

**New England Water Works Association
Board of Directors Meeting Minutes
November 12, 2008**

The New England Water Works Association Board of Directors held a meeting at the Newport Hyatt Hotel. Patrick Connelly, President, called the meeting to order at 5:05 p.m. Those present were Patrick Connelly, Christopher Woodcock, Jim Marvel, Jim West, David Paris, David Kane, David Polcari, Peter Pezanko, Ken Booth, Barbara Cook, Craig Douglas, Louis Schoolcraft, Dave Harris, and Ray Raposa, ex-officio and non-voting. Also in attendance were staff Kirsten King and Iseult Kavanagh.

Item #1 – Consent Agenda. Item #5B – the NEWWA Tax Sheltered Annuity Plan Restatement was removed from the Consent Agenda.

Jim Marvel motioned and David Polcari seconded to approve the Consent Agenda items that included: #1 Minutes of the September 14, 2008 meeting; #2 the confirmation of Louis Schoolcraft as the director on the Nominating Committee; and #5C nomination of Payson Park Reservoir and Gate House as an AWWA historical landmark. Motion passed unanimously.

Item #5C – NEWWA Tax Sheltered Annuity Plan. It was agreed to take this item first, which was removed from the Consent Agenda.

Ray explained that the U.S. government had changed the language for some options in the plan and to keep the plan qualifying for its status, the documents needed to be restated. The pension plan firm did the drafting of these documents according to the new regulations. The most significant changes were for the loan options that participants have.

Dave Kane said their utility needed to do similar changes, however, they do not allow participants to take loans.

There was a question regarding the match. Ray explained that we have a Safe Harbor program. The first portion of the match is required and the next two portions are optional. The final portion fits into the discretionary match definition by regulation.

The changes were done a number of years ago and to restate the plan to qualify for this status, it needed this definition.

The match is part of the budget that is reviewed each year and approved by the Board of Directors.

Jim Marvel motioned and David Polcari seconded to approve the reinstatement of the New England Water Works Association Tax Sheltered Annuity Plan. Motion passed.

Item #3 – Treasurer's Report. Dave Kane presented the Treasurer's Report. The document included monthly financial statements for July, August, and September. In addition, a fund statement was provided for the first quarter, July-September 2008.

Dave reviewed the numbers on these reports. The September year-to-date showed income of \$361,771 against expenses of \$473,106 for a loss of (\$111,335).

There was discussion about the amount of the loss attributable to investment losses vs. other operating losses with no resolution as to the amounts. Chris expressed concern that the non-investment losses were of concern. (After the meeting Ray confirmed that the year-to-date balance included realized losses in investment and scholarship funds of (\$27,200) (\$29,363) and (\$8,689) equaling (\$65,252).)

There have been delays of some operator training start dates to October as well that impacted September revenue.

Ray added that the Massachusetts state grant was approved in September for the next two years. The Rhode Island state request for proposals was not issued until September and the response was sent in October.

The Investment Sub-Committee did a conference call with the advisors and is monitoring the current situation. The decision was made to stay with the current policy and approach.

There were questions regarding the reserved funds. It was explained that the losses being reported are mainly to those reserve funds.

The fund statement showed the checking account had \$126,839 and the general fund money market account had \$171,207 on September 30th both in cash.

Jim Marvel explained how AWWA had the majority of their operating funds reserved in certificates of deposit. It was noted that NEWWA had a similar approach up to two years ago, when the Board moved to an investment adviser and mutually funds.

It was agreed that financial training should be organized and presented by the treasurers so everyone has a better understanding of the process.

There was a motion by Jim West and a second by Ken Booth to accept the Treasurer’s Report. Motion passed.

Item #3B – Financial Contingency Ad-Hoc Committee. Pat Connelly said as the financial difficulties have broad impacts he wanted to appoint an Ad-Hoc Financial Budget Review Committee.

The Ad-Hoc Committee would have two objectives, after assessing and reviewing the budget, which are to determine recommendations of short term changes that could be implemented now and second to have a contingency plan of potential cuts that could be implemented as recommend predetermined triggers are reached.

The Ad-Hoc Committee will be chaired by Treasurer, Kathy Pedersen, and include Dave Kane, Jim Marvel, Chris Woodcock, Dave Paris, and Ray Raposa.

It was agreed we need to stay on top of the financial situation. We need to have timely financial reports so the information is available to make decisions.

Ken Booth reported his city council is considering the financial circumstances as well and would cut anything that is not mandatory.

