A&WMA Sections & Chapters Council  
Draft Meeting Minutes  

June 24, 2019  
Quebec City, QC, Canada

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Walker</td>
<td>S&amp;C Council Chair, East Michigan Chapter</td>
<td><a href="mailto:james.walker@cmsenergy.com">james.walker@cmsenergy.com</a></td>
</tr>
<tr>
<td>Greg Johnson</td>
<td>S&amp;C Council Past Chair, Louisiana Section</td>
<td><a href="mailto:gljohnson@liskow.com">gljohnson@liskow.com</a></td>
</tr>
<tr>
<td>Leah Blinn</td>
<td>Allegheny Mountain Section</td>
<td><a href="mailto:LBlinn@cecinc.com">LBlinn@cecinc.com</a></td>
</tr>
<tr>
<td>Rahul P. Thaker</td>
<td>RTP Chapter</td>
<td><a href="mailto:rahul.thaker@ncdenr.gov">rahul.thaker@ncdenr.gov</a></td>
</tr>
<tr>
<td>Yevgen Nazarenko</td>
<td>Mid-Atlantic States Section</td>
<td><a href="mailto:yevgennazarenko@gmail.com">yevgennazarenko@gmail.com</a></td>
</tr>
<tr>
<td>Jayme Graham</td>
<td>Allegheny Mountain Section</td>
<td><a href="mailto:Jayme.graham@alleghenycounty.us.gov">Jayme.graham@alleghenycounty.us.gov</a></td>
</tr>
<tr>
<td>Jason Krawczyk</td>
<td>Indiana Chapter</td>
<td><a href="mailto:jkrawczyk@idem.in.gov">jkrawczyk@idem.in.gov</a></td>
</tr>
<tr>
<td>Kim Marcus</td>
<td>Pacific NW Intern. Section</td>
<td><a href="mailto:kim.marcus@erm.com">kim.marcus@erm.com</a></td>
</tr>
<tr>
<td>Jyostana Kashyap</td>
<td>Canadian Prairies and Northern Section</td>
<td><a href="mailto:jyotsna.kashyap@rwdi.com">jyotsna.kashyap@rwdi.com</a></td>
</tr>
<tr>
<td>Mike Marky</td>
<td>Coastal Plains Chapter</td>
<td><a href="mailto:richard.markey@nexteraenergy.com">richard.markey@nexteraenergy.com</a></td>
</tr>
<tr>
<td>Liz Foeller</td>
<td>Florida Section</td>
<td><a href="mailto:efoeller@wm.com">efoeller@wm.com</a></td>
</tr>
<tr>
<td>Harry Klodowski</td>
<td>NW Pennsylvanina Chapter</td>
<td><a href="mailto:harry@klodowskilaw.com">harry@klodowskilaw.com</a></td>
</tr>
<tr>
<td>Dennis Fudge</td>
<td>Canadian Prairies and Northern Section</td>
<td><a href="mailto:Dennis.fudge@gov.sk.ca">Dennis.fudge@gov.sk.ca</a></td>
</tr>
<tr>
<td>Susan Wierman</td>
<td>Baltimore – DC Chapter</td>
<td><a href="mailto:susan.wierman@gmail.com">susan.wierman@gmail.com</a></td>
</tr>
<tr>
<td>Bill Palermo</td>
<td>Louisiana Section</td>
<td><a href="mailto:bpalermo@rtpenv.com">bpalermo@rtpenv.com</a></td>
</tr>
<tr>
<td>Tony van der Vooren</td>
<td>Ontario Section</td>
<td><a href="mailto:Tony.vandervooren@vaqms.com">Tony.vandervooren@vaqms.com</a></td>
</tr>
<tr>
<td>Paul Farber</td>
<td>Lake Michigan States Section</td>
<td><a href="mailto:paul@pfarber.com">paul@pfarber.com</a></td>
</tr>
<tr>
<td>Merlyn Hough</td>
<td>Oregon Chapter</td>
<td><a href="mailto:merlyn@LRAPA.org">merlyn@LRAPA.org</a></td>
</tr>
<tr>
<td>Richard Wales</td>
<td>Southern Section</td>
<td><a href="mailto:RTWales2014@gmail.com">RTWales2014@gmail.com</a></td>
</tr>
<tr>
<td>Bill Garber</td>
<td>Northern Ohio Chapter</td>
<td><a href="mailto:billgarber@hotmail.com">billgarber@hotmail.com</a></td>
</tr>
<tr>
<td>Jerry Bovee</td>
<td>Golden West Section</td>
<td><a href="mailto:jbovee@baaqmd.gov">jbovee@baaqmd.gov</a></td>
</tr>
<tr>
<td>Gary Bramble</td>
<td>Southwest Ohio Chapter</td>
<td><a href="mailto:gbramble@roadrunner.com">gbramble@roadrunner.com</a></td>
</tr>
<tr>
<td>Roya Mortazavi</td>
<td>Mid-Atlantic States Section</td>
<td><a href="mailto:Ramart2004@yahoo.com">Ramart2004@yahoo.com</a></td>
</tr>
<tr>
<td>Morris Demitry</td>
<td>Southwest Ohio Chapter</td>
<td><a href="mailto:morris.demitry@us.af.mil">morris.demitry@us.af.mil</a></td>
</tr>
<tr>
<td>Rich Watson</td>
<td>West Coast Section</td>
<td><a href="mailto:Watsonrich649@gmail.com">Watsonrich649@gmail.com</a></td>
</tr>
<tr>
<td>Stephanie Glyptis</td>
<td>Executive Director</td>
<td><a href="mailto:sglyptis@awma.org">sglyptis@awma.org</a></td>
</tr>
<tr>
<td>Tracy Fedkoe</td>
<td>Marketing Director</td>
<td><a href="mailto:tfedkoe@awma.org">tfedkoe@awma.org</a></td>
</tr>
<tr>
<td>Michele Gehring</td>
<td>President, Delaware Valley Chapter</td>
<td><a href="mailto:michele.gehring@coterie-env.com">michele.gehring@coterie-env.com</a></td>
</tr>
<tr>
<td>Brian Bunger</td>
<td>Golden West Section</td>
<td><a href="mailto:bbunger@baaqmd.gov">bbunger@baaqmd.gov</a></td>
</tr>
</tbody>
</table>

