



## Georgia Chapter 22 Board Meeting

**April 8, 2024 at 8:30 am**  
**Teams Meeting**  
**Meeting Minutes**

### I. **Call to Order**

Chasity Durham, Pres

Motion to Start Meeting: Heidi Gardner  
Seconded by: Vi Bean

- II. **Roll Call** – Chasity Durham, Vi Bean, Kizzy Grier, Jodi Smith, Connie Thomas, Tammy Duke, Caroline Wilson, Jim Pittman, Nathaniel Kimbro, Heidi Gardner and Andy Anderson,

### III. **Reading and approval of previous minutes**

Jodi Smith, Secretary

Motion to approve minutes: Heidi Gardner  
Seconded by: Nathaniel Kimbro

### IV. **Financial Report**

Kizzy Grier, Treasurer

Checking Balance: **\$14,981.81**  
Savings Balance: **\$11,102.68**  
**TOTAL: \$26,084.49**

### I. **Old Business**

- a. Website Status (Heidi Gardner)
  - i. Updated with sponsors
    - 1. SinglePoint
    - 2. Anderson Appraisal
  - ii. Education
    - 1. Front Page with Fall Forum

- b. Board Meeting Schedule Change
  - i. Virtual meeting 1-2 days before Chapter Meeting
- c. Cancel Spring Ed. Symposium
  - i. Lack of interest
- d. Reg 6 spring Forum in Tampa
  - i. Overall well put together
  - ii. Ch. 26 had a large number of sponsors
    - 1. Work with them for direction for us to get more sponsors
  - iii. Ch. 22
    - 1. Gave away Peach boxes (?) to heighten awareness
  - iv. Learned from Spring Symposium/Ideas for Fall Forum
    - 1. They did not serve breakfast
    - 2. No Agenda (made it confusing)
    - 3. Consider backup speaker
    - 4. Welcome Meeting
      - a. No one at the food
        - i. Maybe save money by not having food at ours
    - 5. Lanyard with schedule
    - 6. Symposium Day
      - a. They only had pastries
      - b. Maybe offer eggs and bacon
    - 7. Great signs for Sponsors
    - 8. 10 minute slot (I didn't hear what this was for)
  - v. Ch. 26 said they had several last minute sign-ups for their Forum
    - 1. They said this is normal
  - vi. Lack of communication
    - 1. Room changes via word of mouth
    - 2. Think of some way to effectively communicate important/immediate information
- e. Fall Forum
  - i. Ch. 26 said they were able to communicate with hotel
    - 1. 501C government rate
  - ii. Slots secured except one:
    - 1. CSX – Perm and RE
    - 2. Survey – TBD
    - 3. JC Beth Thomas – resilience
    - 4. Legal – TBD
    - 5. GA DNR – Bat conservations
    - 6. Appraisal – TBD
    - 7. Fed. Hwy Admin – Relo Planning
    - 8. Waiting for confirmation from GA Ports Authority
    - 9. Mike Bryant – back up speaker (already attending so good option)
      - a. Heidi will ask him
  - iii. Sponsorships
    - 1. Tammy said Atlas declined
      - a. Atlas contact?
        - i. Chasity? will reach out to their contact at Atlas
  - iv. YP Networking Event
    - 1. Reached out to several places
      - a. Marriott too pricey – 5k min

- b. Speak Easy – not open on Mondays
  - c. Savannah River Boat Cruise
  - d. Ghost Tour – after networking Tuesday
    - i. Can Change to Monday
  - e. Discuss during FF planning meeting
- v. Classes – Tammy Duke
  - 1. Need at least 25 ppl to sign up
  - 2. Expect last minute sign ups
- vi. Lunch
  - 1. Adjusting lunch schedule to 11:00 or 11:15 to allow for more time
    - a. Several option with 2-3 blocks (walking distance)
    - b. Delivery
      - i. Cannot have food delivered to hotel
        - 1. Going to talk to them about this since their restaurant isn't open
    - c. Hotel offers box lunch
      - i. \$24/pp plus tip
      - ii. Offer this to attendees
      - iii. Make an option/ask what they want
    - d. Make sheet available with all options
    - e. Snacks in Welcome Bags
- vii. Board Meetings
  - 1. In-person?
    - a. Get more accomplished
    - b. But takes longer
  - 2. Virtual
    - a. Saves everyone time and travel (1hr vs 3hr)
    - b. Chasity can have white erase board to write on
    - c. Everyone turn cameras on so it's more personal and feels more like in-person

## II. New Business

- Several vacancies for Committee Chairs
  - Please be thinking of anyone who can step up
    - Sponsorships
    - Survey
    - Relo
    - Utilities
  - Make sure they understand the full role and commitment to the chair
    - Description would be helpful to provide to potential candidates
      - Chasity will get those ready
- Chips
  - We have:
    - 3 Membership
    - 2 Conference Registration

- \$500 Travel Voucher
- How to handle?
  - Who is active/involved
  - One of the free memberships to go to **Marium** Williams
    - Dekalb Co
    - Would be a good Chair person
- Plaques for everyone who served?
- Updating Bi-Laws
  - Make an amendment to adjust current bi-laws to get through this election
  - With Jessica out we have no President Elect to move into President role
    - Chasity agreed to continue as President for another year
      - Already up to date on the Fall Forum
      - Get through elections
    - Kizzy to roll up to President Elect
    - Need Treasurer

### III. Reports of Officers and Committees

- Communications – Heidi Gardner
  - Constant Contact – 53%
    - Changing outgoing email address to domain vs Gmail
      - Hoping this will help
    - Update Calendar invites with new locations/information as they are added
- Newsletter – Caroline Wilson
  - New Sponsor
    - Anderson Appraisal
  - Full page feature on Spring Forum
  - Highlight Fall Forum
- Education – Tammy Duke
  - Courses:
    - 203 on 4/18
    - 600 on 4/19
    - ?? on 5/20
  - Only 4 ppl signed up for 4/18 class
    - Puts chapter out \$142
    - Vote to continue class
      - Nathaniel said he plans to sign up so that will lower that number
  - Fall Forum
    - 900 – Keystone Construction: Principles of Eng R/E
      - 3 people signed up
      - Tammy to reach out to them for a Logo
- Environmental – Clyde Johnson
  - N/A
- Membership – Connie Thomas
  - 131 members
    - 22 not renewed

- 4 are retired/inactive
- What to do with Retired/inactive members
  - We will notify them that we will pay this year
  - Next year we will not pay unless they are active
  - Make members aware in the next newsletter
- Nominations and Elections – VACANT
  - Vote on Amendment
- Pipeline – Vi Bean
  - N/A
- Professional Development – Jim Pittman
  - N/A
- Programs – Tammy Duke?
  - Stated earlier
- Surveying – Steve Hardy
  - N/A
- Transportation – Nathaniel Kimbro
  - N/A
- Valuation – Andy Anderson
  - N/A
- Web – Vi Bean
  - Stated earlier
- Relocation - VACANT
- Sponsorship – VACANT
- Utilities – VACANT

9:39 - Motion to Adjourn: Heidi Gardner  
 Seconded: Caroline Wilson