

**2020 SWPBA Business Meeting Minutes
November 19, 2020, Zoom Meeting**

President Rebekah Taylor called meeting to order.

Roll Call:

AL=present, FL=present, GA=present, KY=present, MS=not present, NC=present, SC=present, TN=present; Eastern Band of Cherokee Indians and Poarch Band of Creek Indians attended 2020 SWPBA Conference, but were not present for the Business Meeting. Chris Decker (EPA) present as an observer only.

Ashley Lockwood summarized the minutes from the 2019 SWPBA Business Meeting.

Lara Panayotoff (KY) motioned to pass 2019 minutes. Justin Lewandowski (SC) seconded.

Motion passed unanimously.

Minutes

Update

- Rebekah Taylor stated that at the end of the 2019 annual meeting there was \$3,197.08 in the SWPBA bank account. This year, \$131.19 was spent on the new SWPBA website, and \$64.99 was spent on the Zoom meeting, leaving \$3,000.09 currently in the SWPBA account. The website domain will need to be renewed in March 2022, and the webhosting will need to be renewed in March 2023.

Old Business

- **Proposal for SWPBA to Pursue 501c Non-profit Status**
 - Kim Laster (TN) proposed that SWPBA members reopen the discussion about filling out necessary paperwork for SWPBA to become a 501c non-profit organization. The motion was seconded by Lara Panayotoff (KY).
 - Discussion: Kim Laster gave an updated PowerPoint presentation outlining the requirements to become a 501c non-profit organization because the proposed follow-up meeting to occur 30 days after the 2019 SWPBA Business meeting never took place. Because SWPBA brings in less than \$50,000 annually, it qualifies for a 1023 EZ form, which can be completed online. Kim proposed that the verbiage of the Constitution would not need to be changed because Article 6 establishes SWBPA as a non-profit organization already. The application requires a date and the signatures of at least two individuals on the organizing document, so Kim proposed the Bylaws be signed by the current and future president with today's date. This would allow SWPBA to acquire a EIN, which federal employees and vendors often need in order to attend the annual SWPBA meeting. Per Kim, it is getting harder and harder to do business without an EIN. The 501c application process also requires a name and address, a rough budget for the last 5 years, and a one-time fee of \$275. Kim volunteered to handle the application process. After that, SWPBA must file a 990N tax form each year. Kim volunteered to be responsible for this, or proposed that it could be the responsibility of the president each year.
 - Mark Vander Borgh (NC) stated that he serves as treasurer of the Lake Management Society of North Carolina, and it is no big deal to complete this paperwork. He stated that it is not a daunting task. He also stated that passing the responsibility from state to

state should also not be a problem because he did not have to provide any identification on behalf of the organization in order to complete the 990N tax form. He agreed that the EIN is very important because it gives SWPBA the ability to attract new people, and it is helpful in accepting donations.

- Lara Panayotoff (KY) asked if SWPBA would have to be incorporated with a state to meet the 501c requirements. Kim Laster stated that there is an option to be unincorporated. Lara asked if SWPBA would need to modify the Bylaws so that we could appoint a treasurer. Kim stated that the Bylaws state that we have to elect officers—it does not specify what they are. It should not be necessary since one of the two officers that currently serve usually handles the bank account.
- Kim Laster (TN) proposed that this year's president and next year's president sign the Bylaws and date them using today's date to fulfill the 501c application requirements. It was decided that Rebekah Taylor would print the Bylaws, sign them, pass the document to the next president for the second signature, and then re-post the signed document on the SWPBA website so that Kim could access it. Kim stated that she will complete application process and create a tutorial for the 990N tax form so that future presidents have a guidance document to walk them through the process.

Roll Call Vote:

AL=yes, FL=yes, GA=yes, KY=yes, MS=not present, NC=yes, SC=yes, TN=yes, Eastern Band of Cherokee=not present, Poarch Band of Creek Indians=not present

The motion passed unanimously.

New Business

- **No new business to discuss.**

SWPBA 2021 Meeting

- Rebekah Taylor stated that in June-July 2020 when SWPBA officers decided that the 2020 annual meeting could not be conducted in person, Alabama made an agreement with Mississippi that Alabama would host the 2021 annual meeting in hopes that the meeting could be a traditional in-person meeting. No representatives from Mississippi were present in the business meeting to further discuss this option.
- Debbie Arnwine (TN) stated that the Bylaws do not state that you have to pass on the meeting to the next state, you just have to elect new officers.
- Lara Panayotoff (KY) suggested that we do a Roll Call through the list of hosting states, giving all other states the opportunity to decline hosting duties for 2021, so that the responsibility falls to Alabama again.

Roll Call Vote:

MS=not present, GA=no, SC=no, NC=no, KY=no, FL=no, TN=no, AL=yes

Alabama agreed to assume hosting responsibilities for the 2021 Annual SWPBA Meeting.

- Lisa Huff (AL) nominated Anthony Roberts as 2021 SWPBA President. Mark Vander Borgh (NC) seconded.
- Lisa Huff (AL) nominated Seth Wood as 2021 SWPBA Secretary. Cody Jones (GA) seconded.

Motions passed unanimously.

The meeting was adjourned.

