

MEMORANDUM

TO:	PHONE	FAX	EMAIL
Bob Miller	348-0111	721-0265	bob@thechemistrylab.com
Gary Haag	673-9314	673-9208	ghaag@fs.fed.us
Alan Bakeberg	773-6049	773-6048	alan.bakeberg@state.sd.us
Stevie Holmes	677-6147		Stevie.Holmes@usd.edu
Linda Watts	335-5512	335-0773	lwatts@geotekeng.com

FROM:			
Melissa Fahy	359-1596		sdaep@yahoo.com

SDAEP Board Meeting Conference Call November 16, 2017 Meeting Minutes

Called to order at 10:39 am CT by President Bakeberg. Board members present were Bob Miller, Gary Haag, Alan Bakeberg, Linda Watts, and Stevie Holmes. Kayla Fawcett and Georgina Smith were also present for GW Conference updates. Melissa Fahy was also present.

Review/Approve Minutes from previous meeting:

There were a few minor corrections to the October 19, 2017 board meeting minutes. A motion was made by Gary Haag to approve the minutes with corrections. A second was made by Stevie Holmes. Motion was passed.

Financial Report:

Linda presented the financial report as follows:

Main Checking: \$4,541.91
GW Conference Checking: \$115
Savings: \$6,807.98
CD: \$10,540.67
Total: \$22,005.56

A motion was made by Gary Haag to approve the Financial Report. A second was made by Stevie Holmes. Motion passed.

2018 8 Hour and 40 Hour Planning:

Melissa emailed a draft flyer of the 8 Hr and 40 Hr courses to the board for review. The prices for the courses were reviewed and discussed. The board agreed not to raise the prices for the 8 Hr courses for 2018 so they will remain the same as they were in 2017: \$80 for members and \$120 for non-members. Melissa reviewed the prices from the 40 hour course that was held in 2015 and proposed a price increase from \$550 to \$650 for members and from \$595 to \$750 for non-members. The board agreed these prices looked good for 2018. Discussion was made about ensuring members get the member pricing and non-members get the non-member pricing. Melissa suggested using a discount code that would be emailed to the members when they renew their membership for 2018. This discount code would then be entered in during course registration. The board agreed this would be a good idea. Melissa will meet with Anitra to set up the membership renewals and course registration through the website.

Melissa also contacted John Sheetz at Sanford Lab and Kevin Goyer at Ellsworth AFB to confirm dates and facility use for the 8 Hr courses. John will need a list of attendees prior to March 1st to ensure the attendees are on the visitor's list. Kevin will also need a list of attendees prior to the March 2nd course along with information to obtain clearance onto the base.

Groundwater Conference Update:

Kayla Fawcett and Georgina Smith gave an update on the Groundwater Conference planning. There has been no volunteers for speakers as of yet. A sponsorship was received from Terracon for \$275. Discussion was also made about possible speakers for the SDAEP annual meeting. One suggestion was the speaker from the Iowa Groundwater Conference.

Newsletter/Membership/Website update:

The newsletter was completed and emailed to the membership on November 10, 2017. The newsletter was also uploaded to the website. Membership renewals will be sent out with the 8 Hr and 40 Hr course registration and will be set up on the website.

Other Business:

Scholarship application information was emailed out to the membership and an updated list of college financial aid offices on November 29, 2017. Still need to fill the 2 board positions and scholarship committee position. There was also discussion about the Liability Insurance. Melissa will be in touch with Carolyn on when it is to be paid.

Next Meeting:

Next Board Meeting will be on Thurs. December 21, 2017 at 10:30 CST.

A motion was made by Gary Haag at 11:50 am to adjourn the meeting, with a second by Bob Miller. Motion passed.

Submitted by,
Melissa Fahy
SDAEP Association Manager