

**New England Water Works Association  
Board of Directors Meeting Minutes  
November 18, 2009**

The New England Water Works Association Board of Directors held a meeting on November 18, 2009, at NEWWA's offices in Holliston, Mass. President Christopher Woodcock called the meeting to order at 5:05 p.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, David Kane, David Polcari, Carol Harris, Michael Covellone, Matthew Pearson, Pam Irwin, Peter Pezanko, Ken Booth, Craig Douglas, David Russell, Robert Beaurivage, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and NEWWA Director of Communications Kirsten King were also in attendance.

**Items #1 - #4- Consent Agenda & Minutes of September 20, 2009.**

**Pam Irwin made a motion to accept the Consent Agenda as is. David Polcari second. The motion passed unanimously. The items included were:**

**Item #1 – Minutes of September 20, 2009.**

**Item #2 – July and August 2009 Financial Reports.**

**Item #3 – Organizational Chart and Committee Chairs.**

**Item #4 – Renew Audit Contract for 2010 - \$15,250 and 2011 - \$15,850.**

**Item #5 – Treasurer's Report – Financial Update.**

David Kane updated the board. The two treasurers are now having a conference call with NEWWA's accounting manager am each month approximately 10 days before the board meeting, which has been working out well. In their last meeting, they did pick up some things that needed to be corrected. Specifically some things that weren't carried over into the written report.

Dave distributed a 3-page report that summarizes results for the year. The first section discusses YTD results vs. the full-year budget. Currently there is a net income of \$103,165, of which \$17,242 is via the operating budget and \$85,923 is from investment gains.

With regard to the operating budget, we are approximately \$45,000 better than the budget and \$63,000 better than the previous fiscal year. Dave attributed this to a higher training income. In the YTD budget column, there is an error in the report. The bottom number \$44,972 is correct, while conferences are only \$1,578 better. All other items total \$13,606.

With regard to conferences, revenues are down from last year. Expenses also saw a corresponding decrease. We will have September Conference results at the next board meeting.

The bottom chart compare year-to-date numbers compared to the full-year budget. Fundraising year-to-date is \$17,025, with a full-year net income budget of \$13,000. We are already doing better than the full-year budget in this line.

There are three areas that are running slightly lower than expected: administration, meetings, and membership. We will continue to watch these lines as the year progresses.

On page 2 of the report, the training budget is doing well compared to the budget. In July the budget was \$61,187, and we brought in \$78,382, which is above the trend for the year.

All investment portfolios doing better than the benchmarks.

On page 3 of the report, the consent agenda authorized the extension of the audit contract for 2 more years. The AWWA allotment for our share of national dues is \$54,000, which is \$10,000 less than the budget.

Pam is starting to work on the computer conversion, which is a big deal for the organization.

Craig noticed that we kept the financial number with dues the same and asked why there is a \$10,000 shortfall. Ray explained that in reality the allotment is 2 pieces. We have 175 multi-section members. The \$54,000 is the AWWA budget for 18 percent of permanent members (not multi-section). In the end there won't be a \$10,000 shortfall, as we'll collect \$8,000 in multi-section fees from people in other states.

Ken asked about cumulative training revenue and expenses. We're producing more revenue, is that because of any specific reason? Ted explained that it's a combination of all programs, but MA and NH are at the beginning of their cycles. There are also contract training and grants programs to take into consideration.

Dave Paris asked Ted if he sees us pulling back? Ted said it is inevitable.

Chris stated that we were very conservative with the training budget for this fiscal year. Hopefully we were too conservative.

Dave Kane explained that the budget report is a work in progress, and that he is still taking suggestions on how to improve the report. Board members complimented Dave on his work.

Dave Paris asked a question on the FDIC account and any changes. Dave Kane explained that we have some bank accounts that were not covered under FDIC. We have switched to a NOW account through next June that is covered by FDIC insurance. Our money is now safe. Mike Covellone asked what will happen after June? Dave Kane said we'll have to figure out then where to put the money. Congress will have to extend the insurance or we're not covered.

**Bob Beurivage made a motion to accept the Treasurer's Report. Pat Connelly seconded. The motion passed unanimously.**

#### **Item #6 – Old Business.**

##### **Item #6A – “Mission Sharing” Update.**

David Kane explained that the mission-sharing concept is in relation to the historical revenue sharing with state associations from the Worcester show. In the current budget, we are not sharing any funds. When we did, we told the state's that we'd consider revenue sharing if things got better (economy wise). In preparation, the Executive Committee created an ad-hoc group to look at a mission-sharing concept. This would create a pot of money, make it available to states to encourage and promote them to meet our joint mission. Dave Paris, Craig, Matt, and Dave Kane were all part of the ad-hoc group. The goal is to bring forth a full proposal to the board in December. If the board agrees with the concept, then we will bring it to the states in April. Then we would look for input from the states. The board needs to realize that we're to spend money to help support regional efforts.