Introductions, Agenda, Minutes of Prior Meeting

Determination of quorum – quorum met with more than 10 Chapters/Sections being represented.
Introductions were made and the attendees are listed above. The agenda was reviewed and approved.

Greg Johnson made a motion to approve the January SCC minutes, Jayme Graham seconded the motion. The motion was approved.

**Chair Report (Jim Walker)**

Purpose of the Section and Chapters Council (SCC) is to facilitate communication through Sections & Chapters

- Meetings are held for the sharing of best practices so they can be taken back to Sections & Chapters, and also shared with other Councils.
- Generally three meetings a year.
  - January’s meeting is held during the Inter-council meetings in the city where ACE will be held.
  - June’s meeting is held at Annual Conference & Exhibition (ACE).
  - Sept/Oct. meeting is held in a rotating location at Sections or Chapters that can benefit with enhanced interactions with A&WMA.
    ➢ For the fall meeting, SCC is eyeing a location in Texas.
    ➢ The Inter-council and ACE meetings will be held in San Francisco.

Rules for SCC meetings:

- As a group, try not to interrupt. When requesting to speak, turn your name tag vertical.
- Each Section and each Chapter only receive one vote in the meetings.
- If events arise requiring a vote during non-meeting times, a scheduled call will be held with voice voting.

**Goals:**

- Share information
- Take information back to Sections & Chapters and disseminate to membership
- Improve how we do business
- Expand our reach

**Vitality Committee (Greg Johnson)**

**Western Tennessee**

Western Tennessee is looking at creating a new Chapter. 10 members signed a petition and submitted a draft set of bylaws to the Council. The Council will make a recommendation to the Board of Directors (BOD) for the formation of a new Chapter. The BOD will vote whether to approve or deny the new incorporation of the Western Tennessee Chapter. The Western Tennessee Chapter is splitting off from the Middle West Tennessee Chapter.

