

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, December 11, 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), Ann-Perry Witmer (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).

Excused: Amy Vaclavik (Trustee at Large), Joe Finn (Trustee at Large), Dave Lewis (Trustee at Large), Jim Chaffee (International Director),

Guest: Jill Duchniak (Member Services Coordinator), Katie Karow (Incoming Trustee at Large), John Anderson (WWWC Committee Chair), Mike Clark (Strategic Planning Committee), Mike Rau (WWWC Committee)

ii. Approve Agenda

Nancy Quirk, with Tom Krueger seconding, made a motion to approve the amended agenda. A vote was held, all were in favor, motion carried.

iii. Approve Minutes of November 13, 2009 Conference Call

Ann-Perry Witmer, with Tom Krueger seconding, made a motion to approve the November 13th meeting minutes. A vote was held, all were in favor, motion carried.

2. ACE 2010 Buses to Chicago

i. Update on Logistics and Costs

Richard reported that the MAC Committee meeting was rescheduled to the 17th, so the item was moved to the January meeting.

ii. Reduced Rates for Attendance

Ann reported the committee discussed the potential of reduced rates for the bus for various criteria. The Membership committee plans to coordinate with the MAC Committee to see if they can have a joint meeting. The Board would like a proposal from the committees along with options and costs associated with those options to review.

3. WWWC Design Report

John Anderson and Mike Rau presented the design report for the upcoming WWWC project. John made a PowerPoint presentation that summarized the 2010 project in El Adelanto, Pujujil II. The 2010 project is close to the location of the 2008 project. The proposed project is for a gravity fed distribution system

that includes all pipe from the storage tank at the location of the spring down to the three branched mains that users will connect to. The project will provide for 55 connections. The project was surveyed by an engineer from Germany who is associated with Agua Para La Salud. A peaking factor of 10 and a minimum pressure of 20psi were used for the design. The straight line projection of the spring flow capacity being maxed out is 2023. El Adelanto Sector 1 will take over ownership and managed by their water committee. The water committee is developing with the assistance from Agua Para La Salud for a protocol for water usage. The sustainability of the project was presented. WWA's role for the project will be for WWWC to travel to Guatemala (maximum of 10 due to in March to provide construction guidance and assistance, provide Health and Hygiene Education and Adventure Kinds learning distance on-line education, along with collecting data for potential 2011 project. The proposed project cost estimate totals \$20,670; and the projected income from other financial partners is \$15,000 with \$5,000 from WWWC. The financial partners will not be reviewing the design of the project. WWWC will be providing the report summary to the financial partners as documentation for their contributions. The goal of the WWWC was to take the project from the ground to implementation. The WWWC design and review was conducted by Ben Wood, Don Swailes, Mike Rau, Bob Carlson and Roger Field. The engineering design team met through at least four official phone conferences with additional communications and meetings between individuals as necessary to discuss an agree on the design criteria, assumptions, constructability and the recommended design that is presented.

Ann-Perry Witmer, with Nancy Quirk seconding, that WWA approve the 2010 project through implementation. A discussion was held. Katie pointed out that the community will also be assisting. Making this motion allows the committee to come back for financial draws on the account and for the Florida financial partners to send their contributions to WWWC. **A vote was held, all were in favor, motion carried.**

4. Finance Update

Kelly emailed the financial information to the Board prior to the meeting.

WWWC transaction report:

-The money for WWWC is in a segregated account. At the end of the year, any monies left in this account are put into a "reserve" account for the committee to use in a later year. At this time the committee has \$3,267.27 (from restricted) + \$3,406.42 or \$6,673.69 available for a 2010 project.

Kelly Zylstra, with Nancy Quirk seconding, made a motion for WWA to contribute the budgeted (account 7410) \$2,000 to the WWWC committee for use on the 2010 project. A vote was held, all were in favor, motion carried.

