

**MINUTES - WWA BOARD OF TRUSTEE MEETING  
Friday, January 14, 2011**

1. Opening of Meeting

i. Roll Call/Welcome

*Present: Nancy Quirk (Past Chair), Kevin Richardson (Chair), Dave Lewis (Vice Chair), Joe Finn (Senior Trustee), Jim Chaffee (International Director), Mike Forslund (Trustee at Large), Pat Planton (Trustee at Large), Frank Miller (Trustee at Large), Katie Karow (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).*

*Guest: Jill Duchniak (Member Services Coordinator), Dave Beyer (IT & Security Committee)*

*Excused:*

ii. Approve Agenda

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

iii. Approve Minutes of December 10<sup>th</sup>, 2010 meeting

**Frank Miller, with Dave Lewis seconding, made a motion to approve the amended December 10<sup>th</sup> meeting minutes. A vote was held, all were favor, motion carried.**

2. Financial Reports

i. WWA Finance Report

*Kelly Zylstra reported that the audit committee audited the records yesterday; they are preparing the journal entries for her to make. The goal is to provide the Board with their full report at the February Board meeting. The Wisconsin Water for the World Committee has \$13,273.08 and the Scholarship fund has \$4,432,75. Only one check has been written in 2011, so the standard financial reports were not provided to the Board prior to the meeting.*

3. Membership Report

i. Activities, numbers, comments & concerns

*Katie supplied a membership breakdown to the Board; it is attached as the last page of the minutes. December was not a good month for bringing in new members, with only one addition. The number of dropped members appears large, however it is likely due to the large number of memberships that are due at the end of the year and the committee is already on top of it. The numbers should be better by February. Susan Fenhaus will be attending the Membership Summit with National.*

- ii. 2011 Membership Directory Update

*Jill has completed the comparison between our membership listing and AWWAs membership listing. She has let Susan Fenhaus know she is done and asked how to handle the listing of members that have dropped. She is also looking for the next step since we are not printing. A discussion was held on using Great Graphics for the layout of the PDF files.*
  
- 4. 2011 Annual Conference
  - i. 2011 Planning Progress Report

*Dave reported that the Annual Planning Committee meeting will be held on February 8<sup>th</sup> at the Kalahari. To date we have 43 abstracts with a few others still promised to Dave. Dave would like to see more abstracts from utilities. There are a number of people who cannot attend, so he is looking at getting vice chairs or up and coming committee chairs to attend. Along the sustainability theme, he is checking with the Research committee who is working with the water efficiency committee on the panel discussion “Water conservation is going green worth the green”. Topics from DNR and on distribution need to be increased. Kelly Olson is going to do awards night, Angel is going to do the poster session, Jon Strand is going moderators/monitors, and Roz is going to do the Taste Test. Dave also has some ideas on keynote speakers. Jill is working on the brochures and exhibitor packets.*
  
- 5. Old Business
  - i. WWA Goals

*Kevin reported that the strategic plan has been updated on the website.*

*Goal 1: Create a vibrant and expanding association with opportunity for involvement for the entire water community.*

*Goal 2: Enhance the WWA educational program by maximizing education and networking opportunities for the water community and its academic partners.*

*Goal 3: Be an effective and efficient organization by aligning section leadership and committees to practice sound financial and risk management, by engaging in strategic partnerships, by continually improving the physical and human resources of the Association, and by increasing awareness of water issues and advocating for public policies based on sound science and best practices.*
  
  - ii. WWA Operations Manual Update

*Dave reported that the operations manual is up to date and on the website. Joe will be taking over this task for the 2011 year.*
  
  - iii. WWA reserves/nonprofit status, conflict of interest, affiliate agreements other sections practices

*Jim and Kevin provided information on AWWA's policy on financial reserves. Jim will be attending the AWWA Winter Board meeting shortly and will be checking with other sections on their financial policies.*

