

AWEA Quarterly Meeting
Wednesday, October 21, 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, Jonathan Childs, Randy Abston, and Kim Polifka.

Patrick Wooten and Kyle Massey (Montgomery WW&SB) are interested in getting involved.

Kim Polifka presented the minutes from the July 23, 2009 meeting. Jonathan Childs motioned to accept minutes as presented. Lennette Sheffield seconded the motion. The minutes stand approved.

Matt Dunn presented the Treasurer's Report for approval. The current bank balance is \$13,722.30. A copy of the Treasurer's Report is attached hereto and made a part of these minutes. Rob Coleman suggested the Board look at reinvesting the CD that matures December 3, 2009 (comparing 18 month CD vs. Money Market).

WEF Delegate's Report – Jonathan Childs / Scott Cummings (outgoing)

Scott Cummings' term as WEF Delegate ended during WEFTEC in October 2009. Jonathan Childs is the incoming WEF Delegate and will serve a term of three years. Jonathan reviewed the structure of the House of Delegates and his duties/responsibilities.

WEFTEC 2010 will be held in New Orleans.

Scott stated that the WEF website has been updated and is more functional. The MA page has been improved. He encouraged Board members to visit the WEF site.

Committee Reports

Ad Hoc Committee

Constitution and Bylaws

C&B have been updated. He will send them to Jonathan for processing. The revised C&B will be advertised to membership 30 days prior to Annual Meeting in April 2010.

Government Affairs – Scott Cummings

Committee held a conference call. Scott stated that, at a minimum, he has been forwarding items to Kim for publication on web site, newsletter, and membership. The idea is to facilitate getting information out to membership.

Sabra stated that she talked with Daphne Smart of ADEM about getting involved. Scott Cummings will follow up with having her participate with the Government Affairs Committee.

Long Range Planning – Jonathan Childs

No Report

Membership – Kim Polifka

There are 451 current members—316 active and 95 PWO. Kim will contact Phyllis for form letters and details to take over sending membership letters. Lennette Sheffield will assist.

Sponsorship Committee – Sabra Sutton

The sponsor solicitation letter has been updated and a goal of \$15,000 set. A list of potential sponsors will be forwarded to Board Members for review. All Board Members will be asked to help make follow-up calls.

Water Resources – Matt Dunn

Matt stated that the latest news is in regard to Phase II permits, lots of changes for permittees. ADEM has scheduled two workshops with EPA—October 1 in Tuscaloosa, another in Auburn on October 22. Matt is looking for ways to provide information, education, and outreach to membership. Matt will summarize workshop and possibly provide informative article for newsletter.

Industrial Committee – Randy Abston

A conference call was held on August 27 with Randy, Debra Schreiber, Scott Cummings, and Mike Dunigan participating. The committee is looking at hosting industrial workshop at the annual conference.

PWO Committee – Kerry Hannah

No report.

Collections Committee – Tony Sneed

No report.

Laboratory Committee – Tony Fisher

No report.

Publications/Website Committee – Kim Polifka

Next newsletter deadline is December 1. The website is being updated this month—conference forms will be added. Jonathan suggested that the Board revisit the structure outlined a couple years back for potential implementation. Rob stated that he would review this list and form a list.

Annual Conference Committee – Sabra Sutton

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

Old Business

2011 Conference Location

Sabra Sutton stated that the 2011 dates are April 9 – 12, 2011.

New Business

Newsletter Outsourcing

Jonathan stated that we look at a firm to handle newsletter advertising. AWEA will provide newsletter content, the firm will sell advertising and receive a percentage of income.

Action Item: Jonathan will review and provide info at November 19 conference call.

Scheduled Conference Call: November 19, 2009, 3:30

There being no further business, Rob motioned to adjourn the meeting, Matt seconded. The meeting was adjourned.

The next meeting will be held on Thursday, December 17, 2010, at 10:00 a.m. at the office of CH2M Hill, Inc.

Conference Planning Meeting Notes Wednesday, October 21, 2009

Rob McElroy – Technical Program

One year ago – front edge of short and shallow economic downturn
This year – budget cuts, no spending

We need “new” conference topics. Board needs to be attentive to topics and provide topics applicable to saving, cutting, and being successful during economic downturn.

Tracts staying the same:

1. Industrial
2. Water Resources
3. Utility Management/Decision Maker
4. Wastewater Operations
5. Professional Development
6. Laboratory
7. Pre-Treatment
8. Collection Systems

Three Concurrent Sessions

Only one abstract received. All abstracts need to go to Sabra.

Randy Abston gave Sabra a list of five topics from Mike Foster presented at the EBS meeting in Mississippi last year. If there is interest in abstracts, he can obtain them.

Tim and Rob will update spreadsheet on Thursday, October 22, at 12:30 and forward a list to Board to be filled in--needs speakers and topics. Tim asked that ideas be emailed when they come to mind.

Rob and Tim want to have a good utility / management tract in the conference program.

Sabra stated that Jonathan found a conference task worksheet/spreadsheet. She has it and intends to use it. Dates and assignments need to be updated.