Richard Wales motioned and Jason Krawczyk seconded a motion to proceed with the recommendation to the Board of Directors for the Western Tennessee Chapter to become incorporated.

**Northern Ohio and Southwest Ohio Chapters**

The ECS has had discussions on whether the Northern Ohio and Southwest Ohio Chapters should be merged.

- Northern Ohio Chapter hasn’t submitted an annual report in the past several years.
• The Northern Ohio Chapter Board is comprised of 2 A&WMA members and 2 non-members. There are 25 members as of May 16, 2019. The Southwest Ohio Chapter is comprised of 81 members as of May 16, 2019.
• ECS is withholding dues until the Northern Ohio Chapter board is comprised of paid A&WMA members, holds elections for the board members, and has submitted an annual report.
• Upon the start of discussions of a Chapter merger, Northern Ohio Chapter leadership indicated they would like to remain as a separate Chapter and will become more active.
• At this time, the SCC will not be involved in the potential merger until assistance is requested.

Local membership doesn’t equate to international A&WMA membership. Sometimes this confuses members. In order to be officially recognized as a member for the A&WMA, members should be paid members of the A&WMA.

New Delhi
The New Delhi Chapter in India has no active members, but there are no Chapters or Sections in the area. Rich Watson, West Coast Section, indicated there are zero members in the Section from the New Delhi Chapter. What would be the implications of closing the Chapter? Letters would need to be sent to all members in the geographic area prior to being able to close a Chapter or Section. There is a procedure spelled out. A&WMA helped the formation of International Chapters years ago, but most did not remain active.

The Manual of Operations for the SCC outlines procedures for all aspects of the SCC operations (e.g. no local membership, formation of new Chapters, closing of Chapters). The last manual update was in June of 2014. There may be a need for an evaluation to see if any updates should be proposed at the fall meeting. The Manual of Operations could not be located on the A&WMA website and should be made available for members to view. Bill Palermo will provide the file to Tracy Fedkoe to be updated and posted on the website.

Governance/Finance/Legal Committee (Greg Johnson/Bill Palermo)

Copyright Infringement
A Southern A&WMA Section received a letter from PIC Rights requesting the payment of $575 for a copyright infringement of an image from the associated press. An image was used in a presentation that was posted on the Section website. There was discussion on whether to remove the presentation or pay the fine and whether this was a legitimate request. Opinion: Generally it is ok to show more than you share (e.g. you can include a picture in a presentation, but not necessarily post the presentation with the image without prior permission).

Fair Use – In its most general sense, a fair use is any copying of copyrighted material done for a limited and “transformative” purpose, such as to comment upon, criticize, or parody a copyrighted work. Such uses can be done without permission from the copyright owner.

Sections & Chapters should look at what is currently on their websites and make sure that there are no copyrighted materials being used without permission. **This discussion would be a good topic for a Conduit Article.
Leadership Training Academy/Periodic On-line Sharing Sessions Committee (Tony van der Vooren)

Leadership Training Academy (LTA)
Tony van der Vooren - Registration for LTA was very good for 2019. The event received good feedback through written surveys, even Harry’s Roberts Rules of Order presentation! This year’s event had several Sections and Chapters that hadn’t been in several years. Rocky Mountain States Section had a free registration from the membership drive challenge in 2018 and sent a representative. LTA is no longer just a training for incoming officers. It’s a true leadership training for any member.

Periodic On-line Sharing Sessions (POSS)
- One was held on the new Annual Report in April 2019. The presentation was also posted to the website. This one will be held again prior to next year’s due date.
- Occasionally do one on Membership. Likely to be held again in Q4 2019.
- Occasionally do one on Treasurers 101. Likely to be held again in Q1 2020.
- Request for membership reports portal walkthrough. This would be included in the Membership POSS.

Miscellaneous (Paul Farber)

The Lake Michigan States Section was challenged on their tax-exempt status by the IRS. The Lake Michigan States Section’s annual budget is several hundred thousand dollars. Paul will provide additional information to the SCC when it becomes available.