Item #3C – Draft Financial Budget Policy. Dave Kane reviewed the draft policy and had prepared a number of questions to help define the policy and reach agreement.

The questions include:

1. Should the budget include
 - Operating Expenses _____
 - Capital Expenditures _____
 - Both Operating and Capital Expenses _____
2. Should a high three-year high level budget projection be prepared? Yes ____ No ____

3. Each year revenues (must____ or may ____) be equal to or exceed expenses.
4. The operating fund balance, as a reserve for contingencies, should be equal to:
 - 50% of the 'fixed cost' portion of the operating budget _____
 - _____ (other suggestions)
5. If targeted operating fund balance is not met, the upcoming budget should:
 - Include a plan to reach target within reasonable time frame _____
 - Consider closing gap by at least 10% _____
 - _____ (Other suggestions)
6. Capital Improvement plan should include scheduled expenditures for the upcoming (three or _____) years and include planned expenditures greater than (\$500 or _____).
7. Emergency Expenditures in excess of plans may be approved by consent of the majority of the Executive Committee with Board subsequent ratification Yes _____ No _____
8. Authorization of Operating Budget changes must be obtained by the Executive Director from the Board prior to committing to the expenditures if which case:
 - Individual line item is projected to exceed budget by \$1_____ \$?? _____
 - Individual program is projected to exceed budget in total by \$1_____ \$?? _____
 - Total budget is projected to exceed budget in total by \$1_____ \$ _____
 - _____ (other) _____
9. Debt Principal Payments (Are ____ or Are Not ____) included in the operating budget.
10. The document outlines how the planning and budget processes intertwined. Are the current processes acceptable? Yes _____ No _____

He will be trying to document the current process. The objective is to help everyone make the connections.

Item #3D – Emergency Spending Procedures. Pat Connelly reviewed a discussion from the Executive Committee to address funding being needed for emergencies, like the recent heating unit that needed replacement.

He said he wanted to make sure we could react quickly, make sure everyone is informed and addresses approving the spending.

A discussion examined a number of options and groups that could be involved. It was discussed that the officers would work with the Executive Director on the plan to address the issue. A number of different options regarding people on the review group included officers, the Executive Committee or the Board.

It was motioned by Dave Polcari and seconded by Dave Harris that the Executive Committee would be authorized to approve emergency expenses; a confirmation vote would be then be brought to the following Board of Directors meeting. Motion passed.

Item #4 - Old Business.

Item #4A – Pat and Ray introduced the replacement of one of the heating units for the NEWWA Headquarters at a cost of \$10,890 and electrical and plumbing connections. A motion was made by Chris Woodcock and seconded by Dave Polcari to **approve the replacement of the heating units for the NEWWA Headquarters at a cost of \$10,890 and electrical and plumbing connections.** Motion passed.

There was no other Old Business.

Item #5 - New Business.

Item #5A - Site Selection Committee Report. Dave Paris, Site Selection Committee Chair, reported for the committee that included Barbara Cook, Dave Polcari, Ken Booth, Erica Lotz, Bob Beurivage, Brian Antonevich, Adam Yanulis, and Iseult Kavanagh. The first item was location for the January 2009 monthly meeting at the Radisson Hotel in Nashua NH and the December 2009 meeting at Lantana in Randolph, Massachusetts. Dave Paris motioned and Barbara Cook seconded to hold the January 2009 monthly meeting at the Radisson Hotel in Nashua, New Hampshire and the December 2009 meeting at Lantana, in Randolph, Massachusetts. Motion passed.

Dave Paris explained how he would like to decrease the number of trips by combining the Council meeting and November 2009 monthly meeting. He suggested it could be done on November 19 in a central Massachusetts location like Milford, MA.

He was aware of the Joint Management and Leadership Conference being worked on with NEWEA and NEAPWA for November 9 & 10 in Westford, Massachusetts.

It was asked to authorize the Site Selection Committee to make the November 2009 decision. This would assist in completing the calendar so it could be printed and mailed in for early January.

Craig Douglas motioned and Chris Woodcock seconded to authorize the Site Selection Committee to determine the November 2009 meeting location and date. Motion passed.

It was asked about the number of other meetings and locations. It was agreed the February meeting with Maine Water Utilities Association in Portland, Maine could count for a meeting if necessary.

There was no other New Business.

Item 6 – AWWA Director’s Update. Jim Marvel said information was available for 2009 committee and leadership opportunities. If you or anyone you know is interested, contact Jim or Ray.