- iv. **Expo Meeting with Central States**  
*Jill reported that this is going really well. There are 75 booth and 75 attendees. WWOA is also having their meeting there at the same time. More registrations are coming in every day. Another conference call is scheduled for next week. There is room for more booths and usually we are around 85 booths. Meter madness will be held at expo this year; with a demonstration each day.*
6. **New Business**
- i. **IT & Security Committee February 24 Seminar Update**  
*Mike reported that the committee is working on their seminar. The seminar is a little longer than usual with nine speakers planned.*
  - ii. **IT & Security Committee website modifications proposal**  
*Mike provided the Board with a proposal from Platinum Design and Development to provide the committee listing on the website more user friendly, adding a greater level of management to the forums on the website, and a one year period of help monitoring. Due to the complexity of the website now it is getting more difficult to do the last portion with volunteers. Dave B went into more detail on the member to member portion of the website. The work will not take very long to do so we would be up and running quickly; though the training aspects will take a little longer. The committee would like to get this rolled out at the IT seminar in February.*  
  
**Nancy Quirk, with Dave Lewis seconding, made a motion to approve the Platinum Design and Development proposal and allocate the funds. A vote was held, all were favor, motion carried.**  
  
*Kelly will execute the proposal and submit it to Platinum Design.*
  - iii. **Wisconsin Rural Water Meeting Attendance March 29 – April 1**  
*Kevin asked who would be at Rural Water. He will be at the WWA booth and membership is planning to have give-a-ways. Kevin will send out a booth sign-up sheet after she talks with Susan. We budgeted \$300 for a donation to the sportsman's raffle; Frank will take responsibility for the purchase of the item.*
  - iv. **Fluoride Education Committee**  
*Dave reminded the Board that AWWA is giving out information on the Fluoride issue and Chromium 6. Dave is wondering if WWA should be providing information to the members. Jill has forwarded AWWA information to our members in the form of constant contact emails. Katie and Nancy cautioned the*

*Board to be careful on the fluoride issue due to the limits listed in NR809 and their community's ordinances. Nancy will bring the issue up at the next DNR Board liaison committee meeting. The Board decided that no action was needed on the fluoride issue. The Board will ask Jeff Ripp from the communications committee to put together a press release on the issue. The Board agreed that we need to be cautious with Chromium 6 issues.*

v. **Municipal League Abstract**

*Kevin reported that he talked with Jeff Ripp on this issue. Jeff will help organize but doesn't want to be a speaker. Kevin will check when the abstracts are due and we can discuss in greater detail at the Board meeting in February.*

7. **Adjournment**

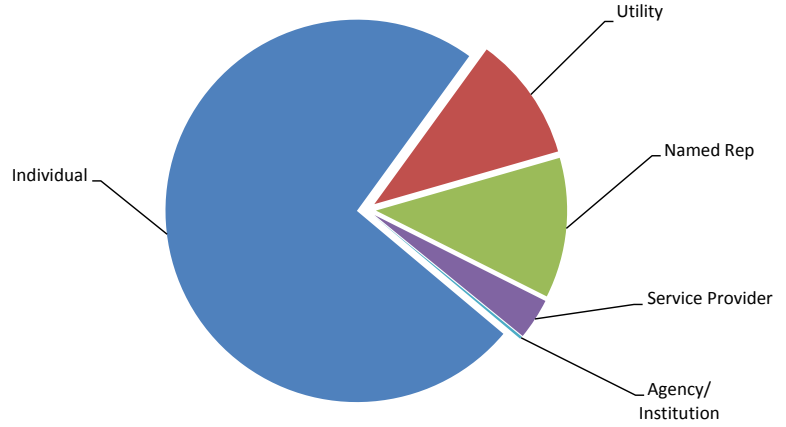
**Joe Finn, with Dave Lewis seconding, made a motion to adjourn at 10:07 a.m. A vote was held, all were in favor, motion carried.**

<b>WWA 2011 BOARD MEETINGS</b>		
<u>MEETING DATE</u>	<u>MEETING TIME</u>	<u>MEETING PLACE</u>
January 14	9:00 AM	Phone/WebEx
February 18*	9:00 AM	Madison (Strand)
March 11	9:00 AM	Phone/WebEx
April 8	9:00 AM	Appleton (S.E.H.)
May 13	9:00 AM	Phone/WebEx
June 10	9:00 AM	Kenosha Water Utility
July 8	9:00 AM	Phone/WebEx
August 12	9:00 AM	Janesville Water Utility
September 9	9:00 AM	Phone/WebEx
October 14	9:00 AM	Brookfield (Wonderware Midwest)
November 11	9:00 AM	Phone/WebEx
December 9	9:00 AM	Waukesha Water Utility

\*meeting changed from February 11<sup>th</sup>.