Annual Reports Committee (Jim Walker and Tracy Fedkoe)

Website
The Sections and Chapters and the Sections and Chapters Council pages on the A&WMA website are now cross-linked.

In the future, the website would have a link for members to add or remove themselves from the Conduit distribution list.

In the future, emails to the SCC Conduit distribution list will have recipient email addresses hidden. The SCC Chair sent an email to recipients and received feedback discouraging the showing of recipient email addresses.

It was suggested that specific Councils have separate pages for different Committees. Tech Council is doing a pilot for a website. Phoebe Gorges is the new marketing director. Requests should go to Tracy Fedkoe. There should be no more than one page per sub-committee.

Annual Reports
In 2019, the A&WMA had 49 Chapters and Sections submit annual reports using the new Survey Monkey format. There were approximately 12 duplicate entries made due to the fact that only one IP address can be used to complete the submittal. In August, the 2019 annual report will be closed out. Because of the new format, the opening of the annual report was fairly late. There are still some Sections and Chapters submitting their reports. In 2018, 54 Sections and Chapters submitted annual reports.
Under the new format, Sections and Chapters cannot obtain copies of the report without submitting a request to the SCC directly. During the Board of Directors meeting, several ideas were provided to ease the ability for Sections and Chapters to receive copies of the reports.

The West Michigan Chapter won the Chapter Cup Award and the Louisiana Section won the Minasian Award. Congratulations!

**Communications Committee (Greg Johnson)**

Articles are the lifeblood of the Conduit. Pictures are good too (as long as not copyrighted). The last issue went out in March 2019. The next one will be out in the early part of Q3.

**COP25 Request for Section and Chapters Donations**

The SCC sent out an email and included a Conduit article pertaining to requests for Sections and Chapters to provide $500 donations towards the expenses for A&WMA representative attendees at the COP25 conference. Michele Gehring and Jeff Muffat have agreed to attend the conference. Mike DeBusshere may also represent A&WMA at the event. Only one Section or Chapter (the Florida Section) has provided funding so far.

In 2020, A&WMA is planning to budget for COP attendance, but in 2019 it wasn’t included in the budget, which was approved in the fall of 2018.

In the future, it may be possible to have A&WMA send out the emails to the distribution list rather than the SCC Chair sending directly.

Mike DeBusshere will be providing an update on his attendance of COP24 in Katowice, Poland during the Tuesday 1:30 PM Greenhouse Gas session at ACE.

**EM Plus**

EM Plus is the only hard copy, printed magazine. It might be a good idea to electronically archive the articles and make them available to members when they log in to the website.

**LinkedIn**

The SCC has a LinkedIn page but doesn’t post very frequently. There is a step to request membership and one of the administrators will confirm A&WMA membership and grant access.

The A&WMA website could have a list of Chapters and Sections with LinkedIn webpages and links to their pages.

**Membership Committee Report (Jen Moore)**

Jen Moore presented on behalf of Mike Hult, Membership Committee Chair.

The Membership Committee conducted the Performance Recognition Program this year and recognized sections and chapters with high membership growth rates. Winning sections and chapters qualify by having a membership growth rate percentage among the top 20% of all A&WMA sections and chapters, respectively, and must complete a questionnaire when notified.

This year, in addition to an award letter from Michele Gehring, the A&WMA President, and recognition in A&WMA publications such as this article and at upcoming A&WMA meetings, the top two sections and top two chapters, as evaluated by their completed questionnaires, were
recipients of a free A&WMA webinar registration. The winning organizations also get to use the Blue Ribbon Logo below in their 2019 communications.

The following Sections and Chapters will be recognized for their 2018 Membership Performance, membership promotion activities, and dedication to the growth of A&WMA:

**Chapters**
- British Columbia (BC)/Yukon
- Idaho
- Inland Northwest
- Puget Sound

**Sections**
- Canadian Prairie/Northern
- Pacific Northwest International (PNWIS)
- Quebec

*Recipient of a Free A&WMA Webinar Registration*

In addition to running interesting programs and events, these top performing sections and chapters focus on student and Young Professional (YP) activities, coordination with outside, related organizations to bring further visibility to A&WMA, and close communication with membership, including feedback surveys to determine future program and event topics.