2019 SWPBA Business Meeting Minutes

Order

- Secretary records meeting minutes
- Roll call (by State and Tribe)
- Secretary read minutes from 2018 SWPBA Business meeting
- New Business

Minutes

Old Business

- Proposed changes to SWPBA Constitution and By-Laws
 1. There was a motion to change the name of this organization from “Southeastern Water Pollution Biologists Association” to “ Southeastern Water Protection Biologists Association”
 2. There was a motion to change membership from “State Regulatory and Tribal Water Pollution Biologists” to “State Regulatory and Tribal Aquatic Biologists”

Discussion: The changes may create problems with website and logo. The name and description as they are may be necessary so that the appropriate people are given permission to attend meetings. Historic relevance, the original SWPBA role was to discuss water pollution. Other side: All waters are polluted; protection is more pro-active. Change would place emphasis on protecting and enhancing water quality to more desirable state. Group was built to focus on water quality problems, chemical and biological.

Roll call vote:

AL = no, GA = no, KY= not present, FL= no, NC = no, SC = yes, TN = no, MS= not present

The motion was defeated.

New Business

- **Roll call**

AL= present, MS = present, FL=present, GA= present, SC= present, NC=present, KY= present, TN= present, Eastern Band of Cherokee = present, Mississippi Band of Choctaw = present

- **Proposed changes to SWPBA Constitution and By-Laws**

1st Motion

1. Kim Laster (TN) proposed that SWPBA fill out the necessary paperwork to become a 501c non-profit organization. The motion was seconded by Debbie Arnwine (TN).

Discussion:

Kim Laster (TN) presented a PowerPoint which outlined what is required to file for 501c non-profit organization status in Tennessee. The process will not involve attorneys and is low cost. There is an EZ form for organizations that bring in less than \$50,000 annually. There is a \$275.00 one-time fee. There is an annual requirement to send in a 990 N form within three months of the end of the tax year. With the 501c non-profit status, SWPBA could apply online for an EIN number. The EIN number is often required by our members (federal employees) so that registration payments can be accepted. Currently SWPBA officers have to open a personal checking account to facilitate the meeting costs which can be a liability to those officers. Kim Laster offered to be the point of contact and to be responsible for filing the paperwork and 990 N form.

Mike Beiser (MS) raised concerns that there may be different requirements in each state and requested that the 501 c EZ form and related documentation be disseminated to the business meeting participants via e-mail for review. He suggested that we meet again after the members have had time to review the

documents and compare with the requirements in their respective states and that a conference call or electronic meeting be conducted for a vote on this matter. Other concerns are that the duties related to 501c non-profit status (e.g. filing the 990 N form, etc.) will need to be assigned to someone and the SWPBA bylaws will need to be changed to reflect that.

• **2nd Motion**

2. Mike Beiser (MS) proposed that we delay a vote on Kim's motion in favor of a 30 day waiting period. Kim will send out the 501 c EZ form and related documentation to the business meeting participants via e-mail for review. After the members have had time to review the documents and compare with the requirements in their respective states. Within 30 days of this meeting, a conference call or electronic meeting will be conducted for a vote on Kim's motion to make SWPBA a 501c non-profit organization. This motion was seconded by Mark Vander Borgh (NC).

Roll call vote on 2nd Motion: Unanimous, the motion passed.

Chip Walton (TN) stated that he would contact all of the 2019 SWPBA meeting presenters to get permission to publish their presentations to the website.

Next meeting:

Alabama was nominated to host the 2020 SWPBA Meeting. Seconded.

Rebekah Taylor was nominated to be SWPBA President in 2020. Seconded.

James Worley was nominated to be SWPBA Secretary in 2020. Seconded.

Roll call vote: Unanimous, the motions passed.

The meeting was adjourned.

2018 SWPBA Business Meeting Minutes

Order

- Secretary records meeting minutes
- Role call (by state)
- Read minutes from previous year's meeting
- New Business

Minutes

Old Business

- Website
 - Lara (KY) paid for website domain for 3 years w/ SWPBA funds on 3/25/2017. Expires 3/25/2020. Bill needs to be paid for website maintenance.
- Contact List
 - Needs edited and kept up-to-date – updated in 2018.
- Language in awards descriptions needs tweaking
- Review By-laws
 - Who is and who is not a SWPBA member – Mike (MS) and Lara (KY)
 - EPA are non-voting members. Confirmed EPA cannot host meetings – need to obtain determination in writing from Chris Decker.
 - Propose changes at next meeting.
 - Change Article 4 – remove EPA Athens.
- Email permission for presentations on website.
- Note takers for panel discussions.
- Next meetings:
 - 2018 - Florida
 - 2019 – Tennessee

New Business

- Proposed changes to SWPBA Constitution and By-Laws
 - Change name from “Southeastern Water Pollution Biologists Association” to “Southeastern Water Protection Biologists Association”
 - Change Membership from “State Regulatory and Tribal Water Pollution Biologists” to “State Regulatory and Tribal Aquatic Biologists”
 - Discussion: (summary)
 - Would need to change website description and logo. The original SWPBA role was to discuss water quality pollution. Name and description important so appropriate people are approved to attend SWPBA – change would make SWPBA purpose too broad. Historic relevance. All waters are polluted. Protection is more pro-active. Change would place emphasis on protecting and

enhancing water quality to more desirable state. Group was built to focus on water quality problems, chemical and biological.

