

Alabama's Water Environment Association  
Quarterly Board Meeting - July 2003

***Submitted:***

Scott Cummings/President  
Jonathan Childs/ Vice-president  
Sonja Massey/Treasurer

***Copies:***

Zane Hood/Director  
Ed Moore/Director

***Attendees:***

Scott Cummings  
Zane Hood  
Jonathan Childs  
Bruce Branum  
Sonja Massey  
Malene Watson  
Jimmy Junkin

***Drafted By:*** Jimmy Junkin/Secretary

***Date:*** July 20, 2003

The following is a summary of the meeting of the Alabama's Water Environment Association (AWEA) officers, directors and committees for July 17, 2003. The meeting was conducted at the offices of CH2MHILL in Montgomery, Alabama. Scott Cummings/President (Scott) called the Quarterly Board Meeting to order at 10:15 AM.

Meeting minutes from the previous board meeting were submitted to those in attendance for approval. Jimmy Junkin (JJ) made a motion to approve them, which was seconded by Sonja Massey (Sonja) and passed unanimously. A copy of these minutes is attached for the record.

***Treasurer's Report***

Sonja Massey/Treasurer presented the financial report. This included an asset report and a portfolio summary of the association's financial transactions. Copies are attached for the record.

Scott recommended to that Sonja roll the CD coming out on July 21 into the association checking account for now.

Scott indicated he wanted to commence in the development of an annual budget. This would allow for certain typical expenditures to be budgeted and as they arise to be expended without undue dis-

cussion or effort to get them approved by the board. Each committee would be asked to develop budgets for the activities they expect in the twelve-month cycle from May 1 to April 30. Scott and Sonja will draft the initial budget and provide it for discussion at the next board meeting. Committee chairpersons will be contacted for their input. Sonja will generate a cash flow report to assist in the development of this budget.

Jonathan Childs/Vice-president (Jonathan) made a motion to accept the treasurer's report. This motion was seconded by JJ and passed.

### ***2004 Annual Conference Planning***

Jonathan reported that the conference is in initial stages of planning. Scott indicated he would assist with the technical program development. The conference is scheduled for April (23-28), 2004.

Scott indicated the 2003 is at about breakeven in terms of revenues and expenses. After reviewing what goes into the conference, Scott believes there are no real opportunities to reduce costs to conduct the conference at Perdido since we are contracted to spend a certain amount of money at the Perdido Beach Resort. We need to focus on bringing more funds in through better attendance and sponsorships of the conference. Jonathan indicated he someone in mind to help with recruiting and coordinating sponsorships.

The option of moving the conference was mentioned, but no action was taken at this time.

### ***Committee Reports***

Scott indicated the old Operator's Workshop Committee and the old Education Committee will be combined into the Education and Training Committee. While Bruce Branum will continue to work this function, Doug Smedley will assume duties as the Chairman of the new committee.

Scott indicated a new committee needed to be established to recruit and sustain interest from college students and young professions. No one has been appointed at this time to chair this committee..

Jonathan will assign committee liaisons for all committees. Jonathan asked all officers were asked to review the list of committees and assess which ones they desired to work with.

### ***Awards Committee (Ed Becker)***

Scott read a letter from Ed Becker indicating newsletter articles would be forthcoming on the Industrial Plant award winners

### ***Collection Systems Committee (Phillip Guin)***

JJ indicated a short write on the Golden Manhole Award and the nominating criteria will be forwarded to Ed Moore for the next newsletter and to Zane for possible inclusion in the association web page.

### ***Education and Training Committee (Bruce Branum)***

Doug Smedley and Bruce Branum will lay out a schedule of training opportunities.

Scott presented a draft invoice (dated July 16, 2003 and attached to the minutes for the record) for previous training done by AWEA. A copy of the proposed new training contract with ADEM was distributed to attendees Bruce asked if staff time spent in organizing training sessions could be billed under the ADEM training contract. Sonja indicated direct invoices were requested verbally by ADEM to tie to all billed expenses. Jonathan indicated that ADEM had repeatedly advised them that AWEA could bill for the full amount regardless of expenses. However, the contract seems to indicate otherwise. Jonathan will request a written opinion from Lischkoff and Powell, accountants and a written clarification from ADEM regarding the invoicing of time for AWEA personnel who organize training events for operators.

*Government Affairs Committee (Open)*

No report.

*Hazardous Waste Committee (Jim LaMoreaux)*

No report.

*Industrial Waste Committee (David Gilbert and Charles Horn)*

No report.

*Laboratory Committee (Open)*

No report.

*Long Range Planning Committee (Mike Godfrey)*

Mike Godfrey has been nominated for an officer's position in the national WEF organization and will be unable to fill the duties required for this committee.

*Membership Committee (Phyllis McAlleer)*

The Board offered congratulations to Phyllis on her recent wedding. No report otherwise.

*Publications committee (Ed Moore)*

No report.

*Residuals Management Committee (Celeste Lachenmyer)*

No report.

*Watershed Committee (Sabra Sutton)*

Sabra Sutton of CH2MHILL has agreed to become the Chairwoman of this committee. Malene Watson of CH2MHILL will be working with Sabra on this committee.

*Web Site Committee (Zane Hood)*

Zane reported they would be downloading the newsletter and board meeting minutes to the web-

site in the future. Zane indicated there had been no additional costs associated with the website lately.

### ***Old and New Business***

Scott referenced the concern over protecting the use of the copyrighted WEF logo. Zane will check with the Phyllis Eastman of the national WEF organization to make sure the use and placement of the AWEA letters on *The Wave* is permissible.

Scott will investigate the impact of holding a combined AWEA and AWPCA conference at Perdido Bay in 2006. He will notify the board of his findings at a future meeting.

The Operator Training contract with ADEM is on hold pending the clarifications Jonathan is obtaining.

Scott indicated the new membership dues schedule would go out once we get approval from the national WEF organization.

On accounting costs, Sonja indicated Lischkoff and Powell invoiced \$1,400 for doing a Form 990 for tax filings.

Scott is forwarding payment 123 Signup for February to Sonya.

AWEA has received the new business insurance policy from Andersen Insurance Group covering AWEA from April 22, 2003 to April 22, 2004.

Phyllis now has the membership database. There were 475 members as of the conference. Zane indicated AWEA needed to increase membership numbers to 500 to keep two voting directors for the national meetings. With the watershed activities that are stirring, this area should draw substantial membership.

Zane announced he would be unable to fulfill national meeting duties and advised the board to be considering someone else to fill this roll if needed.

The next meeting was set for August 21 at 10:00 AM. Scott will send out a notice with a call in number for a conference call meeting.