

**AWEA Quarterly Meeting
Thursday, July 23, 2009, 12:30 p.m.
CH2M Hill, Inc., Montgomery, Alabama**

Rob Coleman called the meeting to order. Those in attendance were: Rob Coleman, Scott Cummings, Matt Dunn, Sabra Sutton, Lennette Sheffield, Layne Owen, and Kim Polifka.

Kim Polifka presented the minutes from the April 22, 2009 Annual Business Meeting. Scott Cummings motioned to accept minutes as presented. Sabra Sutton seconded the motion. The minutes stand approved.

Matt Dunn presented the Treasurer's Report for approval. The current bank balance is \$7,955.93. A copy of the Treasurer's Report is attached hereto and made a part of these minutes. Rob Coleman motioned to allow the \$10,000.00 CD, maturing on August 17, 2009, to roll into the Merrill-Lynch bank account. Lennette Sheffield seconded the motion. Therefore, the CD monies totaling \$10,000.00 will be allowed to roll into the bank account for use.

Sabra Sutton and Matt Dunn will review budget numbers for items that can be reduced or eliminated from next year's conference.

Rob Coleman made a motion to approve the Treasurer's Report. Sabra Sutton seconded the motion. The Treasurer's Report stands approved.

Director's Report

Scott Cummings asked for feedback on the MA Outreach teleconference in late June 2009. Scott reviewed the highlights from this meeting. Scott encouraged everyone to check the MA Outreach summary that he forwarded to Board. Scott stated that it appears that there is not a lot of difference between large and small MAs in regard to needs and issues. WEF is restructuring their staff to handle MA issues. Scott stated that the House of Delegates will continue the work group and look for ways to improve the WEF/MA relationship.

WEFTEC 2009 will be held October 10 – 14, 2009 in Orlando, Florida.

Matt Dunn suggested to the Board that they take a minute to review the emails from WEF because they contain a good deal of useful information.

Committee Reports

Government Affairs – Scott Cummings

Scott stated that they scheduled a conference call with this committee (members include Scott Cummings, Jonathan Childs, and Randy Abston). This committee is looking for a way to communicate national and local news to our membership. They are looking for quick links to information. One idea that came up was a regular email to membership. **Jonathan is to talk with ADEM about getting a liaison (Daphne Smart) to be involved with AWEA and provide regulatory information.** Scott stated that Glenda Dean would be a great choice.

The Government Affairs committee is committed to pulling together the regulatory and ADEM update for the upcoming conference.

Constitution and Bylaws – Scott Cummings

Scott distributed the C&B with changes that need to be made to clean them up. **Scott asked the Board to review and address these changes so that he can submit them to WEF for approval.** After submitting, the C&B will be reviewed by the WEF C&B Committee. Then, 30 days prior to conference, the C&B will need to be submitted to membership or posted for review. Changes will be voted on at the annual business meeting. **Scott asked for comments by August 7, 2009.**

Long Range Planning

No Report

Ad Hoc Committees

Membership – Kim Polifka

There are 471 current members—326 active and 105 PWO. Jonathan Childs suggested that Kim Polifka send letters to new members and ensure they are added to database. Lennette Sheffield volunteered to work with Kim on this task.

Rob suggested that we work toward a membership drive.

Sponsorship – Sabra Sutton

Sabra volunteered to help with revising the sponsor solicitation forms. These forms are to be included in all future newsletters.

Water Resources – Matt Dunn

Matt stated that he and Layne Owen met a couple of times. They are looking to provide a small workshop with minimal or no cost to review storm water monitoring. They have also talked about creating a blog for membership to get information out on a regular basis.

Industrial Committee – Randy Abston

Rob stated that Randy is working toward hosting a workshop. Randy has good ideas and connections. He will need some Board backing.

PWO Committee – Kerry Hannah

No report.

Collections Committee – Tony Sneed

Jimmy Stewart is interested. Jonathan stated that he will be instrumental in updating the Board with regulatory information. Jimmy may also be helpful in getting speakers for conference.

Rob stated that he will get an update from Tony regarding the web site. Jonathan suggested that Civil Systems, Inc. be approached to maintain our web site and host the collections web site.

Laboratory Committee – Tony Fisher

No report.

Publications/Website Committee – Kim Polifka

No report.

Annual Conference Committee – Sabra Sutton

Conference committee meeting held prior to this meeting. Refer to notes attached to these minutes.

Old Business

Rob stated that Grady Parsons may want to step away from his involvement with the Industrial Awards. Rob will work with Municipal Awards. Maybe Randy Abston will consider helping with industrial awards.