- Role-call vote:
 - AL: No
 - GA: No
 - KY: Not present
 - FL: No
 - NC: No
 - SC: Yes
 - TN: No
 - MS: Not present
- Motion defeated.
- Proposal for next year: By-laws need revision as they are difficult to interpret. Remove ambiguity.
- Permission to post presentations to website.
- Next meeting:
 - Tennessee: 2019 (Chip Walton, President; Jessica Rader, Secretary)
 - Alabama: 2020

2015 SWPBA Business Meeting Minutes

David Eargle: called the 2015 SWPBA Business meeting to order. Called roll.

- AL – present
- FL – present
- GA- present
- KY – present
- MS – present
- NC – present
- SC – present
- TN - present

Justin Lewandowski: read 2014 business meeting minutes

David Eargle: Do I hear a motion to accept 2014 minutes as is?

Motion

Debbie Arnwine: Seconded.

All ayes, no opposed, motion passed.

David Eargle: Old business.

David Eagle: Has EPA position changed?

Chris Decker: No new legal interpretation.

David Eargle: This past year we were OK without tax ID. Some businesses wouldn't give door prizes without it, but many others did. If a bank account is set up with the names of the president and the secretary DBA (doing business as) "SWPBA", then people can write checks made out either to those people's names or to SWPBA. Any other questions or comments?

No questions or comments.

David Eargle: New business?

Amy Fritz: Nomination process for awards. Can it be made easier?

Michele Brossett: Does it require 3 recommendations? Could we reduce that?

David Eargle: The process is involved, and we didn't get any nominations this year. Thoughts?

Michelle Scott: Motion to table till next year.

Seconded.

All ayes, no opposed, held off till next year.

David Eargle: Any other new business?

David Eargle: Minutes. We had stopped passing minutes from state to state. Justin found minutes from last 8 years and put them together in a binder. We can give it to NC. We also have an electronic copy (holding off putting on web because it's public but can email it forward).

David Eargle: NC has agreed to host in 2016.

Eric Fleek: Yes.

David Eargle: Does KY agree to host in 2017?

Alicia Jacobs: Yes.

David Eargle: Nominations for President?

Larry Eaton: Nominates Eric Fleek for President.

David Eargle: Motion to close nominations?

Michelle Scott: Motions to close.

Debbie Arnwine: Seconds the motion.

David Eargle: All in favor of Eric Fleek for President?

All ayes, no opposed, Eric Fleek voted in as President.

David Eargle: Nominations for Secretary?

Eric Fleek: Nominates Matt Stillwell for Secretary.

David Eargle: Motion to close nominations?

Motion to close.

Jon Michael Mollish: Seconds the motion.

David Eargle: All in favor of closing nominations?

All ayes.

David Eargle: All in favor of Matt Stillwell for Secretary?

All ayes, no opposed, Matt Stillwell is voted in as Secretary.

David Eargle passes Worm to Eric Fleek.

Eric Fleek: Upcoming SWPBA will be in Asheville. 10 – 15 minute walk to nearby bars and restaurants from meeting location, will be fun.

David Eargle: Motion to adjourn?

Jon Michael Mollish: Motions to adjourn.

Debbie Arnwine: Seconds the motion.

All ayes, no opposed, meeting adjourned.

2014 SWPBA Business Meeting Minutes

- Cody Jones: called the 2014 SWPBA Business meeting to order
- Cody Jones: called Roll
 - o AL – present
 - o FL – not present
 - o GA – present
 - o KY– present
 - o MS – present
 - o NC – present
 - o SC – present
 - o TN – present
 - o Chris Decker was present for EPA as a nonmember, non-voting organization, as observer only
- Michele Brossett: read the 2013 meeting minutes
 - o Minutes were edited as follows
 - Included GA as being present at the 2013 business meeting
 - Cody Jones: Yes GA accepts nomination for the hosting 2014 conference
 - Michele Brossett: Nominates Cody Jones as president
- Mike Bieser: Moved the 2013 meeting minutes be accepted with edits made by Michele Brossett as she read the minutes
- Lara Panayotoff: Seconded the motion to accept the meeting minutes
- Cody Jones: Motion on floor and second, is there any discussion
- No Discussion
- Cody Jones: Calls for vote; Aye, no, opposed (All Ayes.)
- Motion passes
- Cody Jones: Old Business

- None
- Cody Jones: New Business
- Cody Jones: with awards since EPA is not member may need to revise verbage in the award that mentions EPA, should EPA language in award be removed
- Emily Cotton: EPA is listed in by laws, constitution, and are still listed in the order of hosting
- Cody Jones: would the next state remove EPA from bylaws, constitution, and hosting
- Mike Bieser: change bylaws, constitution
- Chris Decker: a new legal interpretation may be coming up, discussion ongoing, Atlanta office of water suggests can participate more, so might be able to be members in future
- Cody Jones: hold off changes while discussions occur
- Mike Bieser: If we get rid of EPA in bylaws, needs to be written, and given to executive committee 2 months prior to meeting. Ok waiting a year or 2 before make change.
- Chris Decker: Looking into it
- Cody Jones: Do we need to bring up changes to Lifetime Achievement Award qualifications
- Cody Jones: Currently to receive the Lifetime Achievement Award, need 12 years contributing something significant.
- Emily Cotton: Need to be active in SWPBA
- Debbie Arnwine and Michele Brossett agreed
- Debbie Arnwine: May not be able to attend, but work shared, presented at SWPBA meetings and/or other contributions. Since states are limited on funds, should be considered active.
- Cody Jones: would someone like to look into changing and presenting next meeting
- Mike Bieser: Would someone like to make motion to change or motion not to change. In 10 years or so since available have had periods of 2 years neither Lifetime Achievement Award or Biologist of the Year Award was given out. Was supposed to be fun then, not huge controversy. When Bill Cosgrove and Mike Bieser presented to executive committee, they thought it was a good idea. EPA not eligible, past EPA members. Last time GA hosted Hoke Howard was nominated.

