

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, July 8, 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), Pat Planton (Trustee at Large), Frank Miller (Trustee at Large), Katie Karow (Trustee at Large), Mike Forslund (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).

Guest: Jill Duchniak (Member Services Coordinator)

ii. Approve Agenda

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

iii. Approve Minutes of June 10th, 2011 meeting

No action taken at this time.

2. Financial Reports

i. WWA Finance Report

Kelly Zylstra distributed the most recent balance sheet, budget vs. actual sheet and transaction report to the Board via email prior to the meeting. The National Meet and Greet income was \$3,400 and the expenses \$3,982.36 so they didn't completely cover their costs this year. Account 7010, dues and subscriptions is over budget this year due to the WebEx and AWC annual fees – this account budget should be increased for next year. National Meter Madness reimbursement is also slightly over budget. We are waiting on receipt of the TopOps reimbursement for National. The Regulatory Affairs split with WRWA was \$1,122.

3. Membership Report

i. Activities, numbers, comments & concerns

No update.

ii. 2011 Membership Directory Update

Jill is working edits with Great Graphics; though progress is slow due to newsletter at Great Graphics and Annual conference interim deadlines for Jill.

4. 2011 Annual Conference

i. 2011 Planning Progress Report

Dave reported that he has reviewed the packets and Jill will be getting this to the printer. Lori Sweet is scheduling the Board dinner @ DelBar for Tuesday night. Dan Duchniak assisted in lining up the keynote speaker. The Taste Test contest,

TopOps, Meter Madness and the Tapping Contest have been scheduled. Angel has sent out request for the Poster Contest. Kelly Olson has the awards night set. Speaker bios and release forms are into Dave. A brief discussion was held on the potential location of Abigail's band. Jill reported we are at 49 booths, she has sent out one last reminder and given the list to the MAC committee.

ii. **YP First Time Attendee Rate**

Joe reported that Nancy Sullivan posted on her Facebook Page that "MI Section offers free registration for AWWA members, under 35 and a first-time attendee at their annual conference!" A brief discussion was held that this would be too late to implement for this year, but is this something the section wants to do. Additional information from Nancy Sullivan on whether or not this reduced rate boosted attendance was requested.

5. **Old Business**

i. **WWA Goal Review**

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. **Summer Workshop Attendance**

Jim, Joe, Dave and Katie are planning to attend. Hotel and flights have been booked.

iii. **Municipal Utility Legislative Council – July 21**

Nancy reported that the meeting is being held at the Boardman Law Firm in Madison on July 21st. The agenda is three-fold; info sharing on state budgets, strategy session on Assembly Bill 182, and outline of 2012 Municipal Rally. Kevin and Nancy plan to attend. Katie reported that there may be a pending PSC rule that utilities might have to hold all meters that have discrepancies for one billing cycle; this may cause serious space and inventory concerns for utilities.

iv. **Annual Conference location Ad Hoc Committee composition**

The general composition of, and criteria for, the committee was discussed. The committee should be a mix of vendors and utilities. It was suggested that the committee consists of 2 vendors, 1 engineering firm, 4 utilities, the secretary/treasurer and Members Services Coordinator. Board members were

asked to provide names of potential candidates to Joe for selection at the August meeting.

v. **Cross Connection Meeting Update**

Nancy reported that last week's meeting was awesome; WWA, WRWA, MEG-Water and DNR were in attendance at the meeting. The group updated the forms and brochures, Lawrie Kobza reviewed the sample ordinance and the Committee continued to review the procedure. Once materials are final they will be posted on the WRWA and WWA websites.

6. **New Business**

i. **Wisconsin Meet and Greet Recap**

Kevin, Mike, Pat and Jim attended. The University Club was nice. Attendance was down from Chicago, however, this was expected.

ii. **Management Seminar Update**

Brochures are in the mail and everything is on track. A few registrations have come up, but everyone seems to be last in registering. Frank reported that West Shore events are experiencing the same issues. Right now the brochures are being sent out one month in advance. Katie suggested an email blast of "save the date" being sent out for seminars well in advance of the brochures. A brief discussion of early bird registration for seminars beyond Management was held.

iii. **2012 Great Lakes Summit**

The Summit is to be held in Pennsylvania with the purpose of getting Sections that border the Great Lakes together. Dave would like to check interest from other sections, then have one member be involved in the planning process for the Summit. He will follow up with an email to get more information on the Summit as he will be the Chair during the year of the Summit. Frank would like us to be involved due to the number of communities that get their water from the Lake. Jill reported that Illinois and New York were interested backed on emails she has seen.

Katie reminded the Board that there is a WisWARN exercise on September 7th & 8th in Lake Delton.

7. **Adjournment**

Jim Chaffee, with Frank Miller seconding, made a motion to adjourn at 9:46 a.m. A vote was held, all were in favor, motion carried.

<u>WWA 2011 BOARD MEETINGS</u>		
<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 20	9:00 AM	Phone/WebEx
June 10	9:00 AM	Kenosha Water Utility
July 8	9:00 AM	Phone/WebEx
August 5	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