

AWEA Board Meeting

Date: July 24, 2008

Venue: CH2M Hill, Inc., Montgomery, AL

Tim Patton called the meeting to order and presided. Others in attendance were Lennette Sheffield, Danny Seale, Ashley Megelin, Matt Dunn, Jonathan Childs, Scott Cummings, Sabra Sutton, Kerry Hannah, and Kim Polifka. Rob Coleman joined by teleconference.

Kim Polifka presented the meeting minutes from April 16, 2008 and May 22, 2008 (teleconference). After a brief review by those present, Sabra motioned to accept the minutes as presented. Matt Dunn seconded this motion. These minutes have been filed as recorded.

Sabra Sutton presented the Treasurer's Report. The current bank balance is \$67,868.50. One CD remains and is due to mature on August 17, 2009. Sabra suggested that a small Financial Committee be formed—Tim, Sabra, Kim—to investigate investments. Tim motioned to accept the Treasurer's Report. Jonathan Childs seconded this motion. The Treasurer's Report stands approved.

Director's Report – Scott Cummings

The WEF House of Delegates has been busy with work groups. To update, WEF began restructuring the organization about five years ago. Sometimes, MAs have delegates, sometimes directors. The House of Delegates elects the WEF officers and trustees. Scott serves on the House of Delegates.

Scott has been assisting with rewriting the policies and procedures for the House of Delegates. He's also been sitting on a committee for the WEFMAX meetings. WEF/MA relations reports back to WEF in an effort to keep things moving between WEF and the MAs.

Scott stated that AWEA is working toward hosting a WEFMAX meeting. Matt Dunn will have more information to present later in the meeting.

He reminded the Board that WEFTEC is coming—October 19-21, 2008 in Chicago, Illinois. Matt Dunn, Tim Patton, Jonathan Childs, Rob Coleman, and Scott Cummings are planning to attend.

Committee Reports/Goals

Ad Hoc Committees

2009 WEFMAX – Matt Dunn

Matt thanked Scott for suckering him into leading this committee. Matt welcomed Danny Seale for letting him sucker him into being on the committee. AWEA is still on hold for determining a date. The best possible dates presented so far are March 19 – 21, 2009 or March 26 – 28, 2009 in Birmingham. The venues presented to host WEFMAX are Ross Bridge Resort, Winfrey, and the Marriott.

Jonathan asked about costs, which are not yet available. Matt stated that they have some preliminary information and the costs appear to be within the WEF requirements. WEF has set an \$8,000 budget for hosting this conference. Attendees cost includes only travel/hotel expenses--no cost to attend WEFMAX meeting. Jonathan encouraged all Board members to attend.

Sponsorships - Sabra Sutton

Tim stated that ideas have been presented toward soliciting annual sponsors. Jonathan suggested that we look at procedures for soliciting sponsors and form a committee rather than saddling one person with this task. Kim suggested that maybe this should fall under the Treasurer's duties. Sabra conceded to take on this task. Kim will contact the Virginia WEA to review their template. She will assist Sabra in developing a plan to be presented to the Board.

Action Item: Kim Polifka is to contact the Virginia WEA to request information on their soliciting of sponsorship.

Constitution & Bylaws- Jonathan Childs

Current AWEA Constitution and Bylaws are not consistent with WEF Constitution and Bylaws verbiage. Jonathan and Scott are in the process of editing the Constitution and Bylaws. The changes have been submitted to WEF for approval. On final approval, the Constitution and Bylaws must be posted 30 days prior to the Annual Business Meeting and voted on at the Annual Business Meeting. Tim suggested that the Constitution and Bylaws be posted on the web page and a mass email sent requesting that it be reviewed by membership. A vote will have to take place at the annual conference.

Jonathan will make final changes and forward to WEF. Once this is done, Jonathan will send to Kim for posting on the web page. The vote will be held at the annual business meeting.

Action Item: Jonathan Childs will make final changes of the Constitution and Bylaws before forwarding to WEF for review and approval. Once approval is received, the Constitution and Bylaws will be posted on the AWEA web page for review.

Collection Systems Committee – Tony Sneed

Tony is working on an operator website. Tim stated that this committee's goals are to get the operator website up and running and to handle the Golden Manhole Award.

Government Affairs Committee – Scott Cummings/Jimmy Junkin

Scott said that AWEA hasn't been active in the Government Affairs area in quite a while. Tim suggested that AWEA contact Mac McIndoe of ADEM to see if we can get ADEM more involved in AWEA. AWEA needs to locate officials in place who are environmentally active. Scott stated that this committee could be proactive in supporting legislation by presenting it to membership and asking for support.

Action Item: Scott/Jimmy contact ADEM and invite them to be more involved with AWEA. They will become proactive in presenting legislative to the membership for support.

Long Range Planning Committee – Scott Cummings

Scott stated that this committee is open to goals being established. Past goals have included expanding membership, joint meetings, and opening doors to operators.

