Report page each year. Points are awarded for a certain percent increase, and for having a local Membership Chair.
- All activities undertaken to increase membership, including specific membership drives will be considered for awarding points. New members are so important to the health and vitality of our Association that creative thinking in this effort is highly encouraged. Points are awarded for recognition in the Membership Performance Recognition Award.
- A&WMA wants to encourage on-going support of Student Chapters. We want to nurture student members to continue their participation in our Association. Describe the way in which your member unit provided continuing support for an affiliated Student Chapter. Points are awarded for a chartered Student Chapter that was active providing services to student members during the reporting year. A current "Student Chapter Profile" must be attached for each active Student Chapter. The "Student Chapter Profile" form is linked in the survey and available on the Annual Reports web page.
- Did you start a new student chapter? Is there an active environmental/environmental engineering department in a college or university within the boundary of your Section or Chapter? New members are cultivated among students planning to enter the environmental field. Consider encouraging new student chapters. Points are awarded for having a Student Coordinator.
- Does your Section or Chapter have local associates who are not International A&WMA

members? If so, provide how many and what is the percent of Local Associates in your total membership?

- Please attach list of Local Associates—Name, company affiliation, email, phone and send by separate email to Mike Hult at mwhult2@mmm.com.

7. Communication and Public Outreach

- Many Sections and Chapters have a website but some become outdated. To be a good communication tool for your membership, your site must be kept current and easily located on the web. When was your last website updated during the year? Is your website linked to that of the International A&WMA? What is the current URL?
- Communication by newsletter is still good practice. If you publish a newsletter, how many issues were distributed to your members this year?
- There are many other possible ways to communicate with membership such as email blasts, Linked-in, blogs, etc. Let us know the other avenues of communication your Section/Chapter uses.
- A&WMA has a goal of reaching out to the general public to expand knowledge of environmental issues and to maintain a dialogue with other parties interested in advancing environmental principles. Many activities can be considered for point awards in this area such as judging a science fair, being part of the exhibit at the Boy Scout Jamboree, presentation to a classroom, participating in a job fair, participating with Engineers Without Borders, ERG workshops, and others.
- Did your unit offer an Environmental Careers Program at a local college this year (including a showing of an Environmental Careers webinar at a college? How many events?

8. Association Participation

- How did your unit support the International Association this year? Did you support Members of the Board and Councils, host programs, assist with webinars? Points are given for working with the International A&WMA technical committee and staff to put on a specialty conference or workshop, A&WMA webinar or significant support of an A&WMA HQ program. The Local Host Committee for ACE also is recognized for this activity. Again, we need to know about the conference and length of program.
- Please identify your Section or Chapter participation in Section & Chapter Council activities. S&C Council holds three meetings per year. Was your Section or Chapter represented at the Inter-council, Annual Conference, or Fall meeting in the reporting year?
- It is important that headquarters receive your annual report each year. Thus, this item refers to the previous activity year encouraging each local member unit to submit annually.

9. Financial Information

This part includes a statement of the Section/Chapter's financial position as of the end of the

reporting calendar year. The statement MUST cover the time period January 1, through December 31, REGARDLESS of the fiscal year of your Section or Chapter. This part also provides the opportunity for your local unit to opt into the Association's insurance program for Directors and Officers.

- **Statement of Financial Position:** Your financial statement must be completed for the calendar year period from and indicate currency used. The general organization of the financial statement is as follows:
 - [BEGINNING CASH (A) + INCOME EARNED (B) - EXPENSES (C) = CASH RESERVES (D)]A form is provided for your use. It is a general form and not all possible entries are included. You also may not have entries for all lines.
- There is a separate entry to list any temporarily or permanently restricted assets (funds donated for specific purposes). These funds should not be listed in your normal yearly operating activities and not part of your statement of financial position. Funds donated for specific purposes might include:
 - Restricted scholarship funds
 - Contributions restricted to a specific use
 - Other restricted assets
- A&WMA encourages separate incorporation of local member units but it is not required. If incorporated, however, copies of the Section or Chapters' incorporation documents should be part of the permanent record at headquarters.
- Likewise, A&WMA encourages local member units to obtain its own tax-exempt status under the IRS, Section 501(c)(3), or the applicable tax-exempt taxation code for your country of origin, particularly when annual revenues are substantial. Again, if a local member unit has its own tax-exempt status, copies of documents identifying that tax-exempt status should be part of the permanent record at headquarters.

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.