Chris said it is important to maintain an alliance with states. This will be discussed more at the December meeting.

##### **Item #6B – Other By Members.**

Chris introduced three new board members – David Russell, Carol Harris, and Matt Pearson.

#### **Item #7 – New Business.**

##### **Item #7A – Ad-hoc Committee Vision and Mission Report.**

Dave Paris updated the board that after the September conference Pat established an ad-hoc committee to review the mission and vision. The committee met in person few weeks ago, and had e-mail correspondence. They all agreed on the updated vision and mission statements that are detailed in the memo handed out. The new statements involve educational components of NEWWA and its mission to advance members.

The vision statement did not change considerably, and the mission was the focus of conversation. The words on page 2: "advance membership" and "education/training" were added to focus on those elements. Also, the bylaw revision group has a proposal to change the bylaws and within the bylaws there is a place to change the mission statement. There is also added language to make it comply with AWWA's mission statement.

Chris asked for a motion to approve the new mission and vision statement. Pam made a motion, Craig seconded. Chris thinks a lot of concerns raised in Dixville Notch have been addressed.

The motion passed unanimously.

**Item #7B – NEWWA Draft Bylaws Proposed Changes.**

Pat filled in for Jim Marvel, who was not able to attend the meeting. Pat reviewed the bylaws, where there were four major areas of change.

First, the mission statement, which was just approved by the board. It is in Article 1, Section 3.

Second, at the bottom of the next page in Article 4, Section 3, there are three new letters (a,b,c) added to the bylaws, which reflect changes to the AWWA bylaws. This now makes multi-section members eligible to hold office, but they can only hold one office in one section at a time. Two or more offices cannot be held by the same individual.

Third, in the Treasurer section – Article 5 – there were a few things added that reflect new policy (Items D, G, and I). They also removed the word "custody" and added "responsibility" in Item A. In addition, Item D used to have the word "sign" in it. Now it says "countersign."

Matt Pearson suggested we add "annually" at the end of Item G under the Treasurer section.

Fourth, in Article 7, "Nomination and Election of Officers," the words "most immediate and available past president" were added to the middle of the first paragraph. Also, in Section 4, the committee added a sentence to clarify that all members who sign a nomination form for the AWWA Director must be AWWA Section members, not Inc. members, (including multi-section members), and all must be in good standing.

Finally, in Section 6, the words "in good standing including multi-section members" were added.

Craig made a motion to accept recommendations from the Bylaw Subcommittee, adding the word "annually" as suggested by Matt Pearson. Pat seconded.

Dave Paris asked if that we approve today and members vote at the January monthly meeting, this must be mailed to membership in December, then the vote taken in January.

Chris asked in Article 4, Section 2 it says: "all matters coming before the board shall.....majority of voting members shall constitute a quorum." If 8 people constitutes a quorum of the board, he is not clear if only 9 people show up and 5 approve, is it approved?

Pat suggested that in Article 4, section 2, we add the word "present" to clarify that a vote will be approved only by the majority vote of board members who are actually present at a meeting.

Pat motioned to amend the motion as stated above. Ken seconded. The amendment passed unanimously.

There were two additional questions – the first regarding Article 6, Section 2 that states there are a minimum of 3 other meetings between October and June. Do we need three others besides September and April?

Also in Article 7, Section 6 – Ballot. It says it will indicate that only NEWWA members, a section of AWWA, can only vote for AWWA director. This wording must be on all ballots.

The original motion, as well as the amendment, both passed unanimously.

Pat suggested that eventually a committee be put together to clarify AWWA, a section of NEWWA, and NEWWA Inc. references. Ray said this should be referred to a lawyer to clarify. Pat just wants to make sure all references are accurate throughout the document. This will be resolved at the Executive Committee or officer level.

**Item #7C – Site Selection Committee Recommendations for 2010.**

Mike Covellone reported that the Site Selection committee met several times over the past few months, and has recommended sites for meetings in 2010:

November 2010 – Venus de Milo – Swansea, MA  
 January 2011 - Grappone Center – Concord, NH  
 December 2011 – Lantana – Randolph, MA

They are currently working on sites for the 2013 Annual Conference. The desire is to stay in Vermont.

Dave Polcari made a motion to accept the Site Selection Committee report. Pam Irwin seconded.

