SORA Board Meeting (minutes)   
Tuesday, September 5, 2023 2:30 PM - 4:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.google.com/nse-vmmh-tkv>

Or dial:

United States

Canada (CA) +1 437-781-4585 -- PIN: 616 941 020 6090#

**Board Roll Call:**

**RED names in attendance**

|  |  |
| --- | --- |
| 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)

1. Approval of meeting agenda:
2. Approval of meeting minutes
   1. August 1, 2023 Motion Chuck C./ Mike M - passed
3. Executive Committee Reports
   1. President’s report: (Travis)
   2. Treasurer’s Report: (Michael)
      1. Status of moving funds to new bank
         1. Funds are being transferred from Wells Fargo to First Internet.
      2. Invoice status:
         1. Invoicing/ Invoice Details
            1. Wells Fargo account to remain open until automatic payments and outstanding invoices are resolved.
            2. COI Invoices
            3. State/ Other invoices Email from Michael B.
         2. Payments
      3. Current:
         1. Savings:
         2. Checking:
         3. Receivables
   3. Secretary’s Report:
      1. Vacant, NR Marcia D has agreed to take over the secretary’s position starting in November.
   4. Executive Director’s Report (Eric C):
      1. Website/ information to board
         1. Work needed on Membership page and committee activity sections.
      2. D&O insurance was paid (Reimbursed?) Eric C to submit reimbursement request to Michael B.
4. Standing Committee Reports:
   1. Membership (Dave);
   2. Conference Planning (Chuck/Eric);
      1. COI sponsorship discussed
   3. Strategic Planning (Travis):
5. COI Report (Sheryl)
   1. Outstanding invoice update Sheryl to work with Michael B to resolve.
6. Ad hoc Committee Reports:
   1. Website (Eric):
   2. Retirees (Vacant):
   3. Policy (Chuck):
      1. Chuck C. email about pro-rating COI membership.
7. Old Business:
   1. Mid year COI join date and membership fee
   2. Newsletter(Eric C, Michael Broussard and Mike Mettler) ([lornawithrow@dhhs.nc.gov](mailto:lornawithrow@dhhs.nc.gov) interested in newsletter) Eric C developed a newsletter and presented it. It was agreed it looks like the format SORA would want.
   3. 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
   4. Payment process/SOP not resolved.
   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 not resolved
8. New Business:
   1. Septic Smart (September 18-22)
      1. General discussion about SORA participation Travis S and Eric C to work together on SORA participation. Website, Proclamation, listserv.
   2. Danna Revis (listserv question) Review of by-laws indicates that retired members should be included in the member listserv. They should have read only access.
9. Action Items:
10. 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 | August 1 |
| February 7 | September 5 |
| March 7 | October 3 |
| April 4 | November 7 |
| May 2 | November 14 (online annual meeting – 12:30 – 4 pm) |
| June 6 | December 5 |
| July 5 |  |