

# SECTION MEETING MINUTES



Date – 4/6/2007 Time – 10:00AM

Location – PVR Midstream Boardroom

Scribe – L.Hale

Invitees / Attendees (signified with mark by name)

<input checked="" type="checkbox"/> <b>Howard Saxion</b> Chair	<b>HS</b>	<input checked="" type="checkbox"/> <b>Joe Hosley</b> Vice Chair	<b>JH</b>	<input checked="" type="checkbox"/> <b>Terry Casey</b> Treasurer	<b>TK</b>	<input checked="" type="checkbox"/> <b>Larry Hale</b> Secretary	<b>LH</b>
<input checked="" type="checkbox"/> <b>Art Bedrosian</b> Director '08	<b>AB</b>	<input checked="" type="checkbox"/> <b>Paul Hemphill</b> Director '09	<b>PH</b>	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Cindy Smiley</b> Advisor	<b>CS</b>	<input type="checkbox"/> <b>Dan Mueller</b> Advisor	<b>DM</b>	<input type="checkbox"/> <b>Kim Jones</b> Student Advisor	<b>KJ</b>	<input type="checkbox"/> <b>Richard Corsi</b> Student Advisor	<b>RC</b>
<input checked="" type="checkbox"/> <b>Doris Cooksey</b> Alamo Chair	<b>DC</b>	<input checked="" type="checkbox"/> <b>Irvin Bilsky</b> Cent. TX Chair	<b>IB</b>	<input type="checkbox"/> <b>LuLu Simmons</b> Corpus C. Chair	<b>LS</b>	<input checked="" type="checkbox"/> <b>Sanjay Sampath</b> Gulf Coast Chair	<b>SS</b>
<input type="checkbox"/> <b>Doug White</b> High Plains Chair	<b>DW</b>	<input checked="" type="checkbox"/> <b>Andrea McMillen</b> North TX Chair	<b>AM</b>	<input checked="" type="checkbox"/> <b>Anna Childers</b> Oklahoma Chair	<b>AC</b>	<input type="checkbox"/> <b>Beth Tatum</b> Sabine Chair	<b>BT</b>
<input checked="" type="checkbox"/> <b>Phil Daily</b>	<b>PD</b>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**Call to Order  
March  
Minutes**

**Roll Call  
Motion**

- HS** As Above
- HS** Move to accept minute
- AB** Second - approved by voice vote

**Treasury  
Report**

- TC** Passed out the Jan., Feb and Mar. treasury reports - not much activity so far  
Just got the chapter reimbursement funds and will mail out checks son
- AB** Chapters must submit their Annual Report to receive their money - in the by-laws. Should we withhold the checks
- HS** Yes, for inactive and non-reporting chapters
- TC** I'm working with KC to finish the change-over
- HS** We will need 2 to 3 signatories to avoid problems in the future. Let keep KC, TC and HS for now.

**Motion  
Second**

- PH** Move to accept the treasury report
- JH** Approved by voice vote
- HS** Presenting a power point from HQ on financial considerations of the 501c. There are times when 501c's need to report income. Chapters and sections should audit finances annually.

**Section &  
Council PPT**

- PD** Audit should be done by an independent person - not an officer
- PH** TC needs to send in state submissions for tax status in each state.
- HS** They recommend 2 signatures on checks - not usually done.  
Also put some of the money in a money market fund
- JH** Use a brokerage account for liquidity
- HS** If chapter has more than \$600 cost for labor, they need to file a 1099.  
Also need to do D&O insurance
- Action** Send Instructions for D&O insurance payment to chapters.