Jim reported that financially AWWA has a policy that the reserves have a goal of 50% of the operating fund. Also, ninety percent of those funds are held in certificates that are insured. The budget for technical and education is down 3.5 percent.

AWWA had started the year with a budget forecast of 5% net revenue. The net revenue forecast has been changed to 2.8%.

A written report on the regional section officer/leadership meeting in Portland, Maine was provided.

Dave Polcari motioned and Dave Harris seconded to accept the AWWA Director’s Report. Motion passed.

Item #7 – Executive Director and Staff Reports. Ray noted there were two written reports, one for all programs and one for training programs.

Kirsten King began by reviewing the communications and grants programs.

Publications are all on deadline. We are currently working on the December Journal, e-Source newsletter, and Currents. It was reminded that to accomplish the December mailing of the calendar we needed all articles in by December 1st for the Source newsletter.

We followed-up on the web site request and have received a way to re-organize it and utilize new technology to provide better services and more control of web pages by staff.

We had proposed this for the FY2010 budget committee. However, the person who does the web site submitted a proposal that does the work for trades of services. He did this being aware budget cost was a concern.

The proposal was explained and the trades that he was asking about. There were questions asked if this would set a precedent.

The cost would be \$4,500 for us to pay for the work and do it.

It is being brought up as information since this is an alternative and could address some of the items raised during the Council meeting.

Dave Harris motioned to authorize \$4,500 from the unrestricted reserved funds for the web site redesign. It was seconded by Louis Schoolcraft.

There were comments on the cost of this and if it is receiving the same review as other items raised during a normal budget review. Other comments were added regarding the members doing association projects with no trades.

A lengthy discussion continued on a wide range of perspectives

There were comments regarding being a younger organization and needing to have a modern web site or some will be turned off. The motion was called and it failed five yes to seven nos.

Ray and Kirsten would meet with the vendor and see what plans can be brought to the next meeting.

Kirsten continued on other programs. MWWA & NEWWA have continued working together with Massachusetts DEP on a program to further implement The Tap Water Delivers Campaign. They have issued an RFP for a communications consultant to will work on the program. Kirsten and Jen Pederson will both be advises to the effort. A main objective for MADEP is to provide communities tools to build support in efforts to increases rates.

The December issue of the *Journal* is currently in layout and should be with the printer by the end of November. Since being moved in house the *Journal*, and primarily due to the efforts of Jacqui Campana of NEWWA's staff, the *Journal*, within a four-issue timespan, is finally on schedule after a number of years. Archived issues of the *Journal* should be up on the Web site by the end of November for members to download. There are currently 12 advertisers for the 2009 year.

The Fall *Source* is printed and in the mail to members. The next deadline is December 1 to ensure the winter issue is mailed by early January at the latest to accommodate the Sponsor Services' calendar. There are currently 10 advertisers for the 2009 year.

NEWWA is also now on Facebook, and within a week of it being live, with virtually no PR efforts behind publicizing it, there are already 20 fans. A link to the page is now on NEWWA's home page, and it will be highlighted in the next issue of the E-Source. Getting onto Facebook will allow the association to reach a much wider audience, specifically younger professionals and those established professionals who are now looking to Web 2.0 for many of their communication mechanisms. NEWWA will also work on establishing a Wikipedia entry for NEWWA.

Ray reviewed other items on the staff report. He pointed out the September Conference registration numbers were 375 members and 35 guests for a total of 410.

The Spring Conference registration is going very well. There are 105 exhibitors signed up.

Staff did submit a proposal to the state of Rhode Island for small system training. It is a two year program with two potential renewals. Ray encouraged everyone to read the written regular and training reports.

The membership presently stands at 2,173 section members, 143 multi-section members, 594 Inc. only members for a total of 2,910 as of November 12, 2008. These numbers include 242 representatives of companies and utilities

Pat Connelly, Chris Woodcock, Jim Marvel, Kirsten King and Ray Raposa met with Gary Zimmerman, AWWA Executive Director, in October. He came to visit and meet with section representatives. The discussion points included their Strategic Planning efforts, Tap Water Delivers and section/association relationship.

Ted has prepared a detailed report which is attached to this report for the Board. We encourage you to read it for the full story a few highlights are: the Drinking Water Operators Certification Examination had seventy five participants registered for the program. The Excavation Safety and Backhoe/Loader Training had seventy five in this October. Planning for the Eleventh Annual Water Quality Symposium "Integrating Energy and Treatment into the Water Quality Equation: The Real Cost of Safe Drinking Water" scheduled for May 13, 2009

Ray encourages everyone to read the reports for the details on the programs.