- Chris Decker: Thought Biologist of Year was for states and anyone Lifetime Achievement Award. Lifetime Achievement Award can be given to EPA.
- Mike Beiser: Compliments KY for foresight to know person was retiring and so nominated that person.
- Cody Jones: Pulled up SWPBA website on overhead and read Biologist of the Year Award Eligibility and criteria.
- Mike Bieser: Asked Cody to read Lifetime Achievement Award criteria.
- Cody Jones: Read Lifetime Achievement Award criteria section
- Mike Bieser: Motion to leave documents as written and carry forward. Work thru process and be proactive about retirees.
- Kim Sparks: Second Motion
- Cody Jones: Is there a discussion?
- No discussion
- Coy Jones: Calls for vote; Aye, no, opposed (All Ayes.)
- Motion passed
- Cody Jones: Beating a dead horse: Tax ID. Seems to be issue every year. Not proposing anything. States want to pay with check to state that is hosting, and do not want to write to individuals. Questions tax ID and taxes. Many donors wanted the tax IDs. Knows sticky situation.
- Lara Panayotoff: Have done research and ever put together written thing?
- Cody Jones: Kim sparks researched and put together written options
- Debbie Arnewine: Problem is need one address, one host. If EPA, came back as members again, maybe then they could do it.
- Cody Jones: hosting could still rotate, but taxes would have to be filed by an individual. If treasurer created for SWPBA, taxes would need to filed each year.
- Kim Sparks: Another option is to become a nonprofit. This is not easy and is expensive. We would qualify, but seemed like 700-800 dollars just to apply, plus attorney fees. Need attorney and chance they could say don't qualify. SWPBA has a shoestring budget. Each year would need to pay a \$500 dollar fee to be a nonprofit.

- Mike Bieser: If start with \$0 at beginning of year, at end of year have to report to IRS income. We need to keep under table.
- Kim Sparks: Every year will be more difficult. Credit cards and using paypal was looked into by others in past.
- Mike Bieser: Even if got to be a nonprofit, would be looked at under a microscope. Don't want to be sued.
- Kim Sparks: Would still need stable address.
- Cody Jones: Had another thought, it's hard to rack down minutes, not good record keeping. No one spot for them.
- Kim Sparks: Minutes could be on website
- Cody Jones: Maybe some comes in and doesn't know past things, need to detail out changes, so can see political history. Maybe a record keeper.
- Mike Bieser: Thought passed from secretary to secretary.
- Michele Brossett: Only last 2 years passes on to next secretary.
- Lara Panayotoff: Available on web?
- Cody Jones: Not on web but way to keep up with records.
- Mike Bieser: Should be in SWPBA meeting programs. Someone could pull out minutes. Should go 10 – 15 meetings back.
- Cody Jones: Is South Carolina ready to receive this coming year.
- David Eargle: Yes
- Cody Jones: Is NC ready to receive the following year.
- Mark Vandorbourg: Yes
- Cody Jones: Nominations for President?
- Justin Lewandowski: Nominated David Eargle for president
- Debbie Arnwine: Second
- Mike Beiser: Motion to close nominations for president.
- Sharon Kingston: Second nominations for president.

- Cody Jones: Is there a discussion?
- No discussion
- Coy Jones: Calls for vote; Aye, no, opposed (All Ayes.)
- Cody Jones: David Eargle voted in as president
- Cody Jones: Nominations for Secretary?
- Michelle Drewery: Nominated Justin Lewandowski for secretary
- Kim Sparks: Second
- Mike Beiser: Motion to close nominations for secretary.
- Lara Panayotoff: Second nominations for secretary.
- Cody Jones: Is there a discussion?
- No discussion
- Coy Jones: Calls for vote; Aye, no, opposed (All Ayes.)
- Cody Jones: Justin Lewandowski voted in as secretary
- Cody Jones: Passed the “Worm” To David Eargle of South Carolina
- David Eargle: Accepted Worm. On behalf of SC humbly accept worm.
- Michelle Drewery: Going to Myrtle Beach
- Cody Jones: Is there a motion to close the meeting?
- Mike Bieser: Motion to close the 2014 SWPBA business meeting.
- Mark Ornelis: Second motion
- Coy Jones: Calls for vote; Aye, no, opposed (All Ayes.)
- Motion Carried

Meeting Adjourned

SWPBA 2013 Business Meeting Minutes – Natchez, MS

Florida and North Carolina were not present at the business meeting

Present: EPA, KY, SC, AL, TN, MS

Mike Beiser: Amendments to by-laws must be submitted 2 months prior to meeting so motions from last meeting are struck

Discussion on SWPA Emeritus

Mike Beiser: no conflicts – provide that they do not attend the business meetings, no voting, presentations are welcome, awards

(this needs to be added to the by-laws – two months ahead of time)

Contracts that work for/with us so that when you air dirty laundry it's not an issue

Debbie Arwine: Adding outsiders is controversial

Cody Jones: Is it a conflict? We can deem conflict of interest on a case by case basis

Mike Beiser: Rule in by-laws – only includes water pollution biologist and EPA

Debbie Arwine: USGS and EPA fit because they are contractors and it is not a conflict of interest

Mike Beiser: Tetrattech can be a conflict because with the oil spill they are working both sides. If someone wants to work on this

Michele Brossett: Why did Lisa propose it?

