

# Meeting Minutes

<b>Mid-Atlantic Chapter of the International Erosion Control Association (MAC/IECA)</b>	
<b><i>Board of Directors Meeting</i></b>	
<b>Location:</b>	<i>Place, City, State</i>
<b>Date:</b>	<i>Insert Scheduled Meeting Date Here</i>
<b>Time:</b>	<i>Insert Scheduled Meeting Time Here</i>



<http://www.macieca.org>

<i>Minutes Tracking</i>	
<b>Prepared:</b>	<i>When drafted</i>
<b>Distributed:</b>	<i>When distributed</i>
<b>Revised:</b>	<i>When revised</i>
<b>Final Issue:</b>	<i>Approval date</i>

## Agenda

<b>1. Call to Order</b>	<b>Name</b>	
<p>At time, President called the meeting of the MAC/IECA membership to order. He apologized to everybody for relatively short notice on the meeting date change and thanked everybody for their attendance. He distributed an agenda for the meeting. There were no other opening remarks.</p>		

<b>2. Attendance/Role Call</b>		
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<b>Present:</b>		
<i>Officers</i>	<i>State Representatives</i>	<i>State Representatives</i>
Name, President	Name, Maryland	
Name, 1 <sup>st</sup> Vice President	Name, Maryland	
Name, Secretary	Name, Maryland	
	Name, Pennsylvania	
	Name, Virginia	
	Name, Virginia	

<b>Not Present:</b>		
<b>(* Excused Absences Do Not Count Against Attendance with Proper Advance Notification to President.)</b>		
<i>Officers</i>	<i>State Representatives</i>	<i>State Representatives</i>
Name, Vice President *	Name, Delaware	Name, Virginia
Name, Treasurer *	Name, Delaware	Name, Virginia
	Name, Maryland *	Name, Virginia *
	Name, Maryland	Name, Virginia & DC
	Name, Pennsylvania	Name, West Virginia
	Name, New Jersey *	

<b>Guests:</b>	
None	

<b>Committee Reports</b>
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<b>3. Minutes Approval</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Meeting minutes for board meetings in Springfield, Virginia and Orlando, Florida were presented. Meeting minutes as prepared on April 15<sup>th</sup> 2002 for the February 28<sup>th</sup> 2002 Special Board Meeting in Orlando, Florida were distributed and presented for record by name. Attendance was not taken at that meeting. There were no comments on the Orlando minutes. Name requested one minor correction to the Springfield February 9<sup>th</sup> minutes. On page 5, the heading “2002 Convention Site” should read “2003 Convention Site. Name was to correct the minutes as discussed. A motion to approve the Springfield February 9<sup>th</sup> minutes with correction and the Orlando February 28<sup>th</sup> minutes was made by Name and seconded by Name. The motion was carried.</p>		

<b>4. Secretary’s Report</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: There were no comments or reports by the secretary.</p>		

<b>5. Treasurer’s Report</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name, Treasurer was not present to provide a report. However, he advance forwarded some information and summary reports for Name to distribute at the meeting. Name distributed two financial spreadsheets for record. The spreadsheets were entitled “MAC/IECA Profit &amp; Loss, February 9 through April 17, 2002” and “MAC-IECA Balance Sheet as of April 17, 2002”. The profit/loss statement showed a net income of \$\$\$ through the period and the balance sheet showed total liabilities and equity of \$\$\$\$\$. This represented a balance up of \$\$\$\$ since the last report of \$\$\$\$\$. Questions arose during the review of the two statements about minor discrepancies found in the figures between the two sheets. As Name was not present to explain, it was decided to table approval of the treasurer’s report. Also, an account report for the spring workshop was also forwarded for record. This report was entitled “MAC-IECA Account QuickReport” and will be discussed later in the agenda under Spring Workshop.</p>		

<b>6. Membership</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name gave an update on membership news. Name had obtained a list of MAC/IECA members that he was using for review. A brief discussion about corporate membership followed. Name also explained that based on the information, he noticed that membership expiration dates varied considerably as they were not by calendar or fiscal year but by date of actual membership. Name felt it was important to note that based on his information, it appeared that Name’s membership would expire on April 30<sup>th</sup> of this year and two board members, Name and Name were not listed as MAC/IECA members. Name suggested that these board members contact him to discuss further. Name also relayed other membership news. He stated that he received the lapel pins and he did not send renewal membership letters out yet. Name gave Name some letterhead sheets to Name for his use. There were no further discussions.</p>		

<b>7. Educational Outreach</b>	<b>Name</b>	
Insert full description of discussions here. Name was not present to give an update on the progress of this committee.		

