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**BOARD MEETING SUMMARY  
OFFICE OF CH2M HILL, MONTGOMERY, ALABAMA  
5/17/2007**

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**Submitted to: Jonathan Childs, President  
Kim Polifka, Executive Secretary**

**Tim Patton, Vice-President  
Sabra Sutton, Treasurer**

**Drafted by: Rob Coleman, Secretary**

**Date: June 4, 2007**

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The following is a summary of the quarterly meeting of the Alabama's Water Environment Association (AWEA) held on Thursday, May 17, 2007, at 9:00 a.m. at the office of CH2M HILL in Montgomery, Alabama. Scott Cummings called this meeting to order (9:23 a.m.). Those in attendance were: Jimmy Junkin, Rob Coleman, Calvin Cassady, Jonathan Childs, Tim Patton, Scott Cummings, Sabra Sutton. Those in attendance via conference call were Tim Patton, Sabra Sutton, & Ashley Turnbull.

Scott chaired the initial portion of the meeting (Executive Session). Passed out an agenda – “Meeting Topics” shown below:

**Establish a Mission Statement or Goal**

I think we need to have a mission statement that communicates our core values and commitments

**Determine the Core Committees needed to Achieve our Mission**

We have numerous committees that have not been active for many years. I suggest we consider the core standing committees and provide assignments and assign officer liaisons to the standing committees.

The Core Standing Committees will be those that focus on carrying out our mission.

We developed a committee assignment sheet with committee responsibilities a few years ago that I will attempt to locate.

**Membership and Joint Conferences**

Do we want to look at membership alternatives?

If we do I suggest we assign a task force to review and report back to the Board

**Establish Goals and a Schedule to Achieve the Goals**

1-year

2-year

5-year

**Communications**

The Wave – What is the future of the Wave

The Web Site – Ditto

E-Updates – How can we effectively use e-mail to provide more timely reports and updates to our members.

Editorial and Webmaster Committee – we need a team of leaders to focus on editorial for the Wave and mastering the website

**Specialty Conferences**

MA Host for WEF Specialty Conferences  
AWEA Specialty Conferences  
AWEA – Joint Specialty Conferences

**Agenda Item 1**

Accept Resignation of Charles Horn – President for FY2008

1<sup>st</sup> Order of business was to accept Charles Horn's (President FY2008) resignation. Motion was made, 2<sup>nd</sup>, unanimous vote of yes, approved. Those present wanted it to be known that this was not the course we (AWEA Board) would have liked, but had the feeling that we, as an organization (AWEA), needed to put this behind us and move on.

Floor was open for discussion. How to communicate this to the existing membership/organization was the main point of discussion and concern for those present.

Discussion points:

Need to put this to rest ... move on (Jonathan).

As an organization, need to look back at how we got to this point ... keeping in mind that we are a "voluntary" organization and are only as good as what the volunteer's put into it (Calvin).

It was noted that Charles could have taken this organization to places we have not gone before ... that this is a commitment for several years ... look at modifying the officer rotation ... look for new blood in organization (Scott).

Action Item: President (after named) will draft something up to possibly go in The Wave. Possibly use quote from his letter. Next President will circulate letter to be reviewed.

There has to be a balance between "Do" and "Delegate" when taking an officer position (Tim).

**Agenda Item 2**

Elect President to fill the partial term – FY2008

This should be done in a manner as to not disrupt the current rotation of officers (Scott)

Calvin was approached to fill in --- prior commitments keep him from performing President duties at a level that he feels would be necessary.

Jonathan Childs approached and said he would consider only as a facilitator ... would lean on current officers and director for support.

Motion made to have Jonathan as the FY2008 President, Jimmy 2<sup>nd</sup>, unanimous yes, approved.

**Agenda Item 3**

FY2008 Budget Adoption

Jonathan Childs took over meeting as President.  
Reference AWEA Proposed Budget for 2008.  
Proposed budget has AWEA operating in the black in the amount of \$5,710.