# Section Membership

## Summary



### BY TYPE:

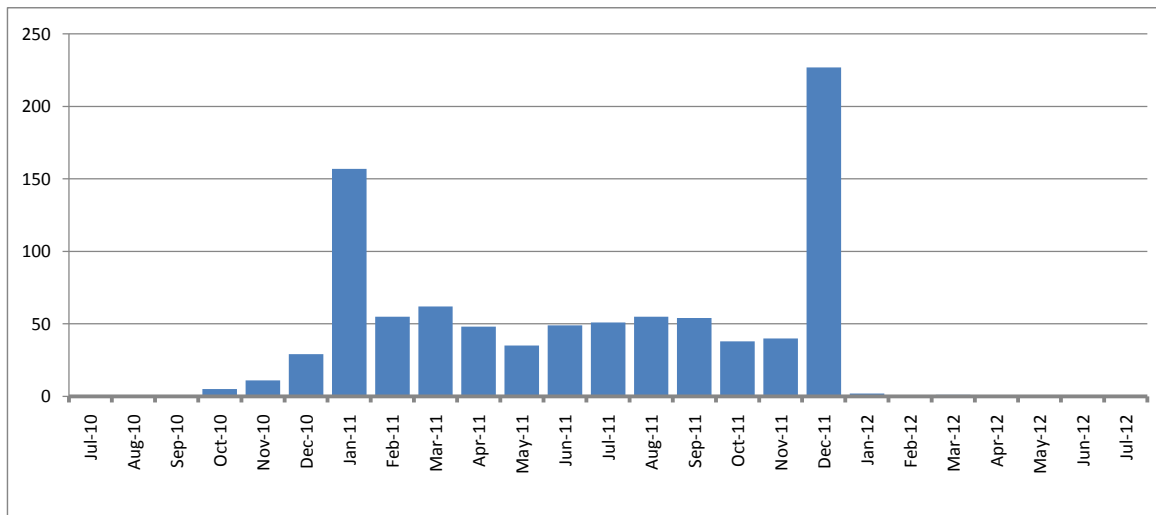
Type	Count
Individual	679
Utility	97
NamedRep	109
Service Provider	32
Agency/Institution	2
<b>Total</b>	<b>919</b>

### BY GRADE:

Grade	Count
Individual Active	360
Additional Active	100
Operations/Administrative	88
Retiree with e-pubs	3
Retiree with print pubs	3
Life	104
Honorary	1
Student	20
Interim Student	0
Interim Student	0
International Utilities	0
Partner Agencies & Institutions	2
Named Representative	109
Utility Under 5,000	67
Utility 5,001-10,000	17
Utility 10,001-25,000	8
Utility 25,001-50,000	3
Utility 50,001-100,000	1
Utility 100,001-150,000	0
Utility Over 150,001	1
Service Provider	14
Service Provider 1 to 3	8
Service Provider 3 to 10	5
Service Provider 10 to 20	1
Service Provider Over 20	4
<b>Total</b>	<b>919</b>

### BY EXPIRATION DATE:

Expiration Date	Count
Jul-10	0
Aug-10	0
Sep-10	0
Oct-10	5
Nov-10	11
Dec-10	29
Jan-11	157
Feb-11	55
Mar-11	62
Apr-11	48
May-11	35
Jun-11	49
Jul-11	51
Aug-11	55
Sep-11	54
Oct-11	38
Nov-11	40
Dec-11	227
Jan-12	2
Feb-12	0
Mar-12	1
Apr-12	0
May-12	0
Jun-12	0
Jul-12	0
<b>Total</b>	<b>919</b>



NEW MEMBERS SINCE December 1, 2010  
 LATE MEMBERS as of January 1, 2011

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