

MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, August 14, 2009

1. Opening of Meeting

- i. Roll Call/Welcome
Present: Tom Krueger (Past Chair), Richard Hope (Chair), Nancy Quirk (Vice Chair), Kevin Richardson (Senior Trustee), Dave Lewis (Trustee at Large), Amy Vaclavik (Trustee at Large), Ann-Perry Witmer (Trustee at Large), Joe Finn (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).

Excused: Jill Duchniak (Member Services Coordinator) and Jim Chaffee (International Director)
- ii. Approve Agenda
Ann-Perry Witmer, with Amy Vaclavik seconding, made a motion to approve the amended agenda. All were in favor.
- iii. Approve Minutes of July 10, 2009 Conference Call
Joe Finn, with Dave Lewis seconding, made a motion to approve the July 10th meeting minutes. All were in favor.

2. Finance Update

- i. WWA Finance Report
Kelly emailed the following information to the Board prior to the meeting. She gave a brief summary.

"Budget Vs. Actual High and Low Lights:
- Newsletter advertising income (account 4012) is below budget but so are the expenses (account 7040), and income will still more than cover costs.

- Interest income (account 4210) is below budgeted amounts and may not make budget due to crazy low interest rates on our money market.

- Section allotment income (account 4230) will be above budget – likely by about \$4,000 based on current trend.

- Expo income account 4580, "expense" account 8600, and expense account 7280 need to be looked at as a whole. During the budget time, I assumed that WWA would be running the income for 2009 like we did in 2008 and thus our "split" with Central States would have been an outgoing check and shown in QuickBooks as an expense in account 8600. However, since Central States ran the income this year, our "split" with them came into us as income and since QuickBooks uses account number 8600 as an expense and we are looking at it as income it shows up negative in the attached sheet...a negative expense is actually income...sorry for being Captain Obvious today – lack of sleep makes me that way). So $\$12,135.19 + \$8,277.12 - \$9,135.19 = +\$11,277.12$ versus our budget of $\$18,000 - \$9,000 - \$4,500 = +\$4,500$. So Expo brought in $\$6,777.12$ more than we budgeted.

- The national board meeting (account 5011), membership summit (account 5012), regional officer meeting (account 5014) and the summer meeting (account 5021) all had expense well under what was budgeted and all receipts have been submitted.

.National Meet and Greet income (account 4215) was \$500 more than budgeted but the expenses (account 7030) were \$521.48 over what was budgeted. The net cost to WWA was \$21.48 more than what was budgeted.

.National TopOps (account 7050) and National Meter Madness (account 7055) expenses are in and under budget by around \$720.

.Account 8601 (split from Reg Affairs with WRWA), WRWA took the registrations this year (income) and paid the expenses this year, so we are working out the split with them, hope to have this ironed out by our next meeting.

.Account 9000 – this account has an error in it that I just noticed and will fix before our next meeting. This account is meant to be for our webinar software and usage – which so far was \$708 BUT when I paid the 50% down payment for the website update I accidentally charged it against this account rather than account 5018 where it should really have gone. So account 9000 right now should be \$708 and account 5018 should be at \$9,113.75, both of which would turn out to be currently under budgeted levels.

Balance Sheet Highlights

Checking account and money market balances are in good shape, no change on the CD.”

3. Action Items from Last Meeting

- i. **Membership (new committee chair)**
Richard reported that Tom Degen has stepped down as membership chair. Ann and Nancy are recruiting new leadership for the committee.

- ii. **WWWC – Approval of Policy**
Kevin provided a draft of the proposed operation manual section, policy, travel checklist and liability waiver for Wisconsin Water for the World to Board members prior to the meeting. There was a discussion on whether or not the exact forms that were referenced in the travel checklist should be included in the operations manuals.

Kevin Richardson, with Joe Finn seconding, made a motion to approve the changes to the operations manual contingent upon submittal of the last three forms and the copyright release from Engineers Without Border for use of their forms. A discussion was held. Following the discussion, Kevin rescinded his motion and Joe rescinded his second.

This item was tabled to the next meeting when more information was to be provided by Kevin relating to the forms and any copyright issues that may exist.

