

Great Basin Chapter, Air and Waste Management Association Board Meeting

Minutes for February 10, 2004

Present: Mike Tomko, Kevin Ovard, Renee Zollinger, George Wilkerson, Glenn Roberts, Deanna Anderson, Rick Sprott, Elizabeth Lowes

Absent: Russ Christensen, Judy Moran, Joe Martone

Meeting called to order at 12:00 pm. Agenda was provided.

1. Minutes of Last Meeting (January 20, 2004): The Board approved the minutes of the last meeting with one correction, indicating that Mike Tomko, not Judy Moran, was going to look into Leavitt as a possible March banquet speaker.
2. Introduction of New Board: The new Board of the Great Basin Chapter was introduced since all new members were in attendance. The new Board is as follows:

Chairman	Mike Tomko
Vice Chairman	Kevin Ovard
Past Chairman	Russ Christensen
Treasurer	George Wilkerson
Secretary	Renee Zollinger
Communications Director	Elizabeth Lowes
Membership Director	Glenn Roberts
Programs Director	Judy Moran
Education Director	Deanna Anderson

The roles of the Board Members and their responsibilities are summarized in handouts. Mike will give Liz a copy of the handouts by mail or in person at the next meeting. Other Board members received the handouts last year.

Several action items from last meeting were discussed. Mike has not yet reviewed bylaws to verify that our election ballot met the requirements, but will complete that before the next meeting. Renee notified National of the new Board composition and asked for Glenn and Mike to have access to the confidential reports on the web.

Action Item: Mike will review bylaws regarding election and report back to Board in March.

3. Treasurer's Report: No activity during January. The Chapter had a checking balance of \$10,044.74 on February 1. Three \$1,000 scholarships were sent out directly to the scholarship winners last week, with a copy of the letter and award sent to each of their Department heads (copies attached). This activity will be reflected on the March 1 statement. The \$8,360.00 in education monies with National have not been received yet, but should be coming. Annual financial

report is due and George will be preparing.

We discussed the following action items from last month.

- We are waiting for National to issue us a check reimbursing us for the \$8,360 in educational money. The Board revisited whether this money was originally restricted to educational uses and/or needs to be segregated. Joe's memory is that the money does need to be earmarked for educational purposes. George indicated that he can keep the money segregated on paper, and does not need two separate accounts to handle this.

Action Items:

- George will put together annual financial report for National.
- Glenn will ask Clive to call National again and check the status of the reimbursement.
- George will set up separate tracking for the scholarship money in our monthly statement. The scholarship money we sent out will be deducted from the education funds in our account.

4. Membership Committee Report: The membership stayed at 99 for the Great Basin Chapter.

We discussed the following action item from last month: Glenn brought a draft recruiting flyer for us to look at. We need to fill in the upcoming activities so he can finalize the flyer for printing.

Rick clarified that the new "Corporate Rate" is per company per location. A company with multiple locations would need to sign up as a corporation at each individual location.

Action Items:

- Glenn will add banquet activity this month once speaker and date have been arranged, and will include a Lunch Meeting in May and a Facility Tour in September, with time/place to be announced later.

5. Education. Deanna has notified candidates of the awards. She has invited them to the Spring Banquet, and will send information on the date as soon as it is available.

Deanna handed out a draft announcement regarding the Chapter's intention to award a \$50 savings bond to one participant in each of the four high school science fairs (see attached). The Board discussed whether to do the same thing for elementary school and junior high school science fairs, but decided to limit our efforts to high school this year while we work through the logistics and find out what effort is involved. We need to finalize the announcement, get it out to the schools, draft volunteers (eight, total) from AWMA to act as judges, and make up certificates for the awards. We can't obtain the actual savings bonds until after

the winners are selected because their name and social security number is needed for the bond.

Deanna pointed out that the National Science Fair is coming to Salt Lake City in 2007. AWMA should look at becoming involved.

Action Items:

- All Board members send Deanna your edits this week.
- Deanna and Liz will work together to write and send Chapter members an email asking for volunteer judges.
- Deanna will send the announcement of the award to the four Science Fairs.
- George will make up the four certificates to present winners, and get to Deanna by March to send on to the schools.

6. Communications: Liz and Pete got together last week to hand off information. Liz is going to try to get up to speed on web management and will let George know if she needs help with that task. Mike reiterated that we can try to get her help if she needs some. AWMA could look into having an intern help out, or Liz could see if another EG&G employee would like to help her. Liz will let us know at the next meeting.

7. Programs:

We still need to discuss our potential future in P2 conferences. This discussion will be tabled until next month when Judy can give us her report on it.

The March banquet needs to be planned now. The Board concluded it is probably not feasible to arrange for Mike Leavitt as a speaker. Additionally, National is trying to arrange for him also, and this may create a conflict. National would appreciate it if we would not try to arrange for his time at the local level. The Board discussed other possible speakers, including Robbie Roberts, EPA Region 8, Dick Long, Rich McKeown, and Jon Huntsman Jr. The Board evaluated current topics of interest and the makeup of the audience, and decided to invite Jon Huntsman first, Robbie Roberts second and Dick Long third. If Jon Huntsman is available, we would like to arrange for Robbie Roberts to be our May lunch time speaker. The Board will pick a final date based on speaker availability, but decided to try to avoid March 15-19 because of University breaks. The week after would be best. We will target March 23-25, or March 30-April 1 as our best dates. Thursdays are preferred.

Action Items:

- Mike will contact Jon Huntsman Jr., or ask someone with potential connections (possibly Joe Martone) to contact him regarding speaking March 23-25 or 30-April 1. Mike will let Rick Sprott and Judy know the outcome of his discussions.

- Rick will contact Robbie Roberts, either as a potential March banquet speaker if Huntsman is not available, or as a May lunch speaker. If neither Huntsman or Roberts can speak in March, Rick will contact Dick Long to try to arrange March banquet speaker.
 - Judy will make banquet arrangements once the speaker and date have been selected.
 - Kevin volunteered to look into upcoming webcasts and other national activities that our members could participate in, and will report back to the Board in March.
 - We will discuss the P2 conference in the March Board Meeting.
8. Other: None at this time.
9. Next Meeting: The meeting was adjourned at 1:00 pm. The next meeting was scheduled for March 9, 2004.