<b>8. Newsletter</b>	<b>Name</b>	
Insert full description of discussions here. Sample: Name provided an update on happenings with the newsletter. He discussed deadlines associated with the next newsletter piece. Name suggested that he would like the next newsletter in advance of the 2002 Annual Conference at Solomon Islands and we needed to set a deadline as it would take a couple of months to create. Name suggested topics for the newsletter based on his past experience. These would include project profiles, member news, pictures, awards and past/new events including the spring workshop and the upcoming conference. Name indicated that a president’s message was also necessary. Name suggested a deadline for the next newsletter of May 15 <sup>th</sup> 2002 for a projected July 15 <sup>th</sup> 2002 mailing date. He also suggested a January 15 <sup>th</sup> 2003 date for the next winter issue. Name expressed interest in doing an article and suggested a “Contractor’s Corner” portion of the newsletter. It was consensus of the board to get articles in by the May 15 <sup>th</sup> deadline to avoid having to make phone calls. There were no further discussions.		

<b>Old Business</b>
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<b>9. International</b>	<b>Name</b>	
Insert full description of discussions here. Sample: Name presented the 2001 Rick Granard Award for Distinction to the board. The award was a beautiful glass globe with inscriptions IECA Partners for Excellence and the name of the award. The award was passed around for all the board to look at and admire. Name got a thank you letter from Name who is scholarship coordinator. Name submitted the letter for record. The letter expressed thanks to the MAC/IECA for being a sponsor in the Thrill of Achievement program and in helping to bring 9 scholarship students to the 33 <sup>rd</sup> Annual Conference & Expo in Orlando. A list and photograph of the 9 scholarship winners for 2002 was attached to the letter from Name. There were no further discussions.		

<b>10. Spring Workshop</b>	<b>Name</b>	
Insert full description of discussions here. Sample: Name provided a report on the one-day workshop held at the city on Thursday April 11 <sup>th</sup> 2002. The topic of the workshop was “Implementing Tools for Watershed Management”. Speakers were from the Department of Conservation, the Watershed Protection Center, the River Association, the Soil & Water Conservation District, the Cooperative Extension and the County Environmental Division. The workshop was a success, although attendance was low. There were 21 confirmed registrations for the event. Name felt that lack of attendance was more attributed to the time of the year rather than promotion. April seemed to be a bad time as expected consultant, government and contractors attendance was low. Recent budget crunches from state and local government probably hurt also. Although the registration form was prepared late, it was effectively distributed three ways: by the website (which was very successful), mass mailing to the MAC/IECA member list in state and locally by the County Environmental Division. The “MAC/IECA Account QuickReport” as prepared by Name and distributed at the meeting by Name showed the workshop broke even. Income was \$\$\$\$ and expenses were \$\$\$\$ for a net profit of \$\$\$\$\$. Name was to prepare thank you letters for workshop co-sponsors and speakers and forward them to Name for signature and mailing.		

11. Regional Workshop	Name	
<p>Insert full description of discussions here. Sample: Name was not present to provide an update. Name called name the night before the meeting to fill him in on the status of the proposed workshop on May 16-17, 2002 at Virginia Beach. Name also relayed some information on name's progress. Name was also present at the meeting to provide information. Color brochures as printed by company were now available and distributed at the meeting. Based on Name's report and knowledge, to date registration was above expectations as there were about 10 exhibitors and 50 attendees currently registered. Name suggested that each board member call or use the email promotional material to contact 3-5 people each as we need to get the word out, in addition to the printed brochures. Name suggested that state government employees may be restricted due to funding cuts in conference expenses. Name was concerned with promotion of the actual final version of the brochure. The board discussed ways to promote the event and take action. Ideas included contacting local government and the Utility Contractors Association, Press Releases in the local paper, local conservation districts, and the Department of Conservation and Recreation. Board members were to make effort to promote the conference via these ways with the message being NEED TO PROMOTE. There were no further discussions.</p>		

12. 9 <sup>th</sup> Annual Conference	Name	
<p>Insert full description of discussions here. Sample: Name was present to provide an update for the proposed 9<sup>th</sup> Annual MAC/IECA Conference to be held at city this October. He stated that preparations for the conference are moving along acceptably. There was a committee meeting held on March 20<sup>th</sup> 2002 at name's house. Flyers have been distributed and they are working on getting the "yellow" postcards out. Name explained that they decided to use a split registration form due to sponsorship items. Name is still continuing his efforts with educational outreach items. The cruise charter boat scheduled for Friday may conflict with lunch and adjustments would have to be made or it would have to be removed from the schedule. Name found a putt-putt course locally for non-golfers. Name turned the floor over to Name who distributed a two page handout entitled "Technical Presentations" showing the tentative technical presentation with proposed session times. Name then proceeded with an overview of the agenda. The board then discussed several items relative to the agenda including emphasis on the bridge project; ways to reach the State Highway Administration; the certification program and times; tours for the biological lab; the speaker for the NPDES Phase 2 part of the program; and focus of the conference on the state of the bay and coastal estuaries. Name explained a potential conflict with the national Estuary Conference which is scheduled for the same week. Registration fees were discussed as currently proposed and those historically past. Talk was exhibitors (non-government) at \$\$\$, other exhibitors at \$\$\$ and one-day pass at \$\$\$\$. Name stated last year's conference made \$\$\$\$\$. Name ended by saying he has an email version of a promotional flyer and will forward to all board members. Some discussion followed about registration through the website and registering via the use of credit cards and the potential security issues involved. Name stated that name and name were doing a fine job and stressed promotion of the conference. There were no further discussions.</p>		