Chris Woodcock motioned and Barbara Cook seconded to approve the staff reports. Motion passed.

Item #8A – Council Business.

Item #8B - Association Goals. Pat Connelly said the agenda was updated with the six major goals for the year. He wants to build more interaction among directors and their councils. He hopes they can be used with the ongoing interaction with committee chairs. He also would like to use this agenda item for updates from each council.

Item #8C – Council Reports.

PROFESSIONAL DEVELOPMENT COUNCIL – DAVE POLCARI GAVE the following report on what occurred in their breakout meeting at the November 2008 council meeting

- Operator Certification Committee
 - Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action: Complete Workforce Development Stakeholders Task List
- Board of Cert. Backflow Prevention Committee
 - Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action: Promote new certificate holders in newspapers etc
 1. Increase perception of professionalism
 2. Develop program with PR Committee
- Laboratory Operations Committee
 - Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Work with colleges – internships / coops for hands on training work

- Operator Involvement Committee – Not Present at Meeting
- IT Committee – Not in this council
 - Goal 4 – Involve young professionals in all NEWWA activities
 - Action: Identify tools to involve more YPs and others in Assoc.
 1. Video Conferencing
 2. Communication tools
 - Action: Involve YP Committee in IT Seminars / Training
 1. Use YPs as speakers and trainers
 2. Capitalize on YP IT and Tech Savyness
 - Goal 5 – Build partnerships with state associations and others
 - Action: Cross sell seminars and training with other state agencies/ assoc.
 1. SCADA and 2. GIS
- Young Professionals Committee
 - Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Develop College Program
 1. Talk to Students and Professors
 2. Increase Engagement / Awareness
 - Goal 3 – Develop NEWWA into a more energetic, young-minded association
 - Action: Get YPs involved in Other Committees
 - Goal 4 – Involve young professionals in all NEWWA activities
 - Action: Get YP's onto other Committees
 - Action: Create Incentive to Keep Current members active
 1. Career Paths – Retain YP's in the industry
 - Action: Make YP Group more inviting to others not commonly involved
 1. Administrators
 2. Operators
 3. Sales Professionals
 - Action: Reach out to managers to make case for YP Involvement
 - Goal 5 – Build partnerships with state associations and others
 - Action: Reach out to APWA group and improve involvement
- Education Committee
 - Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Continue Development of Certificate Programs
 1. Use to attract young people
 2. Trade School / College focus
 3. Promote Program
 4. Outreach to Managers

Administration Council Report – Barbara Cook gave the following report on what occurred in their breakout meeting at the November 2008 council meeting. - COMMITTEE ACTIONS

Program Committee

- Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action: Incorporate Tap Water Delivers in spring conference presentations
- Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Poster Program in Spring to be advertised in conference program
- Goal 3 – Develop NEWWA into a more energetic, young-minded association
 - Action: Scavenger hunt with YPs at Spring conference

Facilities

- Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action: advertise Tap Water Delivers with banner or similar in front of Holliston facility

Site Selection

- Goal 6 – Deliver value by meeting member needs
 - Action: Select reasonable-cost sites for meetings

Exhibits

- Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action:
- Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Advertise Spring conference in Worcester T&G. Student activities to tell Worcester schools about Spring Conference. Dedicate a booth at Spring conference to employment opportunities. Logo for exhibitors at Spring conference – “jobs available.”
- Goal 3 – Develop NEWWA into a more energetic, young-minded association
 - Action: Advertise Spring conference in Worcester T&G. Student activities to tell Worcester schools about Spring Conference. Dedicate a booth at Spring conference to employment opportunities. Logo for exhibitors at Spring conference – “jobs available.”