Scott stated that Georgia WEA isn't any further along or doing anything more magical. He said that they have consultants submitting papers and have a larger field to draw from.

Keynote Speaker – possibly Sandra Raulston of Malcolm Pirnie

Randy wants to hold a breakout Industrial Workshop at conference. He's looking at a four-hour time span. Has lined up a guy to speak about nutrients, possibly another on anaerobic systems. Discussions were in agreement, possibly Monday and daily rate will apply. The time slot will be chosen based on other sessions.

Conference Rate Discussion

Rob suggested that exhibitors get only one person per booth instead of two and that booth rates be raised.

Exhibitors = 68 spaces (2009) – can accommodate 70 spaces
67 spaces in main exhibit hall
Food only in back room with optional space for booths.
20 - 8x10
47 - 8x8

Sabra talked with Perdido for 2011 conference dates. We are on the Perdido's calendar. She didn't have them handy for the meeting. There is no contract yet.

Jonathan asked about a budget for entertainment.

To cut costs, extra effort will be made to borrow and use laptops and projectors during the conference rather than renting them from GCAV. It would be helpful to gather presentations prior to conference so that they can be loaded on computer and ready for moderator to pull up at beginning of session. Sabra stated that we will continue to find ways to cut costs.

Sabra asked Lennette to follow up with Shelby and Layne on SYPC.

Matt said dates looks good with GCAV. He will send out a blast email to exhibitors as soon as forms are available.

Jonathan suggested that Sabra contact Phil Gagnet at the Perdido and request that Amy be assigned to AWEA for the conference.

Rob suggested a goal be set for sponsorships---\$15,000.

ALABAMA'S WATER ENVIRONMENT ASSOCIATION

TREASURER'S REPORT

Submitted: October 21, 2009

Checking Account Balance from September 30, 2009 Bank Statement: \$13,283.86

<i>Calculation of Current Account Balance</i>	
Balance Forward	\$7,955.93
Less AWEA Expenses through October 20, 2009	\$11,624.41
Plus Deposits through October 20, 2009	\$17,143.50
Plus Interest Earned through October 20, 2009	\$247.28
Less CDs Purchased this Quarter	\$0.00
<i>Account Balance as of October 20, 2009</i>	\$13,722.30

Summary of AWEA Expenses through October 20, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
07/23/2009*	Sabra Sutton – board meeting lunch	\$181.75
08/13/2009	Stone River, Inc. – annual web page hosting fee	\$299.40
09/02/2009	Lischkoff and Pitts, LLC – accounting expense (Form 990)	\$2,650.00
09/02/2009	Stone River, Inc. – fall 2009 newsletter	\$3,091.37
09/02/2009	WERF – annual contribution	\$500.00
09/22/2009	AT&T Teleconference – telephone expense	\$24.27
09/22/2009	Lischkoff and Pitts, LLC – accounting expense (Form 990)	\$2,650.00
09/22/2009	Stone River, Inc. – fall newsletter postage	\$402.62
09/22/2009*	The Cassady Company, Inc. – administrative	\$1,825.00
<i>Total Expenses through October 20, 2009</i>		\$11,624.41

Summary of AWEA Deposits through October 20, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
07/27/2009	WEF – member rebate	\$1,234.00

08/17/2009	Redeem CD – Lehman Bros. Bank (24 months, 4.09%)	\$10,000.00
08/26/2009	WEF – member rebate	\$1,329.00
09/01/2009	123Signup – 2008 conference registration income	\$893.00
09/18/2009	WEF – member rebate	\$982.00
09/29/2009	123Signup – 2008 conference registration income	\$55.50
10/15/2009	Lischkoff & Pitts, LLC – REFUND for overpayment of invoice	\$2,650.00
		\$17,143.50

Summary of AWEA Interest Earned through September 30, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
07-31-2009	July Interest Income	\$0.55
08-31-2009	August Interest Income	\$246.14
09-30-2009	September Interest Income	\$0.59
	Total Interest Earned for this Period	\$247.28

Certificates of Deposit Purchased through October 20, 2009:

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	Total CDs Purchased this Period	\$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>
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%
	Total Portfolio	\$40,000		

Items noted on the previous page(s) with an asterisk have not cleared and were not reflected on the most recent (09/30/2009) bank statement. Deducting these from the actual/calculated balance verifies the statement balance as indicated on Page 1 - see below:

<i>Actual/Calculated Account Balance</i>	\$13,722.30
<i>**Plus Check #1015 – Blount County Ground Water Festival</i>	\$119.81
<i>**Plus Check #1133 – Guthrie and Associates</i>	\$85.00
<i>Plus Check #1157 – Sabra Sutton</i>	\$181.75

<i>Plus Check #1165 – The Cassady Company, Inc</i>	<i>\$1,825.00</i>
<i>Less Deposit – Refund for Overpayment</i>	<i>\$2,650.00</i>
Bank Statement Balance, September 30, 2009	<u>\$13,283.86</u>

**Items have not cleared account.

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 21st day of October 2009.

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