

MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, March 12, 2010

1. Opening of Meeting

i. Roll Call/Welcome

Present: Nancy Quirk (Chair), Kevin Richardson (Vice Chair), Dave Lewis (Senior Trustee), Ann-Perry Witmer (Trustee at Large), Jim Chaffee (International Director), Joe Finn (Trustee at Large), Frank Miller (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).

Excused: Richard Hope (Past Chair), Katie Karow (Trustee at Large), Jill Duchniak (Member Services Coordinator)

Guest: Susan Fenhaus (Membership Co-Chair)

ii. Approve Agenda

Jim Chaffee, with Kevin Richardson seconding, made a motion to approve the amended agenda. A vote was held, all were in favor, motion carried.

iii. Approve Minutes of February 12th, 2010 Meeting

Nancy noted that the date of the January meeting was incorrect in the minutes and should read January 8, 2010 not 2009. Jim Chaffee, with Joe Finn seconding, made a motion to approve the amended February 12th meeting minutes. A vote was held, all in favor, motion carried.

2. Financial Reports

i. WWA Finance Report

Prior to the meeting Kelly Zylstra provide the following financial report to the Board via email.

Balance Sheet Highlights

The checking account balances are \$83,677.81 and \$3,860.05. The money market balance is \$59,404.5. The CD remains at \$75,000 and comes due midyear. Deposits have been made and recorded through March 5th.

Transaction Report Highlights

All bills received through yesterday have been paid, though a few more are expected tomorrow.

You will see check numbers 3034 through 3039 were paid yesterday for the 2009 YP Scholarship winners. Those checks are in the mail to Rachel Blink of the YP committee who will then mail out to the winners themselves.

You will also see checks number 3032 and 3033 relate to the Water Taste Test. These expenses are from 2009 that were at the time faxed to the incorrect number and thus I never received or paid. I included a note in the check to the sign company Gietl, who we use for a variety of things, clarifying the delay and asking that they invoice WWA directly instead of invoicing the City of

Milwaukee who then forwards the invoice to us to pay. I also gave them my contact information, in addition to Roz's whose they already has, so we can hopefully avoid this in the future.

Budget Vs. Actual

Account 4012, newsletter ad income, so far so good, with many vendors paying for a full year up front.

Account 4221, scholarship fund income, the portion of the YP Bowling event at Expo came to \$324.

Account 4230, Section allotment income, the section allotment check for \$28,102 came in already. The other income here is the AWWA payments to the sections.

Account 4520, IT & Security Seminar income, income to date (as of 3/5/10 deposits) of \$2,303 is below budgeted amount of \$5,400.

Account 5012, Membership Summit expenses, both Susan and MariAnne have been reimbursed. Our expenses of \$1,506.49 are below the budgeted expenses of \$2,600.

Account 5020, YP Summit expense, Kelly has been reimbursed for the flight, but there will be other expenses that she will be submitting next week.

Account 6010, Board of Trustees expenses, I have been putting the Expo task force phone charges to this account as it doesn't fit anywhere else.

Account 6050, CLEAR committee expense account, the show expenses of \$117.77 versus the \$100 budget but these may need some modification as the phone bills have CLEAR tied to Education so, since I am not sure which calls go to CLEAR and which go to Education. I will need to work with the Board liaison and look at the dates of the calls so they can be separated out properly.

Account 6190, PSC Liaison committee expense account, the expenses are at \$44.31 versus the \$50 budget. I suspect we under budgeted the committee based on past expenses versus the proposed years activities.

Account 6280, Board Contingency fund expenses, the expense of \$263.97 was the WRWA Sportsman's raffle donation that was voted on in February.

Account 7040, Newsletter expenses, with one issues expenses already in at \$3,958.22, our budget of \$15,000 is looking good. Costs are not quiet 1/3 per issue, but we are on track with the budget.

Account 7103, Awards Reception for Annual Conference, the \$1,000 expense is a deposit for the decorations. Despite half barrels being \$332 each, Kelly Olson has done a great job and has the decorations, entertainment, and food all worked out and is at budget of \$8,000.

Account 7111, Exhibit Hall expenses for Annual Conference, the \$7,949 expense here is the deposit we made in back in 2007 for the hall rental. The budgeted amount of \$19,900 was for the balance of the hall rental plus the exhibit hall set up firm costs. I am currently reviewing the proposal from Valley Expo and Wisconsin Expo on the setup. Both firms are qualified, have worked at Monona Terrace before, have worked with WWA before, and have provided the requested items in their proposals. The issue will be the electric service to the booths. This is something that we have now been told that only Monona Terrace can do – other locations allow the set up firm to run the electric. Monona Terrace has now told us that our contract with them

only includes normal lighting and not 110 to the booths; per a recent email, the cost for electric to the booths will be an additional \$72.53 PER booth, which for 90 booths comes to just over \$6,500. When we are assigned a coordinator by Monona Terrace in early May, Kevin and I will be discussing this and attempting to negotiate this expense.

Account 7115, MAC night expenses, the \$1,000 is the deposit for the entertainment. The balance of \$800 is due the day of the event and the rest of the budget will be for food, beverages and prizes.

Accounts for printing and publicity for seminars, so far expenses are running at \$504 which is just under the \$550 budgeted, so that is good.