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	<b>Item</b>	Send 501c3 status instructions to chapters Send Secretary of State non-profit notification requirements to chapters
<b>Scholarships</b>	<b>HS</b>	HQ has scholarships that we can help students apply for. The info is on the web site.
	<b>AB</b>	The Jaqueline Shields Scholarship is one we should try to push. She was a professor at the UT school of Public Health.
	<b>PD</b>	When did the section give its last scholarship? - It's part of our 501c3 activity.
	<b>PH</b>	Years ago we contributed to chapter scholarship efforts.
	<b>AC</b>	The best time to take scholarship applications is October
	<b>JH</b>	Does the money sent figure in to the \$25K gross receipts for tax consideration?
	<b>AB</b>	No - just money from meetings and conferences.
	<b>Action Item</b>	<b>HS</b> We need to form a committee on S&C scholarship participation
	<b>Action Item</b>	We need to put together a guide for the chapters and section to complete annual filings for the Federal 501c3 and State Tax ID. LH - Develop calendar AM - Texas State filings AC - Oklahoma State filings AB - Federal 501c3 filings
<b>Annual Reports</b>	<b>LH</b>	Sent in our report with available chapter reports attached - missing Alamo, Centex, Sabine and Corpus Christie. Centex report came in after submission of section report. Alamo is on its way.
	<b>AB</b>	Can do letter reports for the chapters that did not complete their own
	<b>Action Item</b>	<b>LH</b> Write letter reports for Sabine and Corpus
<b>Webcast - Membership</b>	<b>HS</b>	The webcast was very good and the ppt. is coming
	<b>Action Item</b>	<b>HS</b> Distribute membership power point to all chapters and section members.
	<b>PD</b>	The new president is focused on member expansion - will do a survey on lapsed members to ask why.
	<b>JH</b>	We are making lapsed members pay for their meeting dinner. - we have a sponsor normally pay for our meals
	<b>HS</b>	We need to push the benefits of full membership at the meetings
	<b>LH</b>	The price point for local membership is too low - can we raise it?
	<b>PH</b>	We can recommend but not regulate.
	<b>HS</b>	We currently have a 63% retention rate
	<b>AB</b>	Tony will come to speak at any chapter meeting
	<b>JH</b>	Can we target companys more to sponsor member?
	<b>AC</b>	That would be a good way to move away from some of the affiliate

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			members we have now.
<b>Lunch Conference call</b>	<b>12:30</b>	<b>HS</b>	Break for lunch - 11:50 till 12:30 SS from Gulf coast calls in
<b>Chapter reports</b>	<b>Alamo</b>	<b>DC</b>	Have had 30 to 40 people for last several topics - River Clean-up, Energy Efficiency and Base Realignment. Workshop next Friday with 60 signed up so far. Will have 3 concurrent tracks. No Annual Report yet - working on it.
	<b>CenTex</b>	<b>IB</b>	We had meetings on legislative update and on Wind Energy by a TX A&M speaker. Wind energy was very good and highly recommend. March topic - Professional Ethics by an attorney. April - "Futuregen" the answer to the clean coal plant. May is a tour in the planning stages. Need to have a board meeting.
	<b>Action Item</b>		We should make speaker contact information available to the different chapter chairs somehow.
	<b>Corpus Christie Gulf Coast</b>	<b>SS</b>	Held a vote at GC board meeting to host the 2011 annual conference in San Antonio - voted against 3 to 4.
		<b>AB</b>	We could help - did it in '78 and '95.
		<b>AM</b>	Could Section sponsor it?
		<b>AB</b>	Traditionally the way it was done.
		<b>HS</b>	These need to be booked way in advance and need a lot of volunteers.
		<b>SS</b>	Last meeting TCEQ speaker on TRRP - about 60 npeople attended. Next meeting on Urban Air Toxicx Initiatives. No report.
	<b>High Plains NTX</b>	<b>AM</b>	The board voted to give one scholarship this year. The annual report is in. We sent \$500 to the centennial committee. Tony Walker - TCEQ spoke at the Feb. Meeting. March meeting will be a happy hour. April is a legislative update meeting. May is a plant tour of the Springtown facility. There will be a board meeting in May also. summer break to follow.
		<b>LH</b>	Gave 2 awards at the regional Science Fair for best environmental projects.
	<b>Oklahoma</b>	<b>AC</b>	The Annual report was submitted on time, a check for the insurance is coming.

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		<p>We will meet in OKC until June, then Tulsa          Had DEQ presener on curent legislation          March was on the Rocket Plane - 30 people attended          Officers met face to face in March to rpeplace an officer that could not continue          The Vice Chair will go to IOT          No report</p>
<b>Conference call end</b>	<b>Sabine</b>	<b>HS</b> Thanx to SS for calling in.
<b>Presentations</b>		<b>PH</b> Present plaque to HS for past service as chair <b>DC</b> Will present plaque and a watch to KS for years of service as treasurer during the workshop.
<b>Chapter Help</b>		<b>AB</b> Present plaque to PH for past service as chair <b>HS</b> What can we do to help the chapters as we move forward. Arkansas and Sabine are inactive and Corpus Christie is mostly non-communicative. We appear to have active student chapters at SMU and Kingsville. Austin and UTA are dormant. <b>IB</b> The student programs are professor dependant as to how active they are. <b>DC</b> The less formal organization seem to draw students better. <b>HS</b> The organization needs to be officially registered and sponsored at the school. <b>JH</b> The students used to be sold on networking opportunities, but the internet has made that less valuable in their minds. <b>AC</b> I need the guidelines for getting started - will try at OSU. <b>AB</b> Maybe we need to put together all of the existing student chapter contacts. <b>PD</b> Sections are supposed to promote the student chapters.
	<b>Action Item</b>	<b>AB</b> Call Richard Corsi to get info on successful start ups and distribute
<b>Section Website</b>		<b>HS</b> The website is inactive for the section - Got names of potential Hosts from Terry in San Antonio. Cost around \$150 set up then \$60 per year <b>DC</b> We had a free host through a company but the member left <b>LH</b> We need to pay an independent Host. <b>JH</b> International should be hosting all the web sites
<b>S&amp;C agenda list</b>	<b>S&amp;C Motion Second</b>	<b>AB</b> Authorize HS to contact hosters for pricing and timing of our site <b>PH</b> Approved by voice vote <b>AB</b> I need a list of items to bring in front of the S&C. We can mark it on the minutes and compile it when needed. <b>HS</b> What can the Section do to help the chapters? <b>JH</b> Speakers and Topics Information <b>AC</b> Communication on Speakers and program ideas, different meeting type concepts. Perhaps the Section pays for some type of meeting.