Current Budget Vs. Actual:

- Newsletter advertising income (account 4012) is \$3,000 below budget but our expenses (account 7040) are still more than covered by income.
- Website advertising income (account 4013) is \$620 higher than projected which is good news.
- Annual meeting income was \$113,858 and expenses were listed at \$66,617.15.
- Interest income (account 4210) is \$775.97 below budgeted amounts with only one more payment to be made. This may not make budget 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.
- Section allotment income (account 4230) will be about \$4,300 above budget.
- Website technical support/upgrade (account 5018) is over budget by \$1,175 and we have another Platinum Design invoice coming for the work authorized by Board email. The Board authorized \$1,500 additional to be paid from Board Contingencies.
- The Leadership meeting (account 6010) had a budget of \$3,200 and came in at \$2,202.88, over \$1,000 under budget.
- Account 8601 (split from Reg Affairs with WRWA) came in at \$1,945.21.
- Account 8602 (split from CSWEA for Mgmt Sem) came in at \$1,061.23.
- Account (4510) income for the Groundwater seminar was \$1,708 and account (7215) expenses for the Groundwater seminar was \$1,479.34.

Balance Sheet Highlights

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

Summary

At this point, with projections for expenses for the remainder of the year, the bottom line would be around +\$18,000 (assuming contingency fund not further tapped) – versus the negative budget that was passed for 2009. Careful spending and better than projected income at the seminars and the annual conference allowed the budget to slide positive.

5. Membership Report

Ann reported the committee is active and interested in working with other committees. The Membership committee is still in need of member database information for the Section. Nancy questioned if we get monthly data on members from National. Jill stated that we are told to go the National database to get this information. Mike Clark stated that the Personify membership module that National implemented didn't work. Jill asked Nancy Sullivan if she was comfortable with us dropping our database and just using information from the National database, but Nancy Sullivan said she was hesitate to recommend doing this at this time. Richard feels we should be using the National database as they are getting paid to keep it updated and we need to have Jim Chaffee take this information back to National. Jill stated that Dan Duchniak plans to take this back to the winter meeting of AWWA. Richard also wants the Membership Committee, with the assistance of Jill, to work with the National database and our members to get the data in the National database corrected. Kevin and Richard stated that we need to get dropped member information from National and the email bounce backs that Jill gets to the Membership Committee and have them follow up and get the information corrected. The AWWA Membership Summit is scheduled in February 2010 and two of our Membership Committee members are planning to attend.

6. 2010 Annual Conference

i. Report on Tour of Monona Terrace

Kevin reported the December 4th meeting of MAC was canceled, so the tour was not able to be done. The meeting and tour have been rescheduled for December 17th. Richard is concerned about the flow of the facility and the orientation of the business lunch room. Kevin is working on this issue.

ii. Request for Abstracts

Kevin reported the call for papers has gone out and are due January 15th. A discussion was held on the fee for being a speaker. Portions of Sections 8.3.4 of the Operations Manual were discussed.

Tom Krueger, with Ann-Perry Witmer seconding, made a motion to eliminate the "pro rata" language from section 8.3.4.2 of the Operations manual and to eliminate the Board Liaison's complementary registration language of Section 8.3.4.4 of the Operations manual. A vote was held, all were in favor, motion carried.

iii. Exhibit Packages

Kevin reported we have a draft of a call for exhibitors. We will be keeping the early bird registration fees. There are a few outstanding items to be resolved and the plan is to send it out during the first two weeks of January.

7. Action Items from November Conference Call

i. AWWA Book Purchase

Kevin reported the purchase has been completed. Jill reported that a portion of the order has already been received. Jill asked if we should be updating our video library, and possibly transitions the videos to DVD's. Kelly confirmed that no video purchases have been made in a very long time. This issued is being pushed to the Education Committee to consider using the \$600 complimentary purchases from National for videos, if they are being used.

ii. Legislative/Regulatory (letters for Utilities)

Richard reported the letter has been finalized. The question is how to get it to the Utilities. Jill has an email listing that could be used to get the letter to the utilities for them to put on their letterhead. Richard will work with Dave, the Board Liaison, to get this letter out to the Utilities.