Account 7280, Expo expenses, we invoiced CSWEA for \$9,284.27 which include our \$6,359.27 worth of expenses plus \$3,000 for Jill's time. The charge for Jill's time was the same as the last two years and about double the time that Kristie charged for her time at Expo. I worked with Eric on the expense authorizations for Expo and both he and I signed the approval his paying of our invoice this morning. Eric has preliminary numbers of \$11,500 to be split with \$4,000 being left in the account as seed money for 2011.

As Treasurer, I have some concern that seminar income is lower than planned, but realize we are looking at a small sample so far. I am also concerned as to how to cover the additional electrical costs for lighting the booths - that we have just learned we will encounter at Monona Terrace, but I am hopeful we can negotiate something in May.

Other items

Monona Terrace: I am working with AWWA to provide proof that we carry general public liability and property damage liability insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage liability before use of the leased premises. We are responsible for providing the insurance at our own cost and naming the City of Madison, its officers, officials, employees, agents and members of its boards and commissions as additionally insured on the policy

Monona Terrace: I will be working with our agent to provide the City with a certificate of insurance demonstrating Workers Compensation Insurance as required by Wisconsin State Statutes."

3. Membership Report

- i. Activities, numbers, comments & concerns
Kelly suggested adjusting the website so that it was easier to find the "how to join" area as people may not explore all the pull down menus.
- ii. Membership Challenge Update
Susan Fenhaus gave an update. The list of prospects is due at the end of the month. Susan submitted a preliminary list by email to the Board prior to the meeting. The list consists of ten potential utilities and the Membership committee will be making calls to each of them. If assistance is needed, Susan will contact Board members.

iii. WRWA Booth

Susan Fenhaus reported that Jill and MariAnne have been working hard on the booth. The lamination of items for the booth is underway. Input from Committees on what needs to be in the booth has been received. Volunteers have been scheduled to be in the booth during WRWA. At our conference, Membership has "fun ribbons" that can be added to the Name Badges. Wisconsin Water for the World wrist bands will also be available for purchase.

4. 2010 Annual Conference

i. Technical Program

Kevin reported that he received some feed back from several committees on their tracks. Kevin will be sending personal emails to the committee chairs, with copies to the Board Liaisons, that he hasn't heard from. Kevin has received offers from several people to do presentations if there are gaps that need to be filled.

ii. Miscellaneous Updates

Kevin reported that he and Nancy would like to get Tom Curtis from Washington, DC to be our keynote speaker; Kevin is making inquiries.

iii. Exhibitor Registrations

Nancy reported that Jill has 14 vendor registrations and will be sending an email out next week.

5. Old Business

i. Midwest Expo Committee

Ann Witmer reported that she spoke with Eric from CSWEA and Dan Lynch. Eric will be following up with Ann by March 23rd. WWA needs to have an active Expo committee.

ii. 2010 Seminars

Jill emailed a seminar update to the Board prior to the meeting. Treatment Ops brochure is going to the printer today, they have three teams submitted for the TopOps competition. Dave will follow up on the progress of the Regulatory Affairs seminar; PSC is taking the lead on the technical program. Dave will follow up with Customer Service seminar; the date is set. There will not be a groundwater seminar this year, but a water quality seminar instead.

iii. Financing programs from Committees

Nancy reported that Mike Clark emailed the committee financing request out to the Board Liaison. The requests are due March 31st.

- iv. **Regional Officer's Meeting**
Frank reported he is going, but not yet registered. Dave plans to take the utility van and will take the lead on carpooling; he is registered and has hotel. Ann is registered and has hotel. Joe is not attending. Jim is registered and has hotel. Kelly is registered and has hotel. Nancy is registered and has hotel. Nancy will follow up with Katie to see if she is registered. Carpooling will be worked out as we get closer.
 - v. **Update on ACE Bus**
Nancy reported that Jill said there were only three people signed up so far. Everyone was encouraged to remind members that the early bird registration for ACE ends at the end of this month and then it goes up an additional \$10. Jill will send out another email reminder next week.
 - vi. **Update on Operator Credits**
Frank reported that DNR called him. DNR would like those who go to National to get a print out of which seminars they attended at ACE and then DNR will determine the number of operator credits that they can receive.
6. **New Business**
- i. **Legislative Alerts for WWA Members**
Nancy reported that she worked with Jill to send out an alert to members. Dave will work with Legislative Affairs committee to try to get a MEG member to help take the lead on this item.
 - ii. **Constant Contact Update**
Nancy polled the Board for comments on the two drafts that Jill sent out. The Board prefers the first sample; the dark blue one. Nancy will relay the information to Jill. Jill plans to request input from committee chairs.
 - iii. **Membership Brochure**
Kelly reported she has been working with Membership committee and the Communications committee on a brochure to promote membership in WWA. A print ready version should be ready by the end of today. She will work with Great Graphics to try to get them printed to use for the booth at WRWA. If that timing doesn't work she will explore other printing options. She will bring a copy to the April meeting for the Board to see.
 - iv. **WRWA Raffle item**
Frank reported that a Smoker was purchased and Andy Santi from WRWA has it. Any Board members who are present at the raffle should let Andy know so that he can recognize the attendees and talk up what WWA is doing.

- v. Wisconsin Water for the World Update
Dave report that the group in Guatemala report back to the office that all is going well.

YP Summit – March 12th, Puerto Rico

AWWA Fly-In, Washington, DC. March 24th & 25th

The next Board meeting will be held on April 9th at the Town of Windsor.

RMSO (Regional Officer's meeting), Minneapolis, April 16th & 17th

Kevin Richardson, with Frank Miller seconding, made a motion to adjourn at 9:47a.m. A vote was held, all were in favor, motion carried.