
**BOARD MEETING SUMMARY
OFFICE OF CH2M HILL, MONTGOMERY, ALABAMA
7/26/2007**

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

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

Drafted by: Rob Coleman, Secretary

Date: August 6, 2007

The following is a summary of the quarterly meeting of the Alabama's Water Environment Association (AWEA) held on Thursday, July 26, 2007, at 12:00 a.m. at the office of CH2M HILL in Montgomery, Alabama. Jonathan Childs called this meeting to order. Those in attendance were: Jimmy Junkin, Rob Coleman, Jonathan Childs, Kim Polifka, Scott Cummings and Sabra Sutton.

Meeting Agenda provided and becomes part of this summary.

AGENDA ITEMS

Item 1: Approval of Minutes

Motion made to accept summary as presented, there was a second motion, all present in favor.
Summary accepted.

Item 2: Review of Action Items From Last Board Mtg (refer to table)

| | |
|-----------|--|
| 051707001 | In Progress |
| 051707002 | In Progress – Jonathan & Scott to get ideas together |
| 051707003 | Complete |
| 051707004 | In Progress |
| 051707005 | In Progress |
| 051707006 | In Progress |
| 051707007 | In Progress |
| 051707008 | Complete |
| 051707009 | In Progress – Draft of AWEA Executive Secretary Position Statement submitted for review (see Director's Report notes below). |
| 051707010 | Complete |
| 051707011 | Complete |
| 051707012 | Complete |

Item 3: Treasurer's Report

Current Balance of \$36,564.55

Kim made corrections to this report – see 4/18/07

CD's mature on July 5, 2007 and upcoming on August 2, 2007.

Action Item: Look at Annual Budget to see what major expenses we have coming up. Idea would be to transfer money from available checking account into a CD. Amount to be determined after review. At minimum, Jonathan authorizes (motion, seconded, all in favor) transfer of the 2 maturing CD's + \$10,000 from the checking account (\$30,000 Total) to be moved to CD's

Action Item: Kim to investigate better interest rates (short term vs. long term). Will roll existing CD's into 6, 9 or 12-month CD's.

Discussion concerning Groundwater Festival Account – Money came from donations from the Alabama Power Company. AWEA acts as a holding bank for funds. Scott made suggestion that we do 6 more donations in the amount of \$500 and close this account out. Current balance of \$3,144.43.

Action Item: Sabra to get with Enid to discuss.

Action Item: Signatures for Signature Card for the Merrill-Lynch bank account.

Budget Planning Worksheet motioned to be accepted, motion seconded, all in favor.

Item 4: Director's Report

Discussion on Executive Secretary position. See handout provided by Scott. Comments from officers submitted to Scott as soon as possible.

Action Item: Work up a Master Service Agreement between The Cassady Company and AWEA. Idea being that each year we can review Agreement and issue Task Orders to continue.

Discussion concerning changing AWEA officer structure to match that of WEF (President, President Elect, Vice President, Treasurer, Director, Past Director). Would require restructuring bylaws as well. Idea being to keep the officers as the core of AWEA.

Look at some Specialty things: Wet Weather, Rates and Operator Training.

Specialty Conference.

Stockholm Junior Prize

Committee Reports

Management Committee

Constitution & Bylaws – none

Long Range Planning – none

Nominating – none

Stakeholder Committee

Government Affairs & Public Education – none

Student & Young Professionals – none

Membership – Get numbers related to membership. Look at membership database

Delivery Committee

Annual Conference – planning meeting with focus on technical program completed prior to this meeting. Tim Patton to give update at next Board mtg.

Awards – Rob to get with Grady Parsons to discuss. Need to be looking at advertising for this year's (2007) awards.

Publication/Website – Rob to look at format of The Wave. Call for Abstracts and Awards.

Knowledge Committee

Collection System – Need to make contact with Tony Sneed (Limestone County)

Wastewater – Need to make contact with Robert Pride (Garver Engineering)

Water Resources – Matt Dunn & Sabra came up with Water Resources Committee Objectives & Primary Activities

New Business

2008 MA Dues

MA dues for 2008. Active \$28, PWO \$28, Student \$0, Corporate \$100, Retired \$0, Dual \$28, Young Professional \$28.

Old Business

2009 Conference

Let's look at this and see if we can negotiate a few things related to room costs, etc.

Items from The Floor

None

Next Meeting

October 18, 2007 (Birmingham, Civil Systems, Inc. Office)

Next Scheduled Conference Call is August 16, 2007 @ 2:00 PM (CST)

**AWEA BOARD MEETING SUMMARY
HELD ON JULY 26, 2007**



AWEA Action Item Tracker

Staus as of: July 26, 2007

| Action Item # | Date | Author | Description | Lead | Assist | Completed |
|---------------|----------|----------|--|----------------------|----------------|-------------|
| 051707001 | 05/17/07 | Cummings | Establish a Mission Statement | Cummings | | In Progress |
| 051707002 | 05/17/07 | Cummings | Establish a Goal(s) | Cummings | | In Progress |
| 051707003 | 05/17/07 | Cummings | Draft letter describing '08 President (Horn) resignation. | Childs | | Complete |
| 051707004 | 05/17/07 | Sutton | Sabra to get with Kim and review all Treasurer responsibilities | Sutton/Polifka | | In Progress |
| 051707005 | 05/17/07 | Cummings | Update Constitution & By-Laws | Childs | | In Progress |
| 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 | | In Progress |
| 051707007 | 05/17/07 | Cummings | Update AWEA Committee Guidelines | Cummings | | In Progress |
| 051707008 | 05/17/07 | Junkin | Need to get Conference Closing articles to Ed/Sally by June 1. | Polifka | | Complete |
| 051707009 | 05/17/07 | Cassady | Need to develop tasks/responsibilities of the Excutive Secretary | Cassady | | In Progress |
| 051707010 | 05/17/07 | Childs | Need to have Board Meeting dates set | Childs | | Complete |
| 051707011 | 05/17/07 | Childs | Need to have Conference Call dates set | Childs | | Complete |
| 051707012 | 05/17/07 | Junkin | Need to get Tim the Conference Checklist | Junkin | | Complete |
| 072607001 | 07/26/07 | Childs | Review Annual Budget - upcoming expenses | Childs | Polifka/Sutton | |
| 072607002 | 07/26/07 | Childs | Look at various terms & interest rates for CD's | Polifka | | |
| 072607003 | 07/26/07 | Childs | Roll the 2 - \$10,000 CD's & Transfer \$10,000 f/m cking to CD | Polifka | | |
| 072607004 | 07/26/07 | Cummings | Get with Enid to discuss 6 more projects (\$500 each) | Sutton | | |
| 072607005 | 07/26/07 | Polifka | Required signatures for cking account | Polifka | | |
| 072607006 | 07/26/07 | Cummings | Review Executive Summary tasks | Board | | |
| 072607007 | 07/26/07 | Childs | Work up Master Service Agreement b/n Cassady & AWEA | Childs | | |
| 072607008 | 07/26/07 | Childs | Get membership numbers | Childs | Polifka | |
| 072607009 | 07/26/07 | Coleman | Municipal/Industrial Awards - Rob contact Grady | Coleman | | |
| 072607010 | 07/26/07 | Coleman | The Wave FORMAT - Rob to come up with yearly/issue format | Coleman | | |