

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Wednesday, November 10, 2010**

1. Opening of Meeting

i. Roll Call/Welcome

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

Guest: Jill Duchniak (Member Services Coordinator), Pat Planton (Incoming Trustee-At-Large), Mike Forslund (Incoming Trustee-At-Large)

Excused: None

ii. Approve Agenda

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

iii. Approve Minutes of October 8th, 2010 Meeting

Dave Lewis, with Kevin Richardson seconding, made a motion to approve the October 8th meeting minutes as amended to correct the date and the addition of minutes for item 5 under New Business. A vote was held, all were favor, motion carried.

2. Financial Reports

i. WWA Finance Report

Kelly Zylstra provided a summary of the balance sheet and budget vs. actual sheets. Copies of the reports were provided to the Board prior to the meeting.

3. Membership Report

i. Activities, numbers, comments & concerns

Ann reported there was no update since the leadership meeting; the member stood at 924.

ii. Membership Directory Update

Ann reported all is going well with the Membership committee. Susan will be in touch with Jill on the membership directory; the committee is hoping to be able to post as a PDF on line in December.

4. Annual Conference

i. 2011 Planning Progress Update

Dave reported that the call for papers draft went out using the theme of sustainability for review. MAC is meeting on 12/3.

ii. **Future Location Update**

Kelly reported that negotiations with Madison for the 2016 conference have started and are going well. A hotel option with a lower rate was requested as part of this package.

5. **Old Business**

i. **By-Laws changes for WWA 2010**

Nancy reported that there were 130 responses as of Monday. The 30 day response period is not yet completed.

ii. **Leadership Meeting Recap**

Kelly reported the leadership meeting notes went out to all participants and have been given to Jill for posting on the website. Kevin reported the feedback on the meeting was positive. The Board agreed that the National perspective from Nancy Sullivan was nice; Kevin has sent a thank you to Nancy and her supervisor. One suggestion for next year was that Jill do a short presentation outlining the seminar timing and needs as they are shown in the operations manual.

iii. **WWA Operations Manual Update**

Dave reported the updated operations manual is on the website and the links within the document have been fixed.

iv. **Legislative committee activities update**

Dave reported the legislative committee is doing another membership drive for MEG; Lawrie Kobza reviewed the invitation and the members of the committee sent out the invites personally.

v. **Water Quality Seminar Update**

Nancy reported the seminar yesterday went well; with 34 people attending including speakers. The format used small groups with a facilitator and seemed well liked.

vi. **Expo Meeting with Central States**

Jill reported the in-person expo meeting with Central States occurred. The vendor packet was reviewed and will go out today. The committee reviewed ideas to help keep people in the exhibit hall and are looking into potentially combining the two YP group activities to increase attendance.

6. **New Business**

i. **Budget amendments**

A committee budget of \$500 has been added to the budget for the engineering and construction committee. In addition, income and expense accounts for a seminar for the engineering and construction committee was added. The expected attendance for the seminar is 40. Kelly was asked to clarify with the committee that if they have specific committee initiatives that need more funding, a special request outlining those items can be brought before the Board at a later date.

Ann-Perry Witmer, with Kelly Zylstra seconding made a motion to accept the amended budget. A vote was held, all were favor, motion carried.

<u>WWA 2011 BOARD MEETINGS</u>		
<i>MEETING DATE</i>	<i>MEETING TIME</i>	<i>MEETING PLACE</i>
JANUARY 14	9:00 AM	Phone/WebEx
FEBRUARY 11	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

The WWWC requested an agenda line item to present their 2011 project at the December meeting.

Board members were reminded to recruit people to do the WPT auction on December 5th from 3:30 to 7:30. A blast email will go out later this week.

The next Board meeting is scheduled for December 10th at the American Family Facility in Madison at 9am.

Joe Finn, with Dave Lewis seconding, made a motion to adjourn at 9:32 a.m. A vote was held, all were in favor, motion carried.