Dave Paris (for discussion) regarding November 2010 – we have tried to consolidate time with the board, Council Meeting, and November Monthly Meeting. Has there been any discussion at all about it? Ray said that we want to reach out to other states, and this year it was easy because we were in Massachusetts. The discussion did not come up to consolidate the monthly meeting and council meeting in the future. Dave Paris said it may be worthwhile to see if that approach increases attendance at the monthly meeting as well.

The motion was passed unanimously.

**Item #7D – Sponsor Services Committee Recommendation for May 2009 Golf Proceeds Use.**

Dave Polcari reported that the Golf Tournament in May at Sterling Country Club raised \$7,700. This year the Sponsor Services Committee recommended \$500 to the Jeff Burgess fund for his daughter, \$3,000 to the Scholarship Committee (targeting the Murphy or Crawford scholarships), \$1,000 to Water For People, and \$2,000 to NEWWA for external outreach events (specifically the Only Tap Water Delivers campaign). The committee plans to retain \$1,000 for distribution at a later date.

Dave Polcari made motion to accept the Sponsor Services Committee report. Bob Beurivage seconded. The motion passed unanimously.

**Item #7E – Nomination of Dave Putnam to the AWWA MAC.**

The AWWA Manufacturers and Associates Council is the equivalent of NEWWA's Sponsor Services Committee. NEWWA does not currently have a member on the MAC. Adam Yanulis' term is complete. Dave Putnam has been on the Sponsor Services Committee for a long time, is chair of the Golf Committee, sits on the Program Committee, is involved in WASDA, and a K.O. Hodgson recipient. He has expressed interest in joining the MAC. NEWWA's Sponsor Services Committee endorses the candidacy.

David Polcari made a motion to nominate David Putnam to the AWWA MAC. David Paris seconded. The motion passed unanimously.

**Item #8 – AWWA Update.**

Jim is absent and Chris Woodcock is updating for him. Jim did want to mention happenings from the last Finance Committee at AWWA. It was noted that only 28 percent of nonprofits in the U.S. broke even or made money last year. NEWWA was one of those. Chris thanked staff again for their efforts during this difficult economic period.

Regarding the affiliation agreement, we met with Joe Mantua (AWWA president) on it at the Balsams. Some progress has been made, but it is not final yet.

#### **Item #9 – Executive Director and Staff Reports.**

##### **Ray**

Ray reported that there were 316 attendees at the Balsams in September. We are currently working on the Spring Conference. There will be 18 sessions, all of which are running on schedule. The program book will go out in January to all members. We also finalized the contract with Ocean Edge in Brewster, MA, for 2012. There are two fees – one is the government rate and the other is for all other attendees. We were able to do this by splitting the location of where people will stay and the hotel's policy and they own two buildings with different options for space.

Regarding public policy, Massachusetts is moving ahead with the concept that people who want to take the Grades 2, 3, or 4 exams will have to take a course before being able to sit for the exam. This will not take effect until 2011, but it is heading in that direction.

The Sustainability Committee is moving ahead for our spring meeting/congress.

The association's computer system conversion is a large piece of staff time right now. So far it is on time.

We will also be building a Learning Management System ourselves. This will not exclude what happens with AWWA's system.

Ray also stated that the Membership Committee would like to solicit help from the board to encourage members who have not yet renewed their membership to do so.

##### **Ted**

Ted provided a detailed report in the full board report. He is also going to talk, along with Paul Riendeau of NEWWA's staff at the November Monthly Meeting on November 19 about the changing Massachusetts exam requirements. This also ties into the sustainability topic.

Operator certification training held strong at 89 attendees this fall and 88 in the summer. The curriculum has been reshaped and Paul Riendeau and John Deline have been doing well teaching the courses.

The Cross Connection Program remains busy here and across the Northeast.

The Water Resources Committee delivered the annual symposium with 99 people attending.

The 2010 Water Quality Symposium program is almost done and should be finalized by Lantana. The focus is an operations challenge, and is case-study driven.

The 12<sup>th</sup> annual Laboratory Operations Symposium is on March 4, 2010 in Holliston. The program is almost near complete as well.

Contract training has been very busy, especially after the annual conference. Planning for the 2010 contract training is complete.

NEWWA met with the Connecticut Section AWWA Education Committee back in September to plan for 2010. There are also classes scheduled at the Champlain Water District in Vermont and the new Springfield Water and Sewer Commission facility is also busy.

The New Hampshire ERG grant is in place. In Maine, we are currently in a 2-day hydraulics training. We have also finished the program for the joint trade show in February in Portland, Maine. The Rhode Island program is in place, which will feature a 2-day certification training for small system operators.

Bob Beurivage asked if there was any talk about additional training happening in other states like in Massachusetts for exams? That talk has not happened yet, but it may happen in the future.

