

MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, January 8, 2010

1. Opening of Meeting

i. Roll Call/Welcome

Present: Richard Hope (Past Chair), Nancy Quirk (Chair), Dave Lewis (Senior Trustee), Joe Finn (Trustee at Large), Katie Karow (Trustee at Large), Frank Miller (Trustee at Large), Jim Chaffee (International Director), and Kelly Zylstra (Secretary/Treasurer).

Excused: Kevin Richardson (Vice Chair), Ann-Perry Witmer (Trustee at Large)

Guest: Jill Duchniak (Member Services Coordinator), Rich Knoelke (MAC Committee Chair)

ii. Approve Agenda

Dave Lewis, with Joe Finn seconding, made a motion to approve the agenda. A vote was held, all were in favor, motion carried.

iii. Approve Minutes of December 11, 2009 Meeting

Dave Lewis, with Joe Finn seconding, made a motion to approve the December 11th meeting minutes. A vote was held, all were in favor, motion carried.

2. ACE 2010 Buses to Chicago

i. Update on Logistics and Costs

Rich Knoelke reported the MAC Committee met on December 17th. The MAC wants to take this project on and discussed sponsorships for the bus. It is there plan to try to sell separate sponsorships from the bus. Rich has talked to the Bus company and they are ok with selling headrest covers for signage in the bus. Rich has one sponsor so far and will need Jill's help to send out a note with a deadline to sell the headrest covers to help supplement the bus costs. MAC is also doing regular sponsorships for the Wisconsin Night itself. The bus company wants us to lock in by mid-February since June is a very popular time to rent buses. Jill sent out a questionnaire regarding interest in the bus and has received 25 responses so far. She is compiling the information on locations for MAC. The last time buses were used for the Chicago trip, WWA charged \$20. The group consensus was that \$30 was a very economical fee, especially considering gas and parking in Chicago. The bus would leave after Chicago Night; approximately 7pm. Rich will talk to the bus company to get a contract for one bus from Appleton, Fond du Lac, Milwaukee, Racine/Kenosha and onto McCormick Place, a shuttle from McCormick Place to Wisconsin Night and then

back to Appleton. The promotion of the bus needs to be clear that this is the transportation only and the participant is responsible for registration at ACE on their own. Rich will work up an ad for promoting the bus and work with Jill to get the information out to members. Membership committee will decide if they are going to offer some type of deal for new membership.

3. Finance Update

In advance of the meeting, Kelly provided the financial information to the Board via email.

Kelly reported that the audit is scheduled for the week of January 25th. The audit will be presented to the Board at their February or April meeting, depending on how quickly it can be pulled together.

WWWC transaction report:

-At present, WWWC has \$3,267.27 (from restricted) + \$3,766.42 for \$7,033 in a segregated account for their upcoming project. Donations from the partners have not yet arrived. One wire transfer for this project has already been made.

2009 Budget Vs. Actual:

- Newsletter advertising income (account 4012) was \$2,200 below budget but our expenses (account 7040) were \$5,500 below budget.

- Website advertizing income (account 4013) was \$800 higher than projected.

- Annual meeting income was \$114,358 and expenses were listed at \$66,617.15.

- Interest income (account 4210) was \$765 below budgeted amount - due to low interest rates on our money market.

- YP's raised \$1,722.25 from the annual conference for future scholarships; this money will be restricted for scholarship use only. The audit will verify the total in the restricted account, but the total should be close to \$4,600. The committee is meeting on January 14th.

- Section allotment income (account 4230) was \$5,960 above budget - a result of poor budgeting on my part.

- General expenses were \$9,620 below budgeted due to careful spending and good prices for trips to National events.

- Website technical support/upgrade (account 5018) was over budget by \$1,175 and the last invoice from Platinum Design invoice no yet recorded. The Board had authorized \$1,500 additional to be paid from Board Contingencies.

-Committee expenses were close to \$8,500 below budget. Three committees went slightly over their specific budget line items.

-Account 8601 (split from Reg Affairs with WRWA) was \$1,945.21.

-Account 8602 (split from CSWEA for Mgmt Sem) was \$1,061.23.

-Account 8600 (split from CSWEA for Expo) was \$8,277.

2010 Budget Vs. Actual

-The only transactions that have occurred so far in 2010 was a payroll, so there is nothing to report.

Balance Sheet Highlights

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

4. Membership Report

Nancy reported the Membership committee received a report that 40 members have dropped and they are checking into the reasons. Nancy also reported that the committee leadership is attending the AWWA Membership Summit that is scheduled in February 2010.

5. 2010 Annual Conference

i. Report on MAC Committee Meeting

Kevin supplied a written report prior to the meeting. In Kevin's absence, Joe reported they are still sorting out what to do for MAC Night. MAC is meeting at the Expo to discuss farther.

ii. Request for Abstracts

Kevin supplied a written report prior to the meeting. In Kevin's absence, Jill reported the call for papers has gone out and follow ups have been made. Abstracts are going directly to Kevin.

iii. Exhibit Packages

Kevin supplied a written report prior to the meeting. In Kevin's absence, Jill reported they are firming up the cover and waiting on the golf outing information. Packages should go to the printer next week.

6. Action Items from November Conference Call

i. AWWA Book Purchase

Jill reported that she thinks National sent the box to Brown Deer, but she will arrange to get the books.

- ii. **Legislative/Regulatory (letters for Utilities)**
Dave reported that Jill provided a list of utilities and he merged it with a list of legislators for the utilities. The goal is to have a meeting with the Legislative Committee to get this going, but has had trouble reaching Andy, the chair.

7. Old Business

- i. **Midwest Expo**
Jill reported that 55 vendors have registered, which is on track from last year at his time. We have 53 individuals registered at this time, so we need a push to get more people. Eric from CSWEA is sending out email blasts for the event. Jill reported that the walk in traffic is higher for Expo and she hopes with the turn of the New Year things will pick up. Vendor talks and prizes are lining up well.
- ii. **2010 Seminars**
Jill reported the seminar process is well underway. IT & Security is March 4th. Distribution is April 14th and 15th. Customer Service is the beginning of June. Treatment Ops is April 29th. Management is around August 5th. Jill is working with Water Efficiency who is looking at mid-May. Regulatory Affairs is the beginning of May.

8. New Business

- i. **Approve establishing a new WWA Committee**
Nancy sent via email the mission statement of a new committee that she would like to form. This is a committee similar to what National has. Nancy spoke with Past Chairs of WWA and many of them feel they have trouble being active. Nancy said that Jerry Groth would start to lead the committee until it could be fully established.

Dave Lewis with Kelly Zylstra seconding, made a motion to establish from the Engineering and Construction committee for Wisconsin Water Association. A vote was held, all were in favor, motion carried.

- ii. **New WWA Task Force-Expo**
Nancy reported that WWA and CSWEA have contracts with Kalahari for 2010 and 2011. The force includes, Joe Finn, Dan Duchniak, Jill Duchniak, Laura Daniels, Reid Snedaker, and Pat Planton. A task force has been formed to discuss the Expo process.

Joe Finn, with Dave Lewis seconding, made a motion to adjourn at 9:41a.m. A vote was held, all were in favor, motion carried.

The next Board meeting will be held on February 12th at the Cudahy Library.