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	<b>Action Item S&amp;C</b>	<b>LH</b> Make sure the website can hold everyones news letters. Can be a resource to chapters for current speakers and topics. HQ needs to push out organizational information instead of just making it available on the web site
<b>Inactive Chapters</b>	<b>Action item</b>	<b>PH</b> Corpus Christie is appears to be very active but is non responsive to HQ and Section. I will go visit the chapter. <b>HS</b> Arkansas is inactive. I will see if I can get Becky Keogh to go check them out. She is in the area. <b>PH</b> I called the chair. Only 5 or 6 attend the meetings. <b>PH</b> Sabine is non-responsive, but appears to be very active. <b>JH</b> I will go visit Sabine. How do I approach them.
	<b>Action item</b>	<b>PH</b> Contact International members first. Indicat that their dues allocation may be withheld.
<b>Trade Fair</b>	<b>Motion Second Action Item</b>	<b>PH</b> That we try to reserve a booth at next year's trade fair <b>JH</b> Voice approved <b>CS</b> I will see if any booths are avai;able at the trade fair for this May
<b>International items</b>		<b>HS</b> The Int'l ballot is available on line. The annual conference will be very good - try to go
	<b>Action item</b>	<b>HS</b> We will hold a SWS meeting at the annual conference 5PM on Wednesday - location to be determined.
<b>Other items</b>		<b>AM</b> Other states have environmental fairs - should we try to go? the one in Arkansas is run by Mr. Blanz
<b>Future meetings</b>		<b>HS</b> May 10 <sup>th</sup> at 9:00 AM - teleconference. We should also do a July call and a September call.
	<b>Action item</b>	<b>HS</b> We should have another face to face meeting at the Hot Air Topics in October.
		<b>PH</b> Target date for Section Web site?
	<b>Action item</b>	<b>HS</b> Website target date - the beginning of June
<b>Checking signatory</b>		<b>TC</b> CS is still on card
		<b>HS</b> Leave her on it.
<b>Fellows Committee</b>		<b>PH</b> I am on the fellows committee - we are looking for people that are outstanding in their field and nominate them to be a fellow
		<b>HS</b> The form is on the website and is due in October
<b>Adjourn</b>	<b>Motion Second</b>	<b>HS</b> Thanks for coming, thanks to AM for hosting - motion to adjourn <b>JH</b> Voice approved

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### Compiled action items

4/6/07	Action Item		Send Instructions for D&O insurance payment to chapters. Send 501c3 status instructions to chapters Send Secretary of State non-profit notification requirements to chapters
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4/6/07	Action Item	AB	Call Richard Corsi to get info on successful start ups and distribute
4/6/07	Action Item	LH	Make sure the website can hold everyones news letters. Can be a resource to chapters for current speakers and topics.
4/6/07	Action item	PH	Corpus Christie is appears to be very active but is non responsive to HQ and Section. I will go visit the chapter.
4/6/07	Action item	JH	I will go visit Sabine. How do I approach them.
4/6/07	Action Item	CS	I will see if any booths are available at the trade fair for this May
4/6/07	Action item	HS	We will hold a SWS meeting at the annual conference 5PM on Wednesday - location to be determined.
4/6/07	Action item	HS	We should have another face to face meeting at the Hot Air Topics in October.
4/6/07	Action item	HS	Website target date - the beginning of June

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### Compiled S&C items

<b>4/6/07</b>	<b>S&amp;C</b>	<b>JH</b>	International should be hosting all the web sites
<b>4/6/07</b>	<b>S&amp;C</b>		HQ needs to push out organizational information instead of just making it available on the web site