There are a few areas where many sections and chapters could improve, including follow-up with lapsed members to encourage registration and/or collect useful feedback; consistently assigning a Membership Chair and Committee to track membership, welcome new members, and follow-up with lapsed members; and making use of A&WMA promotional materials, including the A&WMA Display Booth, available “on loan” from HQ. Other membership tools include the elevator speeches that are available on the Volunteer Resource Center on the A&WMA website.

Keep your eye out for another “member get a member” campaign. The 2018 campaign was successful in generating new members.

Membership appears to be increasing slightly over the last few months.

**Roundtable Discussion**
Susan Wierman – University of Maryland at College Park is looking to form a student chapter. The Mid-Atlantic States Section is looking to have a conference to bring students and researchers together.
For Student Chapters, it is necessary to have a faculty advisor. Student Chapters are also required to have 10 members and 4 elected board members.

The Association needs a mechanism for pushing information from the Board of Directors, Council Meetings, and LTA to Sections and Chapters.

SCC Meeting Minutes – can be distributed to the Conduit email distribution list and posted on the SCC page on the A&WMA website. A link can also be included in the Conduit directing members to the meeting minutes.

When it comes to on-boarding of new leaders at LTA, how can LTA attendees go back and distribute the information to their respective boards? Currently LTA 2019 Presentations are included on the webpage.

**Lunch Break**

**Roundtable Discussion Continued**

Suggestion for a “Development of a Webinar POSS”.

For struggling Sections or Chapters, the A&WMA should provide assistance and information on how to revive the local unit. These local units could be paired with a sister Section that has experience and could provide guidance. To complement the information, there could be an information page on the A&WMA website. The first step is to contact the Sections and Chapters Council to notify them of the problems and see what resources they have available.

For any local Chapter or Section that is holding a good event or has a really good speaker, they should forward the event information or contact information to Jim Walker, so the information can be passed along.

Questions arose about how Sections/Chapters split costs and profits with non-A&WMA groups when joint sessions are held.

Kim Marcus had mentioned in the Board of Directors meeting the previous day that he would like to include more Waste topics and speakers as part of the A&WMA’s repertoire. Kim also mentioned that the Oregon Chapter also holds a legal update annually for their local members. The updates are not just focused on Oregon.

The American Institute of Chemical Engineers and the American Chemical Society have a lot of programs of the non-technical nature. They have joint insurance options. Linking with one of these groups could add benefit to A&WMA members.

**2020 ACE San Francisco (Jerry Bovee)**

The event will be held at the Hyatt Regency in downtown San Francisco. There is a video put together by the San Francisco tourism agency, and the video will be scrolling in the exhibitor booth throughout ACE 2019. The theme of the 2020 ACE will be “Gateway to Innovation”. The Keynote will be Tuesday as will be the Council meetings. Courses will be held on Monday.

The local host committee has pretty much filled out the roster, but has a few more positions to fill. After ACE, they’ll finalize those positions. The committee has been holding bi-weekly calls since March to maintain momentum.
They’ve developed their logos for ACE. Swag will be available at the booth at 2019 ACE. There is a list of about 20 potential sponsors that has created. They’ll soon start reaching out to those on the list. There are also about 20 possibilities for local tours.

They have identified several topics which are important locally and nationally. Wildfires is one of about 20 topics being discussed. The committee has also identified about 5 different topics for environmental challenges, technical, and policy.

Ideas for a keynote speaker are still being discussed. They’re looking for someone who is “pushing the envelope” on policy.

One of the challenges for the past couple of ACE events has been filling the exhibit halls, and they hope to get many exhibitors.

S&CC Photo

President’s Report (Michele Gehring)

Association Performance
A&WMA is doing very well financially and programmatically. We are anticipating a positive return for 2019. The cash position is very healthy. Webinar programs are exceeding targets, but we’ll need additional content for the second half of 2019. Publication sales are steady.

