

2012 Quarterly Tidewater Chapter EXCOM Meeting Minutes

Call to Order

The meeting was called to order at 10:05 am on 4/16/2012 via conference call.

Attendance

Len Machut, Sara Mirabilio, Cory Janiak, Kevin Spanik, Jacob Boyd, Stephanie McNerny, Mike Wilberg, Nicole Mehaffie, Bob Murphy, Paul Rudershausen, and Danielle Zaveta.

Meeting Minutes

Len made a motion to accept the minutes from the TWC Annual Meeting in March of 2012. **Bob** seconded. The minutes for accepted by unanimous vote.

2012 Annual Meeting Summary

Jacob presented a table showing the final budget breakdown from the Annual Meeting back in March. After everything, the Chapter ended up making a total (with raffle included) of \$877.57 from the meeting registration. In addition, \$361.41 in dues was collected. The raffle at the Annual Meeting ended up being a lot of fun and made \$340.00 for the Chapter.

Sara asked how many dues paying members there are in the Chapter. **Stephanie** responded with roughly 60 – 70. **Len** asked the EXCOM what the raffle money should go to and suggested using the money to help the students in the form of incentives for the student subunits. **Jacob** mentioned that not every president-elect has to do a raffle. It turned out to be successful for the 2012 meeting but isn't mandatory.

Paul reminded the EXCOM that at the last meeting, **Len** talked about needing more representation at the Southern Division meetings and thought there was a loud and clear consensus that we need to give money to the President to attend the SD meeting. Since there are awards already in place for students, extra money should be put towards sending the current presidents to meetings. **Len** added that the EXCOM should be careful because it can get expensive to provide travel each year and could wipe out the Chapter's extra funds. Maybe the Chapter could provide a match or partial match for the travel. The President should attempt to get funding before asking the Chapter to completely pay for travel. If the President can only get partial fund, the Chapter can make up the difference but should not be expected to always pay. **Kevin** asked if the Southern Division has any travel awards for Chapters. It should definitely be an EXCOM decision where funds get awarded on an annual basis.

ACTION ITEM: **Jacob** will put together criteria for providing travel awards to Chapter Presidents and will send to the EXCOM for comments.

Newsletter

Jacob reminded the EXCOM that Cory Janiak will be taking over the newsletter from Sara; however, Sara will be helping her along as needed. **Cory** introduced herself and mentioned that Sara gave good instructions on when the newsletters are supposed to go out. She also informed the EXCOM that she has had professional experience with quarterly newsletters for Sea Grant. The EXCOM discussed the possibility of putting together a newsletter committee so Cory would get overwhelmed. **Sara** mentioned that James Morris was still a coeditor for the 1st few issues that she did. James typically got the content and she put it into the Microsoft Publisher but that giving each person on a committee a role wouldn't be as seamless as it may seem.

Bob thought that a word limit for each entry would be a good idea and **Cory** mentioned that she would be up to having someone help solicit for content. Maybe the Members-at-Large can help with soliciting content from the subunits. **Sara** and **Paul** agreed that how subunits submit to the newsletter could be used as part of the criteria to determine which student subunit gets future incentives such as a student of the year award from the Chapter. **Cory** will decide on how she wants to get going on the newsletter and can contact the student subunit advisors and/or the Members-at-Large to solicit for information.

Len asked when the next newsletter was and thought the EXCOM should set a date for Cory to get her 1st newsletter out. The EXCOM agreed on around June so that the spring semester will be coming to an end. The summer newsletter (June) will have information to wrap up the Annual Meeting from earlier in the year and the winter newsletter (January) will wrap up the fall semester and an announcement of the next Annual Meeting specifics. **Jacob** commented that it is important that the newsletter solicitation goes out before the students break for the summer. **Sara** asked how much time the EXCOM needs to get content into the newsletter and mentioned that it wasn't just the student subunits that weren't getting their content in on time. **Sara** had to write and create most of the newsletter instead of just editing due to lack of content.

Len felt that two weeks notice should be adequate. Bob and Jacob agreed. When new members agree to be part of the EXCOM, they should know what is expected of them when they accept the position. Stephanie mentioned that a lot of that information is provided in the Procedural Manual which precedes the Chapter's bylaws. She also mentioned that James Morris put together an Officer's Guide that goes into depth on the duties of each EXCOM member on a quarterly basis. However, it needs to be updated. Quarterly EXCOM meetings should keep everyone on track better. The President should keep track of all action items from each quarterly and annual meeting and should include them on the next meeting's agenda. A table of all active action items should be put at the bottom of the minutes.

ACTION ITEM: Stephanie will update the Officer's Guide and the Procedural Manual and send it to the EXCOM for comments.

ACTION ITEM: Stephanie will look through old meeting minutes and put them in the action table.

Improve Subunit Engagement and Success

Adjournment

Jacob motioned to adjourn the meeting at ~ **12:00 pm**. Seconded by **Len**.

Minutes submitted by: Stephanie McInerny