13. New Jersey Workshop	Name	
<p>Insert full description of discussions here. Sample: Name was not present to provide an update. The workshop, which was scheduled for January 17<sup>th</sup> &amp; 18<sup>th</sup> 2002, was cancelled presumably due to lack of registrations. A small discussion followed. It was decided to table the item until Name could provide further information.</p>		

<b>14. MAC/IECA Lapel Pins</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name distributed the new lapel pins to all board of directors present and the rest were given to name. Cost of the pins was \$\$\$ each with setup which totaled \$\$\$\$\$. Name stated that he would mail one pin to each current member and thereafter to each new member. Name suggested mailing the pins with the next edition of the newsletter to save costs. Name stated he would mail the pins with letters that he was preparing for membership renewal. There were no further discussions.</p>		

<b>15. West Va. Workshop</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name was not present to provide an update. Name stated that tentatively selected dates were November 9<sup>th</sup> or November 16<sup>th</sup> of this year in the city area along the Interstate 81 corridor. It was brought up that these dates were on a Saturday and may not be correct. It was decided to table the item until name could provide further information.</p>		

<b>16. 2003 Conference</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Discussion began about the location and site of the 2003 Annual Conference. Name, as past president, stated that historically by this meeting a location for next year's conference was selected. Name questioned the proposed city conference location and other board members expressed concern about coordination and work on the conference. Name stated that name provided him with some information about hotels in that city. Hotels along the boardwalk ranged in cost from \$\$\$ to \$\$\$ a night. Similarly, hotels away from, but in proximity to the boardwalk were more reasonable at \$\$\$ a night. There are also union issues associated with hotels in city which appears to makes it more expensive. The board continued with discussion about who is going to take the lead for coordination of a workshop in state. A suggestion was made rather than to worry about it, the conference should return to state. Name stated that renovations are complete at the hotel, where the last conference was held; however, their prices now were very high and there is very limited availability. There was suggestion about western state and name and others suggested the central city area, specifically the hotel This location may also draw from the western state arena. A price list from this hotel was submitted for record. After further discussion, a motion was made by name to hold the 2003 annual conference in state and seconded by name. The motion carried. There were no further discussions.</p>		

<b>New Business</b>
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<b>17. Exhibit Opportunities</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name approached the board about the potential for MAC/IECA exhibits at three locations. The first was for the Northeast Expo on Aug 11<sup>th</sup> through the 13<sup>th</sup> 2002. Fee for a booth would be \$\$\$\$. The second was for the Association of Districts on July 22<sup>nd</sup> through the 24<sup>th</sup> 2002. The fee is \$\$\$\$. The third was for a state highway administration workshop at city, state on May 13th 2002. There is no charge to exhibit at this workshop and name committed to set up and attend. A small discussion followed about which workshops the MAC/IECA should exhibit. A motion was made by name to attend the first, second and third workshops and was seconded by name. The motion carried. There were no further discussions.</p>		

<b>18. IECA</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name was not present to discuss this item. However, Name relayed a message from name that he proposed that MAC/IECA sponsor name from IECA at the 9<sup>th</sup> Annual Conference at Solomon Islands, including airfare. The board discussed the issue and resolved that a decision was already made to pay room fee and registration only for all nights at the conference. There were no further discussions.</p>		

<b>19. Website</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name asked all members if they have visited the website at <a href="http://www.macieca.org">www.macieca.org</a>. He relayed that the site is getting about 100 hits per month and the conference information is now on the web site. He suggested that the board look at the website and give the website administrator comments, suggestions, information, etc. Name stated that web administrator has been doing a great job with the website. To contact the web administrator, use the message board on the website or email him at email.com. There were no further discussions.</p>		

<b>20. Miscellaneous</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: Name reminded the board that the cost of advertising in the newsletter was \$\$\$ for two issues. Also, the board extends congratulations to name for being selected as IECA Board President and his article in the “News to Use” IECA newsletter. There were no further discussions.</p>		

<b>21. Board Member Status</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: An informal discussion was to follow after adjournment on this issue. Members were encouraged to stay for lunch and participate.</p>		

<b>22. Teleconference</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: There was no discussion on this issue.</p>		

<b>23. Adjourn</b>	<b>Name</b>	
<p>Insert full description of discussions here. Sample: The meeting adjourned at time by name, President following a motion made by name and seconded by name. The motion carried.</p>		

**NOTE: ALL ACTION ITEMS FROM AGENDA ARE MARKED IN BOLD !!!!**

**Minutes Certification:**

As duly elected Secretary for the Mid-Atlantic Chapter of the International Erosion Control Association, I certify that to the best of my knowledge and belief that the presented minutes for the MAC/IECA Board of Directors meeting as held on date are accurate and offer a thorough and concise representations of discussions as they occurred at the meeting. Should anyone find any discrepancies or omissions or if there is a need to revise these minutes, please call me at 123-456-7890 or email me at email.com

Sincerely,

Name, Secretary

Mid-Atlantic Chapter of the International Erosion Control Association