Association Goals
• Financial Success
• Rich and Focused Programming
• New Offerings

Council Changes
• Set practical and concrete goals
• Identify a path toward achieving them
• Keep track of performance versus those goals
• Communicate challenges

Specific Council Requests
• Continued webinar contributions
• Look ahead to 2020

On the Horizon:

UN Conference of Parties on Climate Change (COP)
COP 25, Santiago Chile Dec. 2-13
Theme of COP 25 is “Time for Action”
Three delegates named: Michele Gehring, Jeff Muffat, Mike DeBusshere

What do our members want from A&WMA participation in COP?
• What type of events should we attend?
• What type and format of feedback is desired?
• What do you want to know?
Mentoring
Goal:
Develop the framework for an association mentoring program, fostering the reason that so many of us are members in the first place.

Targets:
- An annual conference mentoring program that pairs seasoned ACE attendees with first or second timers to the event.
- A general membership mentoring initiative that pairs association members with others in their community and area of expertise
- A board and council recruitment program that helps encourage new participants in Association leadership.

Executive Director’s Report (Stephanie Glyptis)

Financial Summary
The May 2019 P & L reflects a $430,699 contribution. This is a variance of better than budget by $50,765

Liquidity – The cash position remains strong with about $812k available, with $38k Accounts Receivable outstanding.

Key factors:
- Solid Q1 and Q2 conference performance. Wildfires, Models, Measurements ($144,500 net)
- Meeting budget’s projected membership revenue
- Securing ACE sponsorships and exhibits, registrations
- Early sponsorship/exhibit sales for Q4 programming
- Solid April/May webinar performance ($15k net)

2019 Annual Conference
887 Registrants $402,000 (Goal $395,000)
59 Exhibitors $98,950 (Goal $125,000)
$176,170 total program (2018 – 2019)
33 Sponsors $112,213 (Goal $100,000)
$197,924 total program (2018 – 2019)

Total Budget Goal $620,000
Currently at $613,000.
Typically have $25 - $30k walk-ins

Membership Highlights
Total Membership 8/1/2016 ~4,375
Total Membership 4/1/2019 ~ 4,400

Publication Highlights
NSR Manual
Authors have submitted updates and revisions for all chapters. Will start promoting the new update late summer, early fall.
Will review pricing and increase the price for new subscribers

*Journal of Air and Waste Management Association*
JAWMA impact factor 1.858, increase over 1.742 from 2017
5-year Impact factor 2.143

Journal now ranks:
153/250 in Environmental Sciences
50/86 in Meteorology and Atmospheric Sciences
34/52 in Environmental Engineering

Article Downloads
47% increase in article downloads over 2017
By end of April 2019, 19% higher than same period in 2018

*EM*
34.5% Members opened email link to E-magazine (3,800 email addresses)
14.3% Nonmembers opened link (10,339 Non-members gained access in June 2018 to current issues, for archived, must be members)

*Phoebe Gorges – Marketing and Program Coordinator*
- Evaluated social media accounts on FB, LinkedIn, and Twitter
- Updated profiles
- Created a YouTube account to share videos (Used for Michele’s trip to COP24 and Paul Algu’s YP interviews)

Activities Leading up to ACE:
- Followed/connected with all sponsors and exhibitors that have a page on Twitter
- Shared promotional emails on all platforms
- Created a targeted “initiations” ACE special events such as for the women’s professional development.

Social Media Plan for ACE
- Tweet daily
- Assist with photos
- Spotlight exhibitors and sponsors
- Spotlight speakers, keynotes, dignitaries
- Advertising the app and tweet live updates
- Post final album at end of ACE on FB

**Revenue Items of Significant Importance:**
ACE 2020 – begin securing sponsorship and exhibit participation, general conference promotion for attendance

Advertising – Secure advertisers for August through December

Marketing and ongoing development of 2019 Q3-Q4 programming including IT3, Ports, Info Exchange, and Climate Change

Begin planning for 2020 programming – potential conference include MEGA, Ports (West Coast), Wildfires, Vapor Intrusion
Motion to Adjourn at 2:40 pm
Motion made by Jason Krawczyk and seconded by Leah Blinn. Motion Approved.

Notes taken by Jason Krawczyk,
Submitted by Jim Walker