MANAGEMENT COUNCIL – PETE PEZANKO REPORTED FROM THE NOVEMBER 2008 COUNCIL MEETING THAT:

- Organizational Diversity Committee – No actions
- Management Development Committee
 - Goal 2 – Attract more young people to the water profession and NEWWA
 - Action: Develop a career development workshop
 1. Management vs technical path
 2. Assist YP's with career choices
 - Stress Importance of Internships / Coops to managers of utilities
- Financial Management Committee
 - Goal 1 – Build public confidence in public water supply; help members stand up/speak out
 - Action: Add elements to rate seminar to promote value of water and selling rates to consumers.
- Emergency Preparedness / Security Committee – no actions

RECOGNITION COUNCIL – COMMITTEE ACTIONS Louis Schoolcraft gave the following report on what occurred in their breakout meeting at the November 2008 council meeting: – committees agreed to the following actions:

- Goal A – Build public confidence in public water supply; help members stand up/speak out
 Action - Include award winner bios in local newspaper press releases
 - Contact local government officials to present a proclamation to award winners
- Goal B – Attract more young people to the water profession and NEWWA
 Action - Include award winners and bios in the college newspapers for the school they attended
 - Contact local school with award winner information
- Goal C - Develop NEWWA into a more energetic, young-minded association
 Action - Request placement of YP Committee members on each Committee under Recognition Council
- Goal D - Involve Young Professionals in all NEWWA activities

- Request placement of YP Committee members on each Committee under Recognition Council

External Affairs Council - Dave Harris reported:

As chairman of the external affairs committee I am happy to report that some of the initiatives given at the council meeting are being implemented.

These consist of programs such as informational videos about NEWWA and membership.

I am very impressed with the energy and commitment of all five committees that come under the External Affairs Council. It was brought up at the council meeting that a lot of good ideas come and go since now one can take the time to implement them, well I am happy to say that the Implementation phase has already started on some of these great ideas!

Some of these ideas will get a viewing at the Lantana Meeting so we hope to see everyone there.

The Standards Council; Water Treatment Council and Operations Council provided a joint report by Craig Douglas, Ken Booth and Bob Beurivage with the following report on what occurred in their breakout meeting at the November 2008 council meeting. - COMMITTEE ACTIONS

Council Meeting Breakout – November 7, 2008

Standards Council; Water Treatment Council; Operations Council

- Committees especially chairs would like a packet of BMP's for running their committee. Possible items to include would be:
 - How to set up teleconferences
 - How to encourage skype use
 - Email BMP's (avoiding data inidation)
 - Quick guide to survey monkey
 - BMP for meeting formats (e.g. have at least one meeting in person)
 - Mission statements
 - How to get information onto website
 - Office contacts/roles
 - Overview introduction to how committees interact with council chair and larger organization
- Promote tap water at functions, minimize unnecessary use of bottled water
- Kicking off more meetings, classes and functions with a pride in professionalism blurb
- Make membership materials more available
- Getting youth education more involved through committee activities
- Better organization of on-line materials for easier access/place on line for committee information
- Getting more retired members to participate in continuing NEWWA's objectives
 - Establish a list of needs
 - Giving retirees the tools training to help
 - Survey retirees to see how they would like to help or give them the list of needs and let them choose how they would like to help

Safety

- Will use The Source for better public outreach
- Looking for more members esp. YP's but having difficulty recruiting
- Quarterly safety tip

Disinfection

- Will implement more pride in professionalism in disinfection committee events
- Looking for more members esp. YP's but having difficulty recruiting

Public Policy Council: Jae Kim was unable to attend and provided a written email that he heard from the water Resources Committee; The three (Water Resources, Conservation, and Legislative and Regulatory Affairs) committees are moving ahead with their planned activities for this year. Water Resources Committee has developed a survey questionnaire for their committee members. The questionnaire was prepared to seek input from committee members on topics for next year's symposium as well as frequency and location of committee meetings in order to maximize members' involvement. Nine responses have been received. The result of the survey will be discussed at the next scheduled committee meeting.

Item #9 – Committee Reports.

Item #9A – Joint Management & Leadership Conference. Dave Polcari reported that the joint committee with NEWEA and NEAPWA representatives has met twice and conference called. We have agreed on the date of November 9 & 10, 2009 in Westford, Massachusetts.

He gave a preview of the program. The topics for sessions include the following:

Leadership and Identifying leadership styles – keynote

Group Activity on leadership styles

Team building including Developing a Win-Win Relationships and Relationships amongst different interests and followed by group exercises

Ethics, Risk Management, Conflict resolution, Media / Community Relations (Why it matters), PR

speaker / Packaging your Message, Time Management, and Managing Technology (Is it managing you!)

And a political speaker on selling to the decision makers

There were no questions. There was no other business.

Chris Woodcock motioned to adjourn at 7:25 p.m. and Dave Paris seconded. Motion passed

Respect

Respectfully submitted,



Raymond J. Raposa,
New England Water Works Association
Executive Director and Corporate Clerk