New Business

Facebook, Twitter, Blogging
WEFMAX Calendar?? Not posted yet. Should be posted closer to WEFTEC.
Newsletter deadline – August 1, 2009

Next conference call: August 20, 2009, 3:30

Items for Discussion: Final Conference Numbers and C&B Comments

There being no further business, the meeting was adjourned. The next meeting will be held on Thursday, October 22, 2009, at 10:00 a.m. at the office of CH2M Hill, Inc.

Conference Committee Meeting 10:00 a.m., CH2M Hill, Inc.

Rob called the meeting to order.

Those present were: Sabra Sutton, Matt Dunn, Jonathan Childs, Scott Cummings, Rob Coleman, Lennette Sheffield, and Kim Polifka. Tim Patton joined the meeting by phone.

Sabra Sutton, Chair

Matt Dunn – Exhibitions

Rob McElroy – Technical Program

Brian Shannon – Golf Tournament

Bill Uhrig – Fun Run/Walk

Jonathan Childs & Lennette Sheffield – Entertainment

Jonathan Childs, Sabra Sutton, Lennette Sheffield, Rob Coleman – Meal Planning

Jonathan Childs – Awards

Kim Polifka & Sabra Sutton – Gifts

Mary Holland & Lori Scharles – Door Prizes

Kim Polifka, Mary Holland, Lori Scharles – Registration

Tim stated that the technical program committee needs ideas for the technical program. Sabra stated that the Call for Papers needs to be revised for distribution. Kim stated that it could be included in the Fall 2009 newsletter. Tim asked that the Call for Papers be forwarded by email for review. Rob McElroy is interested in including topics for management to get managers and Board members involved again.

Tim suggested that the Board review attendee list from past two years to look for people to give presentations. Jonathan asked if topics/speakers are hand-picked or voluntary. Tim stated that about 90% of the program is hand-picked.

Sabra asked if anyone has spoken to Bill Uhrig about handling the Fun Run/Walk. Sabra will contact Bill.

The Board decided to cut tennis from the agenda.

Jonathan Childs and Lennette Sheffield volunteered to chair the entertainment committee.

Jonathan Childs will chair the awards committee. Rob Coleman and Grady Parsons will work together on municipal and industrial awards.

Kim Polifka, Mary Holland, and Lori Scharles will handle registration.

The Board decided to prepare and send registration packet out to membership in October 2009. Prior to sending the packet, rates will need to be reviewed.

Action Item: Revise and send registration packet in October 2009.

Kim and Sabra will work together to select speaker and attendee gifts. Mary and Lori will take care of door prizes.

Sabra, Lennette, Jonathan, and Rob will work together on meals.

Jonathan Childs asked if we had any proposed contract after 2010. Sabra will research dates for proposed 2011 conference. Rob asked if we were going to entertain proposals for other areas. The question comes up every year—Birmingham, Mobile, Montgomery. Sabra suggested that we shop around. Matt Dunn stated that he has preliminary information for Ross Bridge. Matt will pursue this information for comparison purposes. Rob stated that he will review room rates versus hotel occupancy during conference.

Action Item: Sabra will research dates for proposed 2011 conference.

Action Item: Matt will pursue Ross Bridge information for comparison purposes.

Action Item: Rob will review room rates versus hotel occupancy during conference.

Sabra stated that we need to get a firm number for the conference income/expense and break these out year-to-year.

Matt asked about SYPC for next year's conference. Scott stated that AWEA needs a leader for SYPC. Shelby Stringfellow, Layne Owen, and Lennette Sheffield are going to work on this. Rob suggested visiting ASCE in Tuscaloosa and talking up AWEA. Rob suggested that Shelby choose a few universities throughout Alabama to plug AWEA to students.

Kim asked about sponsorship. The Board will prepare solicitation letter for mail out the end of October. This information will be included in the newsletter.

Action Item: Prepare and Mail Sponsor Solicitation, end of October 2009.

A technical committee meeting needs to be scheduled. Tim would like to see this happen within the next two weeks. He suggested August 6 and 13.

Action Item: Technical Committee Meeting, August 2009.

