SORA Board Meeting Minutes   
Tuesday, August 1, 2023 2:30 PM - 4:00 PM (EST)

**Board Roll Call:**

**Bolded names in attendance**

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

Invited Guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep. back-up), Dave Cotton (membership), ~~Nicholas Huber (DEQ – OK)~~

1. Approval of meeting agenda:
2. Approval of meeting minutes (All minutes approved)
   1. May 2, 2023
   2. June 6, 2023
   3. July 5, 2023 (no quorum)
3. Executive Committee Reports
   1. President’s report: (Travis) (The Mega-Conference MOU with NOWRA was revised and includes a $25 increase to the SORA members’ registration fees. SORA members will now pay $125 to attend. The Board approved the motion to approve the MOU)
      1. General
   2. Treasurer’s Report: (Michael) ($25K was moved from our old bank to the new Bank. Additional funds will be transferred soon and he will be working with Amanda to close the old account once we are sure there are no more outstanding obligations)

Michael continues to sort through invoices and will be sending out a treasurer’s report to the Board. There was also a question as to whether and how to pro-rate memberships for COIs who join mid-year. This item was deferred to the next meeting. Chuck noted that a draft policy on this topic had been developed. He will forward it to the board for consideration at the next meeting

Michael also noted that credit cards will be sent from the new bank to him, Travis and Eric)

* + 1. Status of moving funds to new bank
       1. Michael/Travis/Chuck
       2. Travis received an ATM card
    2. Invoice status:
       1. Invoicing/ Invoice Details
          1. 2022 invoices deleted
          2. COI Invoices
          3. State/ Other invoices
       2. Payments
    3. Current:
       1. Savings:
       2. Checking:
       3. Receivables
  1. Secretary’s Report:
     1. Vacant, NR
  2. Executive Director’s Report (Eric C): (Casey reported that the website has been updated with the new strategic plan and minutes from board meetings dating back to 2021. He is continuing to tweak different aspects of the site.

He also visited the Mega-Conference hotel site in Hampton. The private room in the back of the hotel restaurant looks like a good location. It also opens to a patio which could be used if the weather is good. Tom Groves noted that due to their food & beverage contract, there is an outside chance that the reception will need to be moved to a room in the convention center.

There is a discount code for members to use to obtain the Mega-Conference discount. Casey will send out an email to members asking them to contact him to obtain the discount code. Casey will be scheduling a meeting with the Conference Planning Committee prior to the next board meeting.

* + 1. Website/ information to board
       1. Chuck C. email.
    2. D&O insurance was paid (Reimbursed?)

1. Standing Committee Reports:
   1. Membership (Dave);
   2. Conference Planning (Chuck/Eric);
      1. Hotel information (see above)
   3. Strategic Planning (Travis):
2. COI Report (Sheryl) (Sheryl is working with Michael and Dick to run down COI commitments for 2023. It appears WVU has dropped out)
   1. Outstanding invoice update
3. Ad hoc Committee Reports:
   1. Website (Eric):
   2. Retirees (Vacant):
   3. Policy (Chuck):
      1. Chuck C. email about pro-rating COI membership.
4. Old Business:
   1. Newsletter(Eric C, Michael Broussard and Mike Mettler) ([lornawithrow@dhhs.nc.gov](mailto:lornawithrow@dhhs.nc.gov) interested in newsletter)
   2. Discussion of product reviews.
      1. Eric Folks and Michael Broussard members
      2. Michael to develop proposal
      3. Outreach to COIs to see what would be helpful
   3. Payment process/SOP
   4. Remote annual business meeting (Chuck)
   5. EPA Decentralized MOU
      1. May 26th email
      2. June 14th meeting
      3. December 5-6, 2023 (Signing event)
   6. NEHA monthly magazine - costs, benefit
   7. Membership renewal/ new members process, listserv
      1. Vermont
5. New Business:
   1. Review ‘Board Organization Document’
   2. Septic Smart
      1. General discussion about SORA participation
      2. Decentralized email 6/8 (Marcia D.)
      3. Sponsorship of prizes (Marcia D.)
   3. 23 Mega Conference SORA MOU
6. Action Items:
7. Adjourn –

**Meeting Dates for 2023 (First Tuesday of each month):** All meetings will start at 2:30 P.M. EST.

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| January 3 | July 5 |
| February 7 | August 1 |
| March 7 | September 5 |
| April 4 | October 3 |
| May 2 | November 7 (online annual meeting – start time 12:30 – 4 pm EST????) |
| June 6 | December 5 |