Lisa Huff: There was a former employee who was sick. The moment is now over and no longer a relevant issue.

Debbie Arwine: Suggests an Honorary membership for cases – so we can recognize people who contributed to SWPBA

Mike Beiser: Agrees with Debbie and would like the by-laws to be left alone

Emily Cotton: States that the purpose is to keep new blood in the system

Debbie Arwine: Also against it, because of the possible ramifications

Kim Sparks: Get an official recognition for honoring someone with a motion through the executive committee

Mike Beiser: Agrees with Kim

Emily Cotton: Moving onto - Paypal – we need a business ID to set up an account because non-profit status is too expensive to incorporate SWPBA (\$100 in TN & \$50 in MS)

Kim Sparks: It is \$100 to incorporate in TN and \$25 to dissolve. Mississippi is \$50 and \$25 to dissolve. You have to file taxes and pay taxes on profits. We need to know if the seed money counts as a profit.

Debbie Arwine: How long is the process for each state?

Emily Cotton: Paypal affects the person who serves as president

Kim Sparks: The president is at risk of a personal audit.

Emily Cotton: We should continue to handle funds as we do now.

David Eargle: Moves to approve minutes

Cody Jones: Seconds the motion

Motion passed

Emily Cotton: New business?

None

Emily Cotton: Does Georgia accept nomination for hosting 2014 SWPBA

Michele Brossett: Nominates Cody Jones

Lisa Huff: Seconds the motion

Cody Jones: Nominates Michele Brossett for secretary

Lisa Huff: Seconds the motion

Michele Brossett: Closes nominations

Vote to Close Passed

Cody Jones: Georgia accepts the nomination – Possible locations Jekyll Island, Amacalola Falls, Atlanta (heavily Boomed by the attendees of this meeting)

Emily Cotton: Can South Carolina host in 2015?

David Eargle: Yes, possible locations – Charleston, or Beaches.

Lisa Huff: Moves to Close

Michele Brossett: Seconded

Meeting Adjourned

SWPBA 2012 Business Meeting Minutes

- Florida and South Carolina were not present at the business meeting
- As current hosting state, ADEM asked MS DEQ if they would accept hosting the 2013 SWPBA meeting
- MS DEQ accepted

- Michelle Brossett of GA DNR nominated Emily Cotton as the 2013 SWPBA President. Cody Jones seconded the nomination.
 - Emily Cotton was elected President.
- Cody Jones of GA DNR nominated Alicia Jacobs as the 2013 SWPBA Secretary. Michelle Brossett seconded the nomination.
 - Alicia Jacobs was elected Secretary.
- Emily Cotton listed Natchez or Olive Branch Mississippi as possible locations for next year's meeting.

- Lisa Huff of ADEM brought up the need to renew the SWPBA GoDaddy website account. She informed the meeting participants that Brandon Moody had volunteered to handle this, and asked permission to use SWPBA funds to pay this expense (\$117.50 for two years). SWPBA voted to continue to use GoDaddy for our website account and OKed the use of SWPBA funds for this purpose.

- Lisa Huff of ADEM brought up the problem that many states ran into with registration. More and more state and federal agencies would rather pay registration up front on a credit card, or using a purchase order, etc. But to use this method, they require a tax ID number, which SWPBA does not have.

- James Worley: One problem with non-profit status is that it requires a permanent address. The Alabama Fisheries Association has gotten around this problem by using a P.O. Box. This has allowed them to use online registration through PayPal.
 - It is also a problem that each year, an individual from the host state has to open a checking account to handle the funds for the meeting.
 - James Worley: Do we need a permanent bank account? Are there any bank chains that with branches throughout Region 4? Could just change names on account from year-to-year.
 - Michelle Brossett: That would require that someone be in charge of the funds on a more full-time basis. Do we need a treasurer?
 - Debbie Arnwine: We would need to change by-laws to add a treasurer.
 - Emily Cotton said she would explore options.

- Meg Sullivan: Tax ID number would help with sponsors.

- Chris Decker: EPA will check with EPA lawyers about possibility of getting nonprofit status for SWPBA.

**Minutes of the SWPBA Business Meeting, Montgomery Bell State Park, November 17,
2011.**

Kim Sparks, president and Debbie Arnwine, Secretary

11:24: President Kim Sparks (TN) called the meeting to order. Roll call: Mississippi, Georgia, South

Carolina, North Carolina, Kentucky, Tennessee and Alabama were present.

11:26: Secretary Debbie Arnwine (TN) read the minutes from the 2010 SWPBA business meeting.

11:32: Susan Cohn (KY) motioned to approve the 2010 minutes. Lisa Huff (AL) seconded. Minutes were approved by unanimous vote.

11:33: Kim Sparks (TN) brought up old business.

- a. Kim Sparks (TN) asked anyone interested to contact her for assistance in beautification of website.
- b. After brief discussion, everyone agreed to continue once –a-year update of newsletter on website with schedule to be decided by host state.
- c. Kim Sparks asked for recommendation on a more efficient method to get information for member updates. After brief discussion, everyone thought existing procedure was adequate.

