

# AWEA Board Meeting

**Date:** January 22, 2009, 10:00 a.m.

**Venue:** CH2M Hill, Inc., Montgomery, AL

Tim Patton called the meeting to order and presided. Others in attendance were Sabra Sutton, Matt Dunn, Rob Coleman, Kerry Hannah, Lennette Sheffield, Barbara Crigler, and Kim Polifka. Debra Waller and Randy Abston joined by teleconference.

## Conference Planning Meeting

Kim started by giving the numbers that have accumulated for registration. She suggested that a note be made on the cover of the next newsletter or that possibly a postcard or flyer be mailed to our membership since no official registration packet is being mailed. Registration numbers appear to be down—because of economy??? A discussion was held about using 123Signup versus another company for registration. Tim charged the Board to make this a first task beginning in May 2009. A committee will be formed to look at companies. Tim asked about sponsorships. Booth sales seem to be on target.

Matt Dunn provided a booth layout and said that exhibits seem to be selling well and everyone pleased (so far) with their placement. He compiled a list of former exhibitors that have yet to register and is consistently sending emails to remind folks to register. Matt will contact Julie to see if the booths facing the load-bearing wall can be moved to avoid losing spaces or having them face the wall. Rob suggested that the layout be revised for next year by contacting Perdido immediately after the 2009 conference.

Tim opened a discussion about awards—WEF, 5S, MA, plant, and collection system awards. Debra Waller will coordinate the awards to ensure that they are ordered and photographs are made at the awards ceremony. Contacts for WEF awards: Scott Cummings, Jonathan Childs, Tim Patton. From this point forward, the Awards Committee will be comprised of Delegate, Past-President, and Current President. Tim asked Kim to submit award guidelines to Debra and the Board to solicit nominations. Debra is to contact Grady Parsons regarding plant awards. Tim will contact him first and let Debra know when he has spoken with Grady. Kim is to prepare a spreadsheet showing how awards are handled and ordered. Rob said that Grady has received a few nominations for plant awards. Kenny Hill of Alabaster, Doug Smedley of Calera, Rob Coleman, and Grady Parsons will review plants. Kim stated that Terry Jackson of Thorsby may be interested in helping review plants.

Rob visited Perdido Beach Resort to meet with Tina Newton, our coordinator. The cutoff date for the room rate is March 18, 2009. Credit card registrations for the resort will not be billed until the conference. Rob asked if the Board should reduce the number of suites that are reserved. Our block includes only standard rooms.

Sabra stated that our food budget is \$38,450.00 with 15% attrition. Sabra said that the budget includes beverages. The food expense can be cut back from last year's \$56,129 (food and beverage, including tax-\$3,000 and gratuity-\$5,973). Rob, Linda, Jonathan, and Sabra will choose the food for the conference and look at controlling the expense. Coffee will be available at all times in the exhibit hall.

Kim is to schedule the Board dinner at Louisiana Lagniappe. The Conference Planning Committee will meet with the Perdido Staff at 3:00 p.m.; Rob will notify Tina. The Board will meet at 4:00 p.m. and adjourn for dinner at 5:30.

The Board reviewed the proposed technical program agenda and adjourned for lunch. Rob Coleman left the meeting, but called in by phone. No others joined by teleconference.

After lunch, Tim called the meeting back to order. Kim Polifka presented the meeting minutes from the October 16, 2008 Board meeting. Sabra motioned to accept the minutes as presented. Matt Dunn seconded the motion. These minutes have been filed as recorded.

Sabra Sutton presented the Treasurer's Report. The current bank balance is \$47,279.03. Sabra stated that, since our last meeting, she met with our financial advisor, Mike Ray of Merrill-Lynch. Three CDs were purchased. These purchases are reflected in the Treasurer's Report. There were no exceptions. The Treasurer's Report stands as presented.

Scott Cummings wasn't able to attend this meeting. Tim Patton presented a Director's Report that he sent. WEFTEC will be in Orlando in October 2009. WEF appears to be listening to the MAs and is trying to do more for operators. WEF is working to revamp their database. Scott will rotate out as a delegate. Jonathan will rotate in as delegate in October 2009. This will be voted on at the April business meeting.

## **Committee Reports**

### *Ad-Hoc Committees*

#### 2009 WEFMAX – Matt Dunn

The contract has been signed with Ross Bridge. Approximately fifteen have registered to date. Attendance seems to be in line. The deadline for room registration is February 25, 2009. By that same date, catering decisions must be made. We are limited to \$6,800 for food and catering with \$2,000 for Audio/visual—based on WEF budget provided. The WEFMAX meeting is scheduled for March 19 – 21, 2009.

A discussion was held about sponsors for WEFMAX. Matt stated that one \$200 sponsor has been received. Tim suggested that a goal be set for sponsors.

#### Sponsorships – Sabra Sutton

Sabra stated that Board members need to contact potential sponsors. We, currently, have approximately \$7,000 in sponsors. The goal was at least \$10,000.

***Action Item: Kim is to forward copy of the sponsor solicitation letter, sponsor form, and list of confirmed sponsors to Board members for their use in contacting potential sponsors.***

Constitution and Bylaws – Jonathan Childs

No report.

***Action Item: Follow up with Jonathan to see if WEF approval has been received. Constitution and Bylaws must be presented to membership at conference for approval.***

*Standing Committees*

Government Affairs – Scott Cummings

No report.

Long Range Planning – Scott Cummings

No report.

Website – Danny Seale

No report. Kim stated that Danny contacted her recently and said that he would not be able to serve with AWEA at this time.

Publication – Kim Polifka

The next deadline for content to be submitted to Stone River, Inc. for preparation of the newsletter is February 1, 2009. Kim reviewed a list of articles needed for the newsletter.

Membership – Phyllis McAleer

Kim stated that there are 489 current members. Tim stated that he had spoken with Phyllis McAleer about the Membership Committee. Phyllis indicated that they continue to send letters monthly to remind members that their membership is expiring.

Water Resources – Matt Dunn

No formal report.

PWO Committee – Kerry Hannah

Kerry stated that he had no formal report, but a lot of good intentions.

Collection System Committee – Tony Sneed

Tim stated that Tony Sneed had contacted him. Tony said that Nina Williams of Krebs has inquired about getting involved. Tony will meet with her regarding her involvement.

Industrial Committee – Randy Abston

No formal report. Tim stated that he and Randy had spoken about the programs, training, etc. that AWEA can offer to the industrial sector.

Laboratory/Treatment – Tony Fisher

No formal report. Kerry stated that Tony is very busy right now but plans to be at the conference and is still on board with the committee.

Annual Conference – Rob Coleman

No formal report. All appears to be on task for the conference. See notes from Conference planning meeting at the beginning of this report.

Tim stated that Jonathan had received a quote from Bay Point Golf Resort and Spa. The Board did not appear interested in changing the venue to Panama City Beach, Florida. The argument was that it may be hard to lure our membership/registrants out of state.

*Old Business*

Event Cancellation / Director's & Officer's Insurance

Jonathan had emailed quotes for D&O insurance and they were presented. This item was tabled until quote info can be gathered and presented during February 19, 2009 conference call.

*New Business*

Kim presented request from sponsorship from Madison County Water Drinking Water Festival. The Board declined involvement at this time. Kim will notify them that AWEA cannot contribute at this time.

Sabra opened a discussion about getting new involvement in AWEA by possibly reviving SYPC. She suggested that we target the Young Professionals rather than students. She suggested a Monday cocktail hour for students and young professionals. This event was added to the technical program for Monday evening.

*The meeting was adjourned. The next conference call will be February 19, 2009.*