8. Old Business

i. Strategic Plan Update

The Strategic Planning Committee, consisting of Ann, Kevin and Mike presented a final draft of the Plan to the Board. They pointed out that the Plan is a living document but contains metrics to use as a measure of success.

Kevin Richardson, with Tom Krueger seconding, made a motion to adopt the strategic plan for the next two years. A vote was held, all were in favor, motion carried.

ii. Midwest Expo

Jill reported the brochures are out. At present, we have 27 vendors signed up. Eric from Central States has been sending out vendor request emails. The brochure for individuals has already been mailed. A discussion on the organization/coordination of future Midwest Expos was held. It was suggested that the MAC committee take over the organization/coordination of the Midwest Expo. Kevin, as 2010 Board Liaison to the committee, will take this issue to MAC at their upcoming meeting. Based on our November Board meeting minutes Eric from Central States we have a signed contract for 2010 and 2011. Kelly will contact Eric to get copies of the signed contracts for WWA records.

9. New Business

i. 2010 Seminars

Jill reported the seminar process is underway. Dates and locations are ready for three of the seminars. Water Efficiency has a meeting yet this month. Customer Service has a date but not a location. Tom is working with Central States for them to appoint a Chair for their part of the Management Seminar.

ii. Trustee Report

Nancy drafted two templates for use as a template for the reports. The majority of the Board felt that the table format of the template was better. The goal of the template was to assist the Board Liaison in providing a standardized set of information to the Board every two months with a narrative update allowing the Liaison the ability to provide additional information as needed.

iii. Appointment of Secretary/Treasurer as required by ByLaws

Richard Hope, with Nancy Quirk seconding, made a motion to appoint Kelly Zylstra as Secretary/Treasurer for the calendar year of 2010. A vote was held, all were in favor, motion carried.

10. Reports

i. Chair Report

Richard requested that the Board members review the bios of the candidates for positions at National and requested that prior the holidays, we give him any thoughts so he can forward them to Jim Chaffee and Dan Duchniak.

ii. Past Chair Report

Tom reported that none of his committees have action items to report. Tom will be looking for additional members next year for the Small Systems Committee. Tom will be working closely next year with the CLEAR Captions. CLEAR meeting monthly by conference call; with the next scheduled for December 17th.

iii. Vice Chair Report

Nancy provided a report to the Board via email prior to the meeting. She would like to have a TopOps competition so that we could be able to send a team to National. Registration to National is due in April. The money is in the budget to send a team to National. Nancy is working with the Treatment Operations Committee to look for volunteers for the team.

iv. National Director Report

Jim provided a report to the Board via email prior to the meeting.

v. Trustee Reports

Nancy reported that Joe Finn is requesting more committee members involved for the website. John Anderson reported that that website was successfully launched at the annual conference; with many of the decisions being made by John and Joe to meet this deadline. Now that we are in the maintenance mode, they tried to bring in the Website sub-Committee and the IT&Security Committee, however at the training this last week none of the committee

members wanted to be involved. Right now the only people able to do maintenance are Jill and John. Dan Duchniak volunteered to be a member of the IT&Security Committee and the leader of the website maintenance sub-committee.

Ann provided a report to the Board via email prior to the meeting. The Membership Committee has the video put together and they are working on a few technical issues before of getting it out to members.

Joe provided a report to the Board via email prior to the meeting.

Dave provided a report to the Board via email prior to the meeting.

Amy provided a report to the Board via email prior to the meeting.

Kevin provided a report to the Board via email prior to the meeting.

vi. Member Services Coordinator Report

Jill provided a report to the Board via email prior to the meeting.

The April 2010 Board meeting has been rescheduled from April 16th to April 9th to avoid the conflict with the Regional Officer's Meeting in Minnesota.

Nancy thanked Tom Krueger for all of his years on the Board of Trustees.

Nancy thanked Richard Hope for his hard work as Chair this year.

The next Board meeting will be held on January 8th via phone conference.

Tom Krueger, with Ann-Perry Witmer seconding, made a motion to adjourn at 12:25p.m. All were in favor, motion carried.