11:35: Kim Sparks (TN) made recommendations for changes to constitution and by-laws:

Constitution proposed changes:

Article 4: Replace “hose” with host, “of” with for, “years” with year’s in sentence 4. Mike Beiser (MS) added that “of” should be replaced with or in the same sentence.

Article 8: Add “...in person or in abstentia via phone or video conferencing or electronic notification” to end of first sentence. Add “...or electronic...” to options for emergency ratification in the last sentence.

By-laws proposed changes:

Article 1: Add “... either in person or in abstentia via phone or video conferencing...” to second sentence.

Article 2: Add "... or electronic..." to ballot in second sentence.

Article 5: "... or electronically" to end of last sentence.

Article 8: Add "... or electronic" to ballot options in last sentence. 11:43: Kim Sparks (TN) asked for a motion to accept changes to constitution and by-laws. Emily Hollingsworth (SC) moved to accept all changes. Mike Beiser (MS) seconded. Changes to constitution and by-laws were approved by unanimous vote.

11:44: Kim Sparks (TN) brought up for discussion option of becoming a non-profit organization. Cost would be \$400 for application fee, plus legal support. There would also be a need for a permanent address. Mike Beiser (MS) mentioned laws were different in each state and moved to table the discussion. Susan Cohn (KY) seconded the motion. Unanimous vote to table the discussion.

11:47: Kim Sparks (TN) suggested Alabama look into establishing a PayPal account for SWPBA. Pat Alicea (TN) voiced concern that state electronic systems require venter ID to use credit card. Kim Sparks (TN) asked for other suggestions. No suggestions were made. Kim Sparks raised question of accountability for expenses. Members did not feel accountability was a concern.

11:49 Kim Sparks (TN) asked members for any new business. There was none. Pat Alicea (TN) moved to close new business. Sharon Kington (TN) seconded. Motion passes by unanimous vote.

11:50: Kim Sparks (TN) asked for 2012 nominations for president. Lisa Hicks (AL) nominated James Whorley (in absentia). Susan Cohn (KY) seconded. Nomination passed by unanimous vote.

11:52: Lara Panayotoff (KY) nominated Lisa Huff for 2012 secretary. Mike Beiser (MS) seconded. Nomination passed by unanimous vote.

11:53: Kim Sparks (TN) asked if Mississippi was willing to host 2013 meeting. Mike Beiser (MS) agreed.

11:54: Lisa Huff (AL) asked what timing worked best for members and was concerned about November presidential elections. During discussion, several states expressed September was not good due to field schedules. Most members felt October would be the best month.

11:55: Kim Sparks (TN) passed the worm to Lisa Huff (AL)

11:55: Kim Sparks (TN) moved to adjourn the 2011 SWPBA business meeting. Mike Beiser (MS) seconded. Motion passed by unanimous vote.

2010 Southeastern Water Pollution Biologists Association

General Business Meeting Minutes, October 28, 2010, Tallahassee, Florida

- 0958 Meeting called to order by President Joy Jackson (FL).
- 0959 President Joy Jackson (FL) read the minutes of the 2009 SWPBA business meeting.
- 1005 **New Business:** Topic: GoDaddy.com domain name (SWPBA.org) service agreement expiration. President Joy Jackson (FL) brought up that renewal is \$76.61 for 2 years of service. Bill Crouch (NC) thought it was a reasonable price and a good idea to continue the website without interruption. Lara Panayotoff (KY) made a motion to renew the agreement. Motion was seconded by Susan Cohn (KY). Attendees unanimously voiced agreement.
- 1006 Secretary Cheryl Swanson (FL) conducted a roll call of states present: Florida, Kentucky, Tennessee, North Carolina, South Carolina, Alabama, Mississippi, and EPA Region IV. Georgia members were not present.
- 1007 **Old Business:** Topics: SWPBA Website Maintenance. President Joy Jackson (FL) noted that Brandon Moody (GA) was contacted in 2009 and responded that he was willing to continue to assist with and troubleshoot website maintenance for Florida, if needed. Secretary Cheryl Swanson (FL) maintained the SWPBA website 2009-2010. President Joy Jackson (FL) suggested that the next host state (TN) follow-up with Brandon Moody (GA) regarding how to handle website maintenance 2010-2011.
- 1008 Newsletters. President Joy Jackson (FL) invited open discussion regarding the “each state assigned one month” state newsletter submittal schedule. Bill Crouch (NC) offered that the monthly schedule keeps folks periodically visiting the SWPBA website. Kim Sparks (TN) suggested a single submittal date (once a year) to reduce the secretary’s workload. Emily Cotton (MS) suggested the schedule be the hosting state’s choice. Discussion continued. President Joy Jackson (FL) made a motion for a once-a-year submittal. Susan Cohn (KY) and Emily Cotton (MS) seconded the motion. Motion passed on unanimous voice vote.
- 1013 Amending SWPBA bylaws. President Joy Jackson (FL) noted that last year’s business meeting included 1) the suggestion that language be added to the SWPBA bylaws to include electronic notification and voting and 2) that the definition of “member” be revised to include those whose job title is not “biologist”. President Joy Jackson (FL) suggested wording such as “individuals involved in aquatic resource protection” instead of “biologist”. Debbie Arwine (TN) voiced the need to restrict the definition to those who do biological work, as opposed to the broader “aquatic resource”, in order to

maintain the uniqueness and intent of SWPBA membership. Bill Crouch (NC) voiced the need to maintain in the definition the intent that membership is for staff of state regulatory agencies supported by EPA. Discussion followed. Because a copy of the bylaw wording was not in-hand, Susan Cohn (KY) made motion to amend the bylaws to allow electronic voting with one vote per State to be cast by the State designated State representative after internal State discussion. Kim Sparks (TN) seconded motion. Motion passed by unanimous voice vote. Lara Panayotoff (KY) made the motion to table the discussion on the definition wording and to take it up electronically. Motion passed on unanimous voice vote.