#### **Kirsten**

NEWWA is finalizing splitting the remaining \$100K of RCAP funds with the other partners via site visits and a new pilot program initiated by MassDEP. This contract officially ends on June 30, 2010.

The December 2009 Journal is currently in the works. The Winter 2010 *The Source* is in the works with the goal to be to press no later than Christmas. This issue will also include the Sponsor Services calendar. The E-Source continues to go out every other Friday with an approximate open rate of 33.3 percent, which is well above the non-profit average of 20 percent.

The Web site continues to be updated with information as it becomes available. Staff have received Web site training, and will begin building the static portion of the site in the next few months, with the goal of going live by June 2010. We will work with GoMembers to fully integrate the new site with the new AMS to make it a more user friendly and interactive experience for visitors. There were 8,711 visitors to the Web site between September 15 and November 15, 2009.

The Facebook page is holding strong with 197 fans. Photos, news articles, and the monthly trivia time are continually updated.

We have recently signed up to exhibit again at the Mass. Municipal Association Conference in January 2010. NEWWA will also exhibit at the New England Public Works Expo on September 30 and October 1 in Fitchburg.

Mike Covellone made a motion to approve the staff and executive director reports. Dave Polcari seconded. The motion passed unanimously.

#### **Item #10 – Council Director Updates on Committee Actions.**

##### **Item #10A – Council meeting – November 19 Agenda and Update.**

A list of Council Meeting attendees was distributed.

##### **Item #10B – Council Directors Updates – Committee Updates.**

There were no updates.

#### **Item #11 – Committee Reports.**

##### **Item #11A – Mentoring Program.**

Doug Gove has agreed to stay on as chair of the Mentoring Committee and is looking for a co-chair. He has asked Dave Harris and Louis Schoolcraft to assist him.

Chris asked the board to be mindful of young professionals and their goals. We have sufficient mentors, but need young professionals to be mentees. If anyone is interested they should let Chris, Ray, or Doug know. We need to continue to embrace our young professionals.

##### **Item #11B – Water For People Committee Gala.**

Larry Durkin and Rebecca Jenkins gave an update on the Water For People Committee gala. This year there will be a change in structure. The partnership with NEWWA in 2008 was positive. This gala will focus on growth outside the water/wastewater community. Tara Hourihan has been the co-chair for many years and has stepped down as gala co-chair. Rebecca Jenkins, who is with Stantec, is the new co-chair.

Rebecca stated that in 2010 they are yet again looking to book at Fenway Park in Boston. It will most likely be on May 1 at the State Street Pavilion as the venue was successful in the past. They are still putting together a theme and looking for corporate sponsors. So far they have Stantec and CDM and are soliciting AECOM and CH2MHill. They are currently putting together a sponsor form and will distribute to NEWWA once it's complete. The cost for the room is \$6,000 and catering is approximately \$60 per

person. The photographer is not charging a fee. We did have to pay extra for park tours in the past, which the committee is still reviewing for 2010. The individual sponsorship cost will be around \$125.

Larry obtained a cost for the Web site and worked with Jon DiPietro to set up and coordinate the site for exposure. It will be used as a committee site, and the idea is to set it up to maintain itself.

Craig asked what the setup cost was? It is \$2,500 for the Web site.

Chris asked how many people the gala drew in 2008? It was close to 300.

Carol asked who are we going to target? Larry said anyone and everyone. We've tried Dunkin Donuts, and are looking for folks with personal connections at large corporations.

Chris asked how much we received from Poland Spring? They have provided us \$10,000 every year.

Pat Connelly made a motion to support the 2010 Water For People gala. Dave Polcari seconded. The motion passed unanimously.

**Item #11C – Executive Committee Update from November Meeting.**

Dave Paris reported that all items have been covered already in the meeting.

**Item #12 – Announcements and Meetings.**

Chris had a list of all meetings for 2010 to distribute to the board.

Iseult sent out an ad planned to be put in the *Journal* about thanking members for member appreciation month.

The updated organizational chart, as well as an updated list of board members and committee chairs with contact information was also distributed.

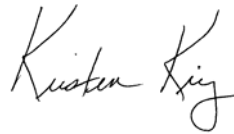
Ray also stated that there were big changes for the joint February meeting with Maine Water Utilities Association. Everything will be located in the Holiday Inn again. The Executive Committee will meet on Monday, and the board on Tuesday.

Dave Paris motioned to adjourn and Dave Polcari seconded at 6:26 p.m. The motion passed unanimously.

Respectfully submitted,



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



Kirsten King  
New England Water Works Association  
Director of Communications