



SORA Board Meeting Minutes February 2022
 Tue, February 1, 2022 2:30 PM - 3:30 PM (EST)

Board Roll Call:

Region 1: Amanda Clark (CT)	Region 8: Chuck Cousino (CO)
Region 2: Stephen Marshall (NY)	Region 9: <i>Treasurer:</i> Michael Broussard (NM)
Region 3: <i>President Elect:</i> Travis Sterner (MD),	Region 10: Jeremy Simmons (WA)
Region 4: <i>Past President:</i> Chris Edwards (KY)	Tribal: Michael Bolt (NC Cherokee)
Region 5: Mike Mettler (IN)	Canadian Provinces: Derek Smith (Manitoba)
Region 6: <i>Secretary:</i> Matt Pace (OK)	At Large: <i>President:</i> Marcia Degen (VA)
Region 7: Eric Folks (MO)	

Bold=present

Invited Guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep. back-up), Ann D’Alfonso (website), **Dave Cotton (membership)**

1. Review/edit meeting agenda

Motion to approve February meeting agenda: Eric F.; Second: Chuck C.; Voice vote

Motion approved

2. Approval of meeting minutes (January)

Motion to approve meeting minutes from January: Chris E.; Second: Travis S.; Voice vote

Motion approved

3. Executive Committee Reports

- a. President’s report: (Marcia)

- i. Next EPA MOU meeting March 16, 2022 from 1-3 EDT
- ii. Goal: Ensure the Regional Reps on the website are up to date.

- b. Communications:

Sent notifications to members on (1) CWNDS survey webinar; (2) digital workforce; and (3) Septic smart week volunteer request from EPA



Marcia D. to ask Zach Lowenstein from EPA to find out if they sent out summary document on funding sources.

c. Treasurer's Report (Michael Broussard);

i. Invoice status

ii. Current: Savings: Checking:

No report given

d. Secretary's Report (Matt);

No report given

4. Standing Committee Reports:

a. Membership (Dave);

Dave C. reported that the notifications appear to be working as they should (system notifications that applications have been submitted); also added a tab to the membership spreadsheet for 2022 members and will reach out to Michael Broussard about making sure the spreadsheet is consistent with payment information;

b. Conference Planning (Chuck);

Chuck C. reported that the next planning meeting for the NOWRA conference will be February 16.

c. Strategic Planning (Travis)

Travis S. mentioned that the committee met; discussed providing a survey to members (both regulators and COIs) to obtain feedback.

5. COI Report (Dick);

No report given

6. Ad hoc Committee Reports:

a. Website (Ann/Jeremy)

No report given

b. Retirees (Vacant);

c. Policy (Chuck);



No report given

7. Old Business:

- a. Update on part time Executive Director – Chris/Chuck

Volunteers to negotiate: Chris Edwards, Chuck Cousino, Marcia Degen, Matt Pace, Travis Sterner, Michael Broussard

- b. EPA MOU Goals: SORA to keep state contacts updated on EPA website. Chuck

Discussed utilizing the current spreadsheet to reconcile state contacts; suggested to wait until renewal of members to update; could be completed by April or May.

Decided to table for more discussion until later

- c. Switching signatures on bank account and moving the checking account. Marcia

Marcia D. contacted NOWRA about their process; they currently use Bank of America and have been satisfied; they have not had to utilize the remote signature function; potential to have individuals in separate branches simultaneously to allow changes;

Consider exploring online payments apps (i.e. Venmo).

- d. Moving/update of insurance, mailing address

Marcia D. stated that insurance is paid for this year, but exploring/researching other options will be assigned to executive director.

- e. Coordination of applications from website/invoices/membership lists. Marcia (minute information provided by Marcia D.)

- i. Application submitted to website
- ii. Website sends notifications to membership chairs
- iii. Membership chair sends out email to verify receipt
- iv. Membership chair notifies Treasurer
- v. Treasurer will send out billing; copy Dale and Dave; as we get verification – D/D will update membership list
- vi. Spreadsheet has the date invoiced and the date paid
- vii. Add the name to the list serve right away because of the delay in billing
- viii. When added to list serve – Matt sends out welcome email

Sample email from website

From: Form Notifications <sorausinfo@gmail.com>

Sent: Thursday, January 13, 2022 1:19 PM

To: sorausinfo@gmail.com <sorausinfo@gmail.com>; cottond1@michigan.gov <cottond1@michigan.gov>; Michael.Broussard@state.nm.us <Michael.Broussard@state.nm.us>; Matt.Pace@deq.ok.gov <Matt.Pace@deq.ok.gov>



@deq.ok.gov; lippy97@outlook.com <lippy97@outlook.com>

Subject: Become a SORA member: Form submissions detected

Form Notifications (a Google Forms add-on) has detected that the form titled [Become a SORA member](#) has received 3 responses so far.

[Responses](#)

[Summary of form responses](#)

You are receiving this email because an editor of this form configured *Form Notifications* to alert you every time this form receives 1 responses.

To change this setting, or to stop receiving these notifications, have the form owner or editors open the form and adjust the *Form Notifications* add-on configuration via the "Open" menu item for Form Notifications.

8. New Business:

- a. Google drive is used to house documents. Discuss access and if the current platform should be maintained.

Board discussion to find out if most functional for SORA; it was mention that there are 2 (two) google drives; no need for a second one;

General consensus is that Google Drive meets the needs of the Board.

Find out if Go To Meeting has capability of document storage

9. Action Items:

- a. ***Marcia D. to check with EPA about financial documents mentioned by Chuck C.***
- b. ***Dave C. to send communication to Mary Clark and Dana Revis***
- c. ***Dave C. to develop process for communication with new members***
- d. ***Matt P. to generate and provide meeting minutes by the end of the week that meeting is held.***

10. Adjourn

Motion to adjourn meeting: Chuck C.; Second: Chris E.

Meeting adjourned



Meeting Dates for 2022 (First Tuesday of each month): All meetings will start at 2:30 P.M. EST.

January 4	July 5
February 1	August 2
March 1	September 6
April 5	October 4? (Annual Meeting to coincide with National conference)
May 3	November 8 (Election Day)
June 7	December 6