- 1022 Joy Jackson (FL) asked for nominations for next year's officers. Mark Vogel (KY) nominated Kim Sparks (TN) for SWPBA President. Susan Cohn (KY) seconded the nomination. Rodney Pierce (KY) moved to close nominations. Motion seconded. Debbie Arnwine (TN) was nominated for SWPBA Secretary. Lisa Hicks (KY) seconded. President Joy Jackson (FL) moved to close nominations. Motion seconded. Acceptance of new SWPBA officers passed on voice vote.
- 1023 President-elect Kim Sparks (TN) accepted "The Worm" on behalf of Tennessee becoming the official President of SWPBA for 2011.
- 1024 President Joy Jackson (FL) asked if Alabama was ready to host the 2012 SWPBA meeting. Meg Sullivan (AL) said they were.
- 1025 Kim Sparks (TN) presented Tennessee's plan to hold a "low-budget", 2011 SWPBA meeting at a state park 30 miles west of Nashville, TN. The tentative date is the 1st week of September but they are awaiting another agency's reservation cancellation to see if the week can change. There will be a lodge, cabins, and camping available for the meeting.
- 1026 President Joy Jackson (FL) adjourned the meeting.

**2009 Southeastern Water Pollution Biologists Association
General Business Meeting Minutes
October 22, 2009**

1102 Meeting called to order by President Paulette Akers (KY).

1103 Secretary Jessica Bevins (KY) read the minutes of the 2008 SWPBA business meeting.

1106 President Paulette Akers (KY) conducted a roll call of the states present. States in attendance were: Kentucky, Tennessee, North Carolina, Florida, South Carolina, Mississippi, and Alabama. No members were present from Georgia. Mike Beiser (MS) made a motion to accept the minutes as read. Debbie Arnwine (TN) seconded the motion. Minutes were passed on voice vote.

OLD BUSINESS

1107 SWPBA Website - President Paulette Akers (KY) said that since Brandon Moody (GA) was not present we couldn't continue this discussion. Mike Beiser (MS) made a motion to table the discussion. Eric Eisiminger (KY) seconded the motion. Website discussion was tabled until the next business meeting.

1108 Newsletter – President Paulette Akers (KY) asked how the membership felt about the change in newsletter (i.e. each state being assigned a month to produce the newsletter versus the previous practice of each state reporting to the secretary 3 times each year). Many voiced their opinion that the new method was favored. The discussion continued and Emily Hollingsworth (SC) made a motion that we should continue on with the newsletter in this manner. Susan Cohn (KY) seconded the motion. Motion carried on voice vote.

NEW BUSINESS

1109 President Paulette Akers (KY) asked if Florida was ready to host the 2010 SWPBA meeting. Joy Jackson (FL) said they were. Debbie Arnwine (TN) was asked if Tennessee was ready to host in 2011. She said yes.

1110 President Paulette Akers (KY) asked for nominations for next year's officers. Lisa Hicks (KY) nominated Joy Jackson (FL) for SWPBA President. Mike Beiser (MS) seconded the nomination. Mike Beiser (MS) moved that the nominations for SWBPA President be closed. Eric Eisiminger seconded the motion. Joy Jackson (FL) nominated Cheryl Swanson (FL) for SWPBA Secretary.

Susan Cohn (KY) seconded the motion. Mike Beiser (MS) moved to close nominations. Susan Cohn (KY) seconded. Acceptance of new SWPBA officers passed on voice vote.

1111 Joy Jackson (FL) accepted “The Worm” on behalf of Florida. Joy Jackson (FL) noted that Florida had discussed that the 2010 SWPBA meeting would be in Northern Florida near the coast, possibly Jacksonville or St. Augustine.

1112 President Paulette Akers (KY) noted that 2009 was a “wild year” but expressed her gratitude to those who helped make SWPBA successful because it wasn’t something someone could do alone. She thanked everyone for participating. SWPBA Newsletter February 2010 – Florida

1113 President Paulette Akers (KY) brought up modifying Article 8 of the SWPBA bylaws. President Paulette Akers read Article 8. President Paulette Akers (KY) suggested that we add language to the article including electronic notification. Favorable discussion ensued. President Paulette Akers (KY) said that the executive committee would put forth a suggestion to be voted on at the next business meeting.

1114 President Paulette Akers (KY) asked that the membership discuss the refining of the membership definition. She asked if we should expand the definition to include those whose current job title is not “biologist”. Discussion followed that resulted in President Paulette Akers (KY) suggesting the executive committee submit possible additional language at the next business meeting.