Look at historical costs (Jonathan)

Look at annual conference numbers.

Motion made by Tim to accept budget as proposed, 2<sup>nd</sup> by Jimmy, unanimous yes, approved.

Discussion:

Any changes varying from the proposed budget can be brought forward for approval later in the FY (Jonathan).

Need to have budget for FY09 prepared for Saturday meeting prior to Annual Conference. Approval of Budget will take place at the Conference Closing business meeting Wednesday following the Annual Conference (Scott).

**(Action Item)**: Sabra to get with Kim on all Treasurer activities.

#### **Agenda Item 4**

Director's Report - WEFMAX  
Scott Cummings

WEFMAX's are where MA's share experiences

It is recommended that Alabama MA go as a group ... usually have 4 around the US, typically between February & June.

Possibly look at hosting in Birmingham in the near future.

Conference format typically starts off with Delegates meeting followed by various meetings.

Scott has presentations from meetings.

Items that came up during his meeting:

1. Joint Conference with AWWA & others
2. Operator training ... some are leaders
3. Operator membership ... large membership, paid staff
4. Outsourcing Newsletter
5. Active with local region agency with specialty conferences
6. Some states are struggling, Alabama is actually doing "pretty good"
7. Merging Organizations – how about developing "Partnerships". Idea that too many competing for same audience.
8. Partnership is an opportunity to move up in membership.
9. Attend WEFMAX 1/yr, AWEA to help with expense.
10. Take a look at WEF's new membership structure ... "Professional" members ... Global, Corporate, Utility ... "Friends of Water Member"
11. We have committed our careers/lives to being solutions to the water environment.
12. Put together pamphlet on AWEA ... we have old ones floating around.
13. Idea of having a Membership Services Committee
14. Where the Poo Goes ... Public participation/awareness (Put together program – science teachers?)

15. Science Teachers – elementary & high school
16. Draw from WEF and sponsor Specialty Conferences, Government Affairs, Professional Development
17. Meeting with ADEM – Stakeholders
18. Vocational Schools – Operator Certifications
19. Negotiate Contracts ... Insurance policies as an example
20. Engage non-governmental org's
21. Phyllis Ross, Managing Director – Governance and Affiliate Development for WEF coming to '08 Conference ... have a little WEFMAX at the conference.
22. MA great idea exchanges

End of Director's Report

### **Agenda Item 5**

Strategic Planning Meeting  
Scott Cummings

Understand MISSION

1. Training
2. Education
3. Networking – WQ Professionals
4. Water Resources Protection & Preservation

Look at CORE Standing Committees (AWEA's current Committee Guidelines entered into this summary)

1. Policy on Standing Committees – AWEA guidelines (update)
2. New committees be added – sustain & fund – lay it out
3. Need to nurture our committees
4. Create liaison – act as mentor
5. Have COMMITTEE Meeting before pre-conference mtg prior to annual conference.
6. From a student level – focus on undergrads

Long Range Planning Committee (LRP)

Constitution & Bylaws (C&B) --- We Need to update (**action item**)

Suggestion by Calvin --- put together a Notebook with the following items in it ... C&B, Budget, Contact Info, Mission Statement, Policies & Procedures, Committees, Calendar, Info/Summary of stuff ... (**action item**)

(**Action Item**) – Scott to work with Kim on this ... 3-ring notebook proposed.

LOOK AT CORE COMMITTEES

Reference page 8&9 of Scott's handout (WEF Volunteer Committee Handout) – we looked at the list of committees and included those that are consistent with the Alabama MA.