TREASURER'S REPORT*Submitted: July 23, 2009***Checking Account Balance from June 30, 2009 Bank Statement:****\$9,771.46**

<i>Calculation of Current Account Balance</i>	
Balance Forward	\$70,488.14
Less AWEA Expenses through July 17, 2009	\$91,120.12
Plus Deposits through July 17, 2009	\$28,181.47
Plus Interest Earned through June 30, 2009	\$406.44
Less CDs Purchased this Quarter	\$0.00
<i>Account Balance as of July 23, 2009</i>	<i>\$7,955.93</i>

Summary of AWEA Expenses through July 17, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
04/21/2009	Linda Boltz – door prizes	\$619.53
04/29/2009	The Cassady Company, Inc. – reimbursement for copies	\$315.56
04/30/2009	AT&T Teleconference – conference call expense	\$52.89
04/30/2009	Stone River, Inc. – printed conference materials	\$63.75
05/01/2009	The Cassady Company, Inc. – WEF/MA Service Awards	\$155.39
05/05/2009	Merrill-Lynch Annual Service Charge	\$150.00
05/05/2009	Rob Coleman – t-shirt for WEF representative	\$18.28
05/05/2009	The Eshelman Company – refund Ernie and Wade Warren	\$350.00
05/11/2009	The Eshelman Company – 5S expense reimbursement	\$33.53
05/19/2009	Merrill-Lynch – stop payment on lost check to Ross Bridge	\$25.00
05/19/2009	AT&T Teleconference – conference call expense	\$94.45
05/19/2009	Stone River, Inc. – Summer 2009 newsletter	\$3,495.12
05/19/2009	Renaissance Ross Bridge Resort – WEFMAX 2009	\$9,274.82
05/19/2009	Andersen Insurance – directors and officers liability	\$1,375.00
05/28/2009	American Cancer Society – memorial Sandra Wyatt Warren	\$100.00

05/28/2009	Perdido Beach Resort – 2009 conference venue	\$65,515.87
05/28/2009	Water Environment Federation – new memberships	\$734.00
05/28/2009	The Cassady Company, Inc. – administrative	\$5,036.45
05/28/2009	Prime Time Entertainment – 2009 conference entertainment	\$500.00
06/16/2009	Stone River, Inc. – postage expense, Summer 2009 newsletter	\$417.26
06/30/2009*	Fairway Recognition – golf tournament signage	\$964.00
07/15/2009*	Water Environment Federation – SJWP Travel Expense	\$1,829.22
<i>Total Expenses through July 17, 2009</i>		\$91,120.12

Summary of AWEA Deposits through July 17, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
04/09/2009	WEF Member Rebate	\$2,187.00
04/30/2009	WEFMAX Sponsorship and Conference Registration Income	\$1,968.00
05/11/2009	WEF Member Rebate	\$1,629.00
05/15/2009	Conference Registration Income	\$9,215.06
05/19/2009	Void Check #1115 – Renaissance Ross Bridge Resort (lost check)	\$9,274.82
05/29/2009	WEFMAX Sponsorship and Conference Registration Income	\$1,515.00
06/04/2009	WEF Member Rebate	\$363.00
06/17/2009	Conference Registration Income	\$847.09
07/15/2009	Conference Registration Income	\$1,182.50
		\$28,181.47

Summary of AWEA Interest Earned through June 30, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
04-30-2009	April Interest Income	\$10.88
05-31-2009	May Interest Income	\$9.12
06-30-2009	June Interest Income	\$386.44
<i>Total Interest Earned for this Period</i>		\$406.44

Certificates of Deposit Purchased through July 17, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
<i>Total CDs Purchased this Period</i>		\$0.00

Certificate(s) of Deposit

The status of AWEA's current investment portfolio with Merrill-Lynch is as follows:

<i>CD</i>	<i>Maturity Date</i>	<i>Amount Invested</i>	<i>Term</i>	<i>Interest Rate</i>
Lehman Bros. Bank	Aug. 17, 2009	\$10,000	24 Months	4.90%
American Express	Dec. 3, 2009	\$10,000	12 Months	3.15%
Sovereign Bank	Dec. 6, 2010	\$10,000	24 Months	4.00%
Sovereign Bank	Jun. 7, 2010	\$10,000	18 Months	3.70%
<i>Total Portfolio</i>		\$40,000		

Items noted on the previous page(s) with an asterisk have not cleared and were not reflected on the most recent (06/30/2009) bank statement. Deducting these from the actual/calculated balance verifies the statement balance as indicated on Page 1 - see below:

Actual/Calculated Account Balance \$8,602.65
Plus Check #1015 – Blount County Ground Water Festival \$119.81
Plus Check #1133 – Guthrie and Associates \$85.00
Plus Check #1152 – Fairway Recognition \$964.00

Bank Statement Balance, June 30, 2009

\$9,771.46

Notes:

1. A copy of the Budget Planning Worksheet is attached hereto and made a part of this report.

This report is respectfully submitted to the Board for approval, this the 23rd day of July 2009.

Submitted by: Matt Dunn, Treasurer
Prepared by: Kim Polifka, Executive Secretary