1119 President Paulette Akers (KY) brought up the fact that many agencies attending SWPBA in 2009 had asked if they could pay for registration through some form of credit. She asked that, in light of increasing technology, should SWBPA incorporate or set up a non-profit organization. Discussion followed where many members suggested ways of accepting credit for payment. After discussion both for and against finding a way to accept credit as payment, Mike Beiser (MS) made a motion to table the discussion. President Paulette Akers (KY) closed discussion.

1126 Mike Beiser (MS) made a motion to close the meeting. Mark Vogel (KY) and Kim Sparks (TN) seconded the motion. Meeting was adjourned.

**2008 Southeastern Water Pollution Biologists Association
General Business Meeting Minutes
September 25, 2008**

0955. Meeting called to order by President Trish MacPherson (NC)

0956. Secretary Bill Crouch (NC) read the minutes of the 2007 SWPBA business meeting.

0958. Susan Cohn (KY) called for the minutes to be accepted by the membership. Mike Beiser (MS) seconded the motion. Minutes passed on voice vote.

Old Business

1000 SWPBA Website: Brandon Moody (GA) will continue to work with the SWPBA website and make necessary updates including changes and modifications that the officers request.

New Business

1001 President Trish MacPherson (NC) requested that the membership review their contact information on the SWPBA website (www.swpba.org) to ensure it is correct and up to date.

1002 President Trish MacPherson (NC) brought up the issue of newsletters. Some States have found it difficult to get their newsletter updates to the Secretary on time. Trish suggested a system where each State would be assigned a particular month where they could highlight their program on the website. This would result in only having to prepare for that month instead of the current three times per year with the newsletter updates. Also, this would bring in more consistent traffic to the website. Trish also stated that each of these assigned months could be archived on the site similar to how the newsletters are now. A short, but favorable discussion ensued that resulted in Dave Chestnut (SC) calling for a motion to carry out this plan with a second from Susan Cohn (KY). Motion carried on voice vote.

1005 President Trish MacPherson (NC) asked if Kentucky was ready to host the 2009 SWPBA meeting. Susan Cohn (KY) said that they were ready. Joy Jackson (FL) was asked if Florida would host in 2010. She said yes.

1006 President Trish MacPherson (NC) asked for nominations for next year's officers. Susan Cohn (KY) nominated Paulette Akers (KY) for SWPBA President. Bill McDermott seconded the motion. Lisa Hicks (KY) nominated Jessica Bevins for SWPBA Secretary. Mike Beiser (MS) seconded the motion. Dave Chestnut made a motion to close nominations. President Trish MacPherson (NC) seconded the motion. Acceptance of new SWPBA officers passed on voice vote.

1007 President Trish MacPherson (NC) expressed her gratitude to the membership for having her as President the past year and she thanked everyone for making SWPBA the successful organization it has been for so many years [since 1973].

1008 Susan Cohn (KY) accepted The Worm on behalf of Paulette Akers (KY). Susan talked briefly about the site of next year's meeting in the Commonwealth of Kentucky. It will be held at Lake Cumberland State Park around the end of September or early October.

1009 Trish MacPherson (NC) moves to close the meeting. Mike Beiser (MS) and Bill Crouch (NC) second the motion. Meeting is adjourned.

**2007 Southeastern Water Pollution Biologists Association
General Business Meeting Minutes
November 8, 2007**

1025 Ann-Marie Denman (SC) calls the 2007 business meeting to order.

1026 Ann-Marie Denman does roll call. All member institutions are present, with exceptions of Alabama (ADEM) and Florida (FLDEP). Requirements for a quorum are met.

1027 Emily Cotton (MS) reads last year's minutes.

1031 Mike Beiser (MS) moves to approve last year's minutes on the condition that corrections are made to the misspelling of his and Bill McDermott's (SC) names in last year's minutes. Emily Cotton promises to make corrections. Trish Macpherson (NC) seconds the motion to approve last year's minutes, and it is unanimously approved.

Old Business

1033 Ann-Marie Denman explains to the members the situation of the development of the SWPBA website. Brandon Moody (GA) had accepted the responsibility of the development of the website at the 2006 meeting. Due to lack of communication between GA and SC, the website was never completed, but server and domain name had been purchased. Brandon Moody states that workload in GA was the cause of the failed attempt of the website, but says that he would try again for the 2008 meeting in NC. Brandon Moody also asks members for suggestions with regards to the website. South Carolina moves to approve development of website. David Chestnut (SC) seconds the motion, and it is unanimously approved.

New Business

1035 Ann-Marie Denman thanks all the vendors for coming to the meeting. She also thanks Jim Harrison (USEPA), David Penrose (NCSU), for the Restoration Workshop and Glen Suter and Kate Schoefield (USEPA) for the CADDIS workshop.

1037 Ann-Marie Denman asks if North Carolina will host in 2008. Trish Macpherson

says yes. Ann-Marie Denman asks if Kentucky will host in 2009, and Susan Cohn says yes.

1038 Executive Committee has received a nomination for Trish MacPherson to become SWPBA president in 2008. Bill Crouch (NC) is nominated for Secretary in 2008. Members vote unanimously yes in favor for both. Brian Rabon (SC) moves to end nominations. David Chestnut seconds. Nominations closed.

1039 Ann-Marie Denman passes The Worm to Trish MacPherson. Trish MacPherson graciously accepts The Worm and thanks South Carolina for a lovely meeting.

1040 Ann-Marie Denman moves to close the meeting. Mike Beiser and Susan Cohn second the motion. Meeting is adjourned.