- iii. **Affiliation Agreement**
Richard reported that the affiliation agreement has been signed and submitted to AWWA. He will provide a copy to Kelly for WWA files.

- iv. **Small Systems**
Tom reminded Kevin to include the recent small systems committee changes in the operations manual updates he is in charge of this year. Tom reported that new members for the committee are being recruited. The committee is working on a potential poster for next to the registration desk at the annual conference.

Nancy moved the small systems excellence award to the business lunch to increase its visibility. Tom is talking to potential chairs for the small systems committee. The CLEAR meeting scheduling is on-going for the next sessions.

v. Website Update

Joe reported that the subcommittee is looking at the alpha site and hopes to bring information to the Board for their comments soon.

vi. Legislative Committee

Dave reported the Legislative committee is working on their action items. Dave drafted a letter and forwarded it to the committee for comments and use. Dave suggested that the AdHoc Board committee meet again to discuss the MEG issue. Nancy reported that a representative of MEG has been given 5 minutes at the opening session of the annual conference. Nancy will also be mentioning MEG at the business lunch.

vii. Strategic Plan update

Ann reported the plan is on schedule for Board review in December. Strategic Plan AdHoc committee is still looking for action plans for the committees by the end of September to discuss at the leadership meeting.

4. Old Business

i. Annual Conference

Nancy reported that MAC has the booth layout finished. Another email for sponsorships has gone out. The membership booth is coming from AWWA; Kevin has volunteered to coordinate the staffing of the booth. Nancy is looking for photos to use as a slide show at the conference. Jim is coordinating the National reps schedule for the annual conference. A Board meeting will not be held. Room monitors and moderators are being setup by Jon Strand and a WebEx training session for them is being considered.

ii. Regional Meeting Feedback

Kevin reported that items have been resolved with Nancy Sullivan and next year's meeting should be better.

iii. New Logo

Nancy reported that CH2M Hill is working on the new logo; it should be ready at the end of next week.

iv. Webinar

Joe reported the webinar went well. Main struggle was to figure out how to ask questions. Joe is working with the committee to set up another webinar. No new topic has been set.

v. Newsletter

Ann reported the newsletter is on track for coming out at the end of August.

vi. WWA Face Page

Joe reported FaceBook is doing well. A discussion has been started about turning it into a group. Committee is making up "business cards" to hand out at the annual conference to promote usage.

vii. Trustee/Senior Trustee Nominations

Tom reported the minimum number of nomination have been turned in.

viii. Cross Connection Control Update

Amy reported next workgroup meeting in on September 9th in Madison and five public hearings in October are being scheduled for the NR updates.

ix. Management Seminar

Nancy reported that 47 were signed up for the conference. She said the topics and interest levels were really good and timely. Tom agreed that it was a good program with top notch speakers. The committee is looking for a vice chair.

x. Awards

Tom and Nancy suggested starting an "employer's recognition" award for employers who allow their employees to be active in WWA. Other sections do something similar, especially for young professionals. The idea was liked but due to timing the implementation should be for next year. Tom and Nancy will have a proposal by the end of the year for the operations manual.

5. New Business

i. Leadership Meeting

Nancy reported planning is underway; scheduled for November 5th in Madison.

ii. AWWA Summer Workshop

Nancy reported that this workshop was very valuable and motivational. Kevin praised the cyber security presentation and pointed out the value of AWWA having a Washington office. Presentation outlines are on the AWWA website.

iii. 2014 and 2015 WWA Conference Locations

Item was tabled to the September conference call. Board members were asked to suggest locations.

iv. 2010 Budget Timeframe

-The Board will have a 10am conference call on September 11th.

-The Board will meet in person on October 16th at AECOM's Stevens Point office with review of a draft of the 2010 budget on the agenda.

-The Leadership meeting is scheduled for November 5th.

-The Board will have a 10am conference call on November 13th with potential approval of the budget on the agenda.

-The Board will meet in person on December 11th in the Madison area with strategic plan review will be on the agenda.

Nancy Quirk, with Ann-Perry Witmer seconding, made a motion to adjourn at 11:53a.m. All were in favor.