Publications/Website Committee – vacant

This committee needs to be separated into two committees. Shaun Johnson of A&E Testing has expressed interest in working on the newsletter. Danny Seale expressed interest in the website committee. Kim was prompted to locate information from the newsletter organization meeting. Lennette Sheffield was suckered into working on the Publications Committee. The Publications Committee will be responsible for issuing press releases as well as the quarterly newsletter.

Action Item: Kim is to locate and present the information and ideas gathered at the newsletter organization meeting held last fall.

Membership Committee – Phyllis McAleer

Kim Polifka stated that, according to the most recent WEF information, AWEA currently has 489 members—131 or 26% of membership are operators. Scott stated that if we could reach 500, AWEA would have two delegates attend WEFTEC.

Tim asked the Board to target five new members this year in an effort to grow membership. Tim will contact Phyllis regarding goals.

Action Item: Scott Cummings will contact WEF for an explanation of how memberships are counted and for an exact number necessary to reach 500. Kim will review and submit applications for those who paid at conference but didn't return membership applications.

Water Resources Committee – Matt Dunn

Matt stated that he has struggled with getting volunteers interested in serving on this committee. He stated that the Water Resources Committee intends to be an avenue for education regarding regulations and issues in an effort to get information and assistance out to local communities. Tim suggested that Matt get an update on the website later this year. Sabra volunteered to assist Matt on this committee.

PWO Committee – Kerry Hannah

The goal of this committee will be to make a connection with operators across the state. Kerry stated that the committee needs to find out what operators want and need to hear and get the word out. Kerry and Tim have been in contact with ADEM for a list of state-certified operators. Kerry said that he would like to compare the operator list with the AWEA database.

Action Item: Kerry Hannah and Tim Patton are to meet with ADEM to obtain a list of state-certified operators. This list will be compared with the current AWEA database.

Laboratory/Pre-Treatment Committee – Tony Fisher

Tim stated that he wanted to create this committee. He said that Tony Fisher, Nathan Levy, Mike Dunigan, Lennette Sheffield can all serve on this committee. Goals will be established later.

New Business

2009 Membership Dues & Conference Rates

The 2009 Member Association Dues Report form is due to WEF by Friday, August 1, 2008.

Current (2008) and Proposed (2009) WEF Membership Dues:

Active, \$105.00 (AWEA gets \$23.00) – Proposed \$33.00 – New Rate = \$115.00
PWO, \$72.00 (AWEA gets \$28.00) – Proposed \$31.00 – New Rate = \$75.00
Student, \$20.00 (AWEA gets \$0) – no change
Corporate, \$350.00 (AWEA gets \$100) – no change
Retired, \$20.00 (AWEA gets \$0) – no change
Dual, \$28.00 (AWEA gets \$28) – Proposed \$33.00 = New Rate = \$33.00
Young Professional, \$44.00 (new category) – Proposed \$31.00 – New Rate \$75.00
Executive, \$295.00 (new category) – Proposed \$105 – New Rate = \$400

Conference Registration Rates

Rob proposed increasing booth prices by \$100 and including a second exhibitor. Kerry proposed the idea of including new membership with an exhibitor package. The Board needs to look at raising registration rates for the conference. Sabra stated this will be looked at in the next few weeks. Tim stated that we would cover this in the next conference call.

Insurance – Event Cancellation / Director & Officers Insurance

Jonathan stated that he had talked with John at Anderson Insurance. He said that it appears that the director and officers are already covered under our General Liability policy. Scott stated that, in his opinion, we needed to get the additional insurance. But, the cost is approximately \$1,200/year. AWWA currently pays \$1,812/year for general liability. Tim stated that it would be helpful if the insurance agency could outline what items are covered for the director/officers.

Jonathan is waiting for a quote on the event cancellation insurance. He will report back to the Board.

Membership & Mailing Database

Tim Patton stated that Kim would email the current database to Board members for their review and changes. He asked that each Board member take a look and notify Kim of any changes that need to be made. Lennette suggested that we send newsletters only to those with active memberships.

Action Item: Kim is to email the current AWEA database to Board members for their review.

Officer Job Descriptions

These are included in the bylaws. Jonathan stated that no action is necessary unless the Board wants to make changes in the description. Sabra stated that it would be helpful to have a more descriptive detail of the officer positions and their duties.

World Water Monitoring Day (WWMD)

Sabra stated that there is a scheduled day for communities to take a monitoring kit to sample streams and report data on the WWMD website. WEF is now a national sponsor. WWMD is a great tool for education on water quality. Matt said that there is no set structure and it is relatively easy to do. The kickoff date is September 18, 2008.

Tim suggested that we post the information on our web page, do a mass email, and include in the next newsletter.

Conference Online Registration System/Vendor

Kim stated that she and Rob had planned to review approximately five online registration companies, but that this task had not been accomplished. Kim said that she had reviewed Cvent, but that it may be cost prohibitive.

Jonathan suggested that Kim contact 123Signup to troubleshoot and determine if they can adapt to AWEA's needs in regard to marketing the conference, building a database, etc.

There being no further business. This meeting was adjourned.

/kap