



**UNITED SURVEYORS OF ARIZONA**  
***"A MEMBER OWNED NON-PROFIT ORGANIZATION"***

**BOD Meeting Minutes 01/12/2016**

**Call to Order**

- Meeting called to Order at 5:30
  - Members Present: Kent Groh, Chris McDonald, Bill Swope, Ted Mort, Megan Groh, Ron Barbala, Mike Banta and Kara with Triffid Online Marketing
- Introductions were made of all those present with a statement of what each of values for this group. Kent reported that we have received a tremendous amount of support from individuals and Professional Groups and Society's.
- Our Mission Statement was presented and read to the group and a discussion of what is important for the group to promote. **Action Item** was created for all to review and search for key word or phrases to assist in promoting our mission. Bill Swope volunteered to prepare our "Elevator Speech" for promoting the Society.

**Approval of Minutes**

- Initial Meeting - First meeting no prior minutes to approve
  - A discussion of roles for recording minutes and distribution occurred with a consensus Sec/Treas to record and prepare. Minutes will sent as draft to Board Members and then once approved at the next meeting will be posted on the website.

**Secretary/Treasurer's Report (Mike Banta)**

- Current Funds –
  - Checking Account \$89.51
  - Savings Account \$ 25.00
  - PayPal Account \$242.81
  - Total \$357.32
- Membership Status – received Applications and Checks for 8 members
- Received Website Sponsor payments from Aerotech
- USofAZ budget, Initial draft was presented by Kent Groh with a brief explanation of anticipated cost, membership goal, startup cost and funds reserved for promoting our mission.
- Discussion ensued to post our budget on our website to ensure transparency and actively showing funds earmarked to support our mission statement.
- As funds are received the society would reimburse Triffid Online Marketing and Kent Groh for the initial investment.
- Initial cost of BTR membership mailing is to be revised. We are able to do an email blast as a cost saving measure.

### **Association Manager Report (Megan Groh)**

- Newsletter first newsletter planned for February. Need articles to Megan for review and publication. All correspondence to be proofread for accuracy, content and spelling. We need a creative name for it.
- Email blast with announcement of the society to take place first of February.
- Quality Control Measures are to be in place for publications. Proofread and spell check.
- Keep all correspondence at a professional level.
- Be an Ambassador to our Profession.
- Website is to be interactive and open with postings of our members list and activities we have been involved with.

### **Action Items**

- Membership Drive (Email blast/postcards) to be completed by February 1<sup>st</sup>, 2016.
- Sponsors to Date: Aerotech Mapping and Surveyors Source.
- Press Releases have already gone out to Professional Surveyor, POB and AZBIZ. Contact with other professional society's ASCE have been well received. Need follow-up with these and other organizations.
- NSPS, Kent is currently serving as NSPS Governor for APLS. Mike to research with NSPS for future involvement and possibility of USofAZ represented.
- Short Term Goals are to increase our Core Membership and to establish our first accomplishment of one of our Mission Statements objectives. **Education.** Strong desire to show progress quickly for our Mission.
- Incentive to increase membership was discussed and agreed that we would offer 50% discount towards the cost of a Seminar or Training activity that is presented by USofAZ towards fulfilling the CEU requirements per our application.
- Long Term Goals to be determined.

### **Website (Kara w/Triffid)**

- Online Membership Application is to be tracked and approved with a thank you letter and acceptance. Website is to track committees picked by applicants and build a database for distribution and follow up. Megan to work with Kara at Triffid for tracking and approving memberships through our on-line sign ups.
- Online Payment for membership is working through PayPal. At this time we may not need Account names and passwords for the members.

### **Next Meeting February 9<sup>th</sup>, 2016**

Respectively Submitted,  
Michael A. Banta, PLS