

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, October 8, 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), Richard Hope (Past Chair) and Kelly Zylstra (Secretary/Treasurer).

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

Excused: Frank Miller (Trustee at Large), Mike Forslund (Incoming Trustee-At-Large)

ii. Approve Agenda

Ann-Perry Witmer, with Richard Hope seconding, made a motion to approve the amended agenda. A vote was held, all were in favor, motion carried.

iii. Approve Minutes of September 10th, 2010 Meeting

Richard Hope, with Dave Lewis seconding, made a motion to approve the September 10th meeting minutes. 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. Kelly was asked to check into a Tri City short term investment, get a definition of account 3300 and why it is a liability vs. equity, and to investigate the hotel rebates and chamber of commerce rebate.

3. Membership Report

i. Activities, numbers, comments & concerns

Ann supplied a summary sheet for membership prior to the meeting. As of September 1, 2010, we have four new members, which is an improvement over August. The number of late members is down by two, but 26 still remain. Membership is looking at the regulatory agency individual members versus agency memberships as DNR leadership currently has concerns. Membership is also looking into PSC and any concerns they may have. Other Sections, such as Ohio and Minnesota, have great involvement by their regulatory agencies.

Membership is also checking into presentations, etc, for League of Municipalities. Membership is exploring window clings for utility members “Proud member of” and a similar process could be done for vendors exhibiting at a variety of conferences.

ii. Membership Directory Update

Ann reported the Membership committee is going forward with this. The directory will be in a blind site on our website. The members will receive an email blast with a link. The committee hopes to get it on-line by the end of the year, with an order form that would allow a person to order a printed copy for a small fee. Ads will not be included this year.

4. 2010 Annual Conference

i. Recap and Evaluation

Nancy thanked Jill and Lori for their hard work on the conference; she felt Monona Terrace was a nice forum that made people feel good. She reported that vendors said that the feel was more upbeat than in the past. Kevin thanked the team for their hard work and dedication. Kevin heard that people enjoyed themselves and had fun. Jill reported that the numbers were good, with 31 walk-ins vs. 28 last year. For 2010, we had 330 total; 247 on Wednesday, 229 on Thursday, 161 on Friday, 9 spouses, 88 booths and 165 vendors. In 2009, we had 346 total; 241 on Wednesday, 263 on Thursday, 194 on Friday, 14 spouses, 90 booths and 175 vendors. In 2010, there were 61 individual utilities there; where can a vendor meet that many utilities in one place for two days. A discussion was held on the format of the conference versus other Sections and potential ways to make it better. Jim suggested that we look at setting up small group tours of the exhibit hall, etc, similar to the vendor talks but guided and lead. Katie suggested that set up a change for Board members to meet with new members.

Richard Hope, with Jim Chaffee seconding, made a motion for Kelly to negotiate the annual conference at Monona Terrace in 2016. A vote was held, all were in favor, motion carried.

5. Old Business

i. Committee Web Page Updates

Jill reported that she is not getting to many updates. She suggested a template/format that does not include dates for the committees to follow so that if they get out of date it doesn't look as bad. Kevin suggested that when Ann talks about the strategic plan at the Leadership seminar, she can also ask what the committee wants to see on their website to help them fulfill their part of the strategic plan. Joe will talk to IT Committee to get a format template that they would like to see on the websites and report back to the Board. The template

should include at a minimum the roster, a listing of what each committee does, and possibly a link to the brochure of the most recent seminar they put together.

ii. **WWA Conference Technical Program Discussion**

Dave and Nancy opened the discussion of having the Education committee putting together the technical program for the annual conference rather than it all falling to the Vice Chair. Kevin brought forth the counter point of going back to having each committee responsible for a track of four presentations. Several Board members agreed that a uniform outline of the track main topics be set up. The Vice Chair when could have the committees fill their tracks and Education fill in the gaps. Kevin, Dave, Kelly and Jill will get together to recap the last conference. A discussion was held.

iii. **By-Law change for Secretary-Treasurer Term**

Nancy reported she checked with National and the term limit for secretary-treasurer is unique to our Section. She also reviewed the specific requirements on the process. Nancy and Richard will work up the working and get an email vote out to membership. Nancy will contact National to see if the bylaw change can be process at the January meeting or if it must wait until June.

