

## Manatee Eco Tourism Association

### META

11 FEB 2016

### General Meeting Procedures

In consideration of others, we ask that you follow a few basic rules:

1. Please turn cell phones off, or place on vibrate. If you must make a call, please step outside in order to not interrupt the meeting.
2. If you must speak to someone, please speak softly or go outside in order to not interrupt the meeting.
3. Personal comments/remarks, directed to the Board, Members or the public are not allowed and are considered out of order.

There will be two Public/Member Input opportunities. At the beginning and end of each the meeting. Anyone may speak on the topic of their choosing for up to three minutes.

### AGENDA

**Call to Order:** Parliamentarian

**Adopt Agenda:** Parliamentarian

**Introduction of Guests/Visitors**

**Public / Member Input** (3 minutes):

**Old Business:**

1. Verify Membership Lists
2. Verify/Correct Email Lists
3. Sign up to assist with committees

**Committee Reports:**

1. **By Laws:** Mike Engiles
  - a. Draft being reviewed by board
2. **Finance:** Marty Senetra (Bryan McCutcheon)
  - a. Turnover of Checking account
  - b. Create Budget
  - c. Updated Membership List
  - d. Apply for TDC Collateral Materials Grant
3. **Legal:** Mary Morgan (Paul Cross)
  - a. Establish PO Box
  - b. Evaluate process for Non-Profit Status
  - c. Research Water Column ownership, right of ways, navigable water ways in area
4. **Science:** John Spann(Samantha Whitcraft, Jeff & Joanna)
  - a. Establish May/June Field Trip
  - b. Schedule early OCT Captain/Guide Training
  - c. Outreach Collateral/Programs
5. **Membership:** Charlie Slider
  - a. Establish Open House Meeting (APR?) and send out welcome letter/invitations to join META

6. **Public Relations:** Mike Engiles (Diane O., Bryan McCutcheon)
  - a. Meeting Notice sent to Hometown Happenings
  - b. Craft responses to common misunderstandings as rebuttal to: shut down swim-with program, Three Sisters Closures = Kings Bay Closures, etc.
  - c. Access to Facebook, Twitter, Google+ page. METAManatee.com and M-E-T-A.org websites.

**New Business:**

**Public / Member Input** (3 minutes):

**Adjourn**