



MEMORANDUM

TO: Members, Southeast Stormwater Association
FROM: Danielle Hopkins, Executive Director
RE: Annual Membership Meeting – October 2, 2025 at 4:50 p.m. Eastern
Election of Officers and Board of Directors
DATE: September 16, 2025

This memorandum concerns the Annual Meeting of the Association’s membership scheduled for **Thursday, October 2, 2025 from 4:50 p.m. until 5:30 p.m. Eastern** to elect the Officers and members of the Board of Directors.

**SESWA Annual Membership Meeting Agenda
October 2, 2025, 4:50 p.m. – 5:30 p.m. Eastern
Hilton Beachfront Resort & Spa, Hilton Head Island, SC**

Date/Time	Agenda Item	Assigned To
4:50 p.m.	1. Call to Order a. Welcome b. Acknowledgements	John Butler
4:55 p.m.	2. Elections a. Officers b. Board of Directors	Danielle Hopkins
5:30 p.m.	3. Adjourn	

PLEASE NOTE:

1. **SESWA membership is organizational** – Each member organization (e.g., city/county government, private company) is allowed **one vote**. If multiple representatives from your organization are attending, please determine in advance who is authorized to cast your organization’s vote.
2. **Friday Board of Directors Meeting** – There will be a brief breakfast meeting of the new Board of Directors on **Friday, October 3, 2025 at 8:00 a.m. Eastern** in the Bayleys Barony Room (first floor of the Hilton) to elect the Board representative to the Executive Committee. **All Board members (both new and returning) should plan to attend that meeting.**

Backup information is attached.

2. Elections

Elections for SESWA's Officers and Board of Directors will take place during the Annual Meeting. Officer elections will occur first, followed by local government (by state) and private sector caucuses to elect Board of Directors for open seats.

Membership Categories

SESWA has three membership categories, which determine eligibility for elected positions:

1. **Local Government** – Cities, counties, authorities, and special districts.
2. **Associate** – Non-profit, academic institutions, and state/regional/federal entities.
3. **Private Sector** – Product manufacturers/distributors and consulting firms.

a. Officers

SESWA Officers include the President, Vice President, and Secretary-Treasurer. These positions are elected at large by the full membership. Per the Bylaws, these three Officers along with the Immediate Past President and one Board member (elected by the Board), form the **Executive Committee**, which manages the Association's daily operations and can act on behalf of the Association between Board meetings.

Executive Committee Requirements (per Bylaws):

- No more than one Associate member and one Private Sector member may serve on the Executive Committee at the same time (ensuring a local government majority).
- No more than one Local Government member may reside in the same state (ensuring geographic diversity).

Officer Transition

SESWA traditionally follows a leadership progression or "ladder" system, where Officers move up to the next role over time. Earlier this year, Demetria Kimball-Mehlhorn, then serving as President, transitioned from a local government position to the private sector. In accordance with SESWA's Bylaws, this required her to step down from the Executive Committee. As a result, Vice President John Butler moved up to serve as President.

Rather than advancing to Vice President, Secretary-Treasurer Lisa Wells remained in her current role to gain additional experience in that position. This left the Vice President position vacant, which will now be filled through the upcoming election.

Per the Bylaws, the President appointed a Nominating Committee to recommend a slate of Officers.

The Committee has put forward the following Officer candidates:

President	John Butler, Gwinnett County, GA [local government]
Vice President	Lisa Wells, Ardurra [private sector]
Secretary-Treasurer	Kim Washok-Jones, Town of Bluffton, SC [local government]

In addition to the consideration of the Nominating Committee's recommendations, nominations will be accepted from the floor for any of the Officer's positions at the beginning of the elections process.

b. Board of Directors

After the election of the Officers, the next agenda item will be the election of Board representatives. The Board has overall responsibility for setting general policy for the Association and approving its budget. The Board meets twice a year: One meeting occurs in conjunction with the Annual Conference and the other is held in conjunction with the Spring Seminar. The date, time, and location of all meetings are identified well in advance for planning purposes. A description of Board member duties and expectations is attached for your information.

Board Composition:

In addition to the Officers, Immediate Past President, and Second Past President, the Board includes:

- Two Local Government representatives per state, elected by Local Government and Associate members from within their state. No more than one representative from the same employer may serve simultaneously. They are elected for overlapping two-year terms. There is at least one seat that is open for election in each state.
- Four Private Sector representatives, elected by Private Sector members. Same employer restrictions apply. They are elected for overlapping two-year terms.

A current Board of Directors list can be found on the SESWA website – www.seswa.org/board-of-directors showing which seats are open for election. Immediately after the election of the Officers, caucuses will be organized by state and the private sector, and elections for the Board of Directors will begin.

An active and engaged Board and Executive Committee are critical to SESWA's continued success! While unforeseen circumstances cannot be predicted, *we ask that you consider seeking a leadership position within SESWA only if you can realistically expect to attend all meetings during your term of office and enthusiastically discharge your duties as a member of the Board of Directors.*

Please contact me if you have any questions concerning the Annual Membership Meeting or the Association. We encourage each of you to become actively involved in your Association!

Attachment(s): Board of Directors Guidelines and Expectations



Board of Directors Guidelines and Expectations

Revisions Approved May 2019

DUTIES

“Duties” are tasks or responsibilities that members of the Board are required to complete or perform.

- Review and be aware of Association’s Governing Documents (See Bylaws, Strategic Plan, Board Policies and Action Plan)
- Review, be aware of and support staff responsibilities
- Prepare for and attend all Board meetings throughout the year
- Respect the confidentiality of the Board, the Association and its members
- Disclose conflicts of interest and avoid personal agendas
- Provide assistance and support to committee chairs, and the Executive Committee and Board, regardless of committee assignment

EXPECTATIONS

“Expectations” are tasks or responsibilities that members of the Board should attempt to fulfill.

- Promote all education events (Seminar, Webinars and Conference) to your contacts
- Promote sponsorships at Seminar and Annual Conference by contacting potential sponsors, exhibitors and vendors
- Promote membership by reaching out to at least one potential new member each quarter
- Keep abreast of legal issues affecting the stormwater industry
- Participate in all Communications/Networking conference calls
- Assist the Association’s goals for advocacy fundraising by completing your assignments in a timely manner
- Submit one post and two replies to the Community Forum each quarter.