Richard Hope, with Ann-Perry Witmer seconding, made a motion to take a by-law change for the term length to the membership for a vote. A vote was held, all were in favor, motion carried.

iv. **Leadership Meeting Planning Update**

Kevin presented the draft agenda for the Leadership meeting to the Board. The roster of chair, vice chairs and liaisons was also shared with the Board. Jill reported that two seminar dates for 2011, and Expo dates are already set. A discussion of the agenda items was held. Accountability of the committees and their actions are a concern of the Board.

v. **Fluoride Draft Plan**






Nancy reported that she asked Barb how we should share this info with our membership. She suggested that we add it to the website as a "Hot Topics" tab. A copy of the Draft Plan was provided to all Board members prior to the meeting.


6. **New Business**

i. **WWA Awards: Update to Op Manual coordination with National, Timing**

Jill reported that it is a crunch before annual conference to get nominations for awards. She suggested that we look at other ways to get nominations, and perhaps move the timing forward so we are not looking last minute. Nancy will work with Dave on the operations manual update for the awards section

- ii. **WWA Operations Manual Update**
Nancy and Dave discussed the updates needed for the operations manual this year.
- iii. **Committee Chair Performance Review**
A discussion on committee chair performance, mentoring, succession planning, and accountability was held.
- iv. **WRWA MOU for WDNR Projects**
Nancy reported Robert from National gave her a jump drive of information from National Rural Water Committee. Kelly will investigate the existence of an MOU with WRWA and report back to the Board.
- v. **NSF Support Letter**
Nancy presented the NSF support letter that was mailed.
- vi. **2011 Board Meeting Schedule**
The meeting dates and locations for the Board meetings was discussed and finalized.

<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 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

- vii. Budget 2011
 Newsletter Ad Prices – remain the same
 Treatment Ops Additional Expenses – included in proposed budget
 Legislative Breakfast – added to proposed budget

Kelly reviewed the proposed budget line by line with the Board.

Ann-Perry Witmer, with Joe Finn seconding, made a motion to accept the budget as presented by Kelly. A vote was held, all were in favor, motion carried.

7. Reports

- i. National Director Report
Jim provided a report by email prior to the meeting.
- ii. Past Chair Report
Richard provided a report by email prior to the meeting.
- iii. Chair report
Nancy provided a report by email prior to the meeting. She was invited to speak at the 125th anniversary of the Wausau WaterWorks.
- iv. Vice Chair Report
Kevin provided a report by email prior to the meeting. MAC is meeting in November.
- v. Trustee Reports
All trustees provided written reports in advance of the meeting and a brief summary at the meeting. Items to note include:

Dave reported YP is going great with fundraising. He thanked the group who stepped up and helped with the Legislative Session at the Annual Conference.

Ann reported the Communications Committee is on track. Joint Expo meets for the first time on November 5th; Dave Wasserburger has agreed to be the fourth member.

Katie reported that WWWC fundraising efforts went very well this year. The silent auction items were kept at the vendor booth, which was deemed to be highly successful. Thank you cards have been sent to all the donors. John and Katie participated in a conference call with the Florida group and Aqua Para La Salud today. The Florida group received a \$15,000 grant to go toward the future project. The 2011 project planning is moving along nicely, and the engineering report should be ready soon and the tentative dates for the trip are March 12 – 26, 2011. The Management seminar in 2011 is being run by WWA with CSWEA assisting. Research is meeting October 14th. Youth Education met in person at the conference; they intend to purchase more educational materials for teachers. Every year the attendance at the science teacher's conference is growing; consideration of giving a future presentation is being discussed.

Joe reported there is a new chair/vice chair for Distribution, with a meeting being planned in November. For 2010, there were 78 people in Webinars. CLEAR has a fall session planned. A discussion on doing CLEAR sessions focused on the lakeshore systems in addition to the treatment ops surface water seminar.

vi. **Member Services Coordinator Report**

Jill provided a report and seminar summary by email prior to the meeting. Jill sent out an email blast to see if there are more vendors who want to advertize. The water quality seminar brochures are out; November 9th in Appleton.

8. **Other Items**

The next Board meeting currently scheduled for November 12th at 9am needs to be moved to the November 10th at 9am.

Joe Finn, with Dave Lewis seconding, made a motion to adjourn at 2:15 p.m. A vote was held, all were in favor, motion carried.