- Management Committee – made up of Executive Board + 2 from membership where Chair is current MA Delegate.
  1. Constitution & Bylaws

2. Long Range Planning
  3. Nominating
- Stakeholders
    1. Government Affairs & Public Education
      - Disseminate Information – web, mail, phone, etc. (Jimmy)
    2. Public Education
      - Goal – to plan by next years conference
      - Sabra & Scott to pursue
    3. SYPC
      - Focus on YP's & Students
      - Chad Christina
    4. Membership (Member Services)
      - Executive Board being the committee
      - Executive Secretary
        - Welcome Packet
      - Break down state ¼'y
      - Someone from “sales” (vendor) side involved on Board level
  - Delivery
    1. Awards
      - Grady Parsons
      - Plant Excellence Awards (Municipal & Industrial)
      - Rob Coleman to be liaison
      - Operators
      - Committee to make recommendations to Board
    2. Publication/Website
      - Jonathan take lead on this with Calvin's assistance
    3. Conference
      - Vice President
    4. Stockholm Junior Water Prize – Scott develop strategy
    5. Professional Development – Scott develop strategy
  - Knowledge
    1. Collection Systems
      - Tony Sneed – Limestone County
      - Jimmy Junkin – liaison
    2. Wastewater (Process)
      - Robert Pride – Garver
      - Scott Cummings – liaison
      - Tony Fisher – Mobile
    3. Water Resources
      - Groundwater
      - Surface Water
      - Sabra Sutton – liaison
      - Matt Dunn
      - Research WERF \$\$\$
    4. Health & Safety
      - Build into

Bill McCrary – Montgomery  
WEF Health & Safety Award  
Work toward liaison

END OF CONFERENCE --- WHAT WOULD WE LIKE TO SAY?

Conference – Success!

Web Site – Award Winning website (WEF)

The Wave – Self supporting, useful format and content & consistent with mail-out (on time)

Membership – Cost of Service. “Don’t charge too little.” WEF rate anticipated to go up.

Functioning Committees

(Action Item) – Update AWEA Committee Guidelines

(Action Item) – Need to get Conference Closing Articles to Ed by June 1, 2007

e-updates

Action Item – need to establish Standing Board Meetings for FY08 – July, October 7 January

1<sup>st</sup> Conference Meeting Separate

Action Item – Checklist to Tim

Long Term (2 to 5 years)

AWEA/AWPCA – Mike Sims (Wastewater), Ricky Pickett (Water)

Facilitate union of the 2

WEF members

Non WEF Members

WEF Training (Operator) – look on website for ideas – put together for next year’s conference  
“Operators feel out of place”

Look at topic ... (issue with ADEM coming if there is a charge to attend)

Specialty Conference (sometime in November?) for:

Operations

Wastewater

Technical

O&M

End of Meeting

Adjourned

## Summary of Action Items

Action Item #	Date	Author	Description	Lead	Assist	Completed
051707001	05/17/07	Cummings	Establish a Mission Statement	Cummings		
051707002	05/17/07	Cummings	Establish a Goal(s)	Cummings		
051707003	05/17/07	Cummings	Draft letter describing '08 President (Horn) resignation.	Childs		
051707004	05/17/07	Sutton	Sabra to get with Kim and review all Treasurer responsibilities	Sutton/Polifka		
051707005	05/17/07	Cummings	Update Constitution & By-Laws	Childs		
051707006	05/17/07	Cassady	Informational notebook for all Board Members to include: C&B, Budget, Contact Info, Mission Statement, Policies & Procedures, Committees, FY Calendar, Info/Summary of stuff	Cummings/ Polifka		
051707007	05/17/07	Cummings	Update AWEA Committee Guidelines	Cummings		
051707008	05/17/07	Junkin	Need to get Conference Closing articles to Ed/Sally by June 1.	Polifka		
051707009	05/17/07	Cassady	Need to develop tasks/responsibilities of the Executive Secretary	Cassady		
051707010	05/17/07	Childs	Need to have Board Meeting dates set	Childs		
051707011	05/17/07	Childs	Need to have Conference Call dates set	Childs		
051707012	05/17/07	Junkin	Need to get Tim the Conference Checklist	Junkin		