

**New England Water Works Association
Board of Directors Meeting Minutes
September 14, 2008**

The New England Water Works Association Board of Directors held a meeting on September 14, 2008 at the Sheraton Hotel in Burlington, VT. President Jim West called the meeting to order at 11:05 a.m. Those present were: Jim West, Patrick Connelly, Chris Woodcock, Jim Marvel, Adam Yanulis, Kathy Pedersen, Jae Kim, David Harris, Pam Irwin, Ken Booth, Robert Beaurivage, Bruce Berger, Barbara Cook, David Polcari, David Kane, Erica Lotz, and Raymond Raposa, Executive Director as non-voting. Also, attending were: Dee Bennett, AWWA visiting officer, Dave Paris, Craig Douglas and Louis Schoolcraft nominee for next year Board and Ted Kenny, Deputy Executive Director, Kirsten King, Director of Communications.

Jim West introduced Dee Bennett and everyone introduced themselves. A few minutes were spent reviewing the agenda and conference schedule for the next few days.

Item #1 – Consent Agenda. Pam Irwin motioned and Dave Harris seconded to accept the consent agenda that included Item 1 Minutes of the Board of Director July 29, 2008 meeting and second a revised motion for the Safety Committee. Motion passed unanimously.

Item #3 – Treasurers Report. Kathy Pedersen reviewed the auditor report and the June 30th Financial Statement. The statement was distributed to all Board members, will be compiled and printed in the NEWWA Journal. Kathy reported total Current assets are \$2,259,589 and with proceeds to give, deferred compensation and property and equipment net the total is \$4,198,990. Current liabilities are \$574,247 and non-current liability bringing the total to \$1,516,243. When you add in the Net assets it balances at \$4,198,990.

Kathy pointed out that the Training Program brought in \$1.2 million for a year end with other program and balance was \$183,364.

Training programs and the Conference provided income for other programs and were the two strongest financial results.

Kathy then reviewed the Statement of Financial Expenses. She added that this segment of the report will be an attachment to support in future Financial Statements For the Year End. It will not be printed inside the year end financial report. It has been produced for Board use and will continue for that purpose.

Kathy did point out the Non-operating Losses that are reported. The financial challenges are not over and we are watching this closely as the financial markets have struggled over the second half of the year.

The year's financial picture is positive with a gain in the net assets of \$188,766.

The notes to the Financial Statements were then reviewed.

The association received a positive audit report and there were no material misstatements in the Audit Testing and review.

There were no questions. Jim West thanked Kathy for the report.

Bruce Berger motioned and Barbara Cook seconded to accept the Treasurer Report including the June Financial report and the director's 2008 year end financial report motion passed unanimously.

A final statement was supplied by the office which showed the balance by fund as of June 30, 2008.

Item #3C – Budget Policies. The draft policy was briefly reviewed and is not ready for a vote at this time. Dave asked Board members to send comments that he will review for a future draft.

Item #4 Old Business. There was no old business on the Agenda or offered by members.

Item #5 - New Business.

Item 5A. State Leadership Award. Bruce Berger reported that nominations this year is David Parent. He is a Maine state past president a chair of the Legislative committee and did outstanding work over the past few years on stream flow and water quality matters. Dave will be attending the conference and everyone was asked to keep this silent. Barbara Cook motioned and Jim Marvel seconded to present the Maine State Leadership Award to David Parent in February, 2008. The motioned passed unanimously.

Item #5B – NEWWA 5 year Long Range Strategic Plan 2009-2014. Chris Woodcock revised the plan and the work done by all. He reviewed the item related those items that added to previous plans.

1. Enhance the Water Works Profession
 - A. Create a paradigm shift where water suppliers were viewed as primary stewards of our water resources, we become the group that is looked at to sustain our water resources.
 - B. Develop a Culture of pride in working in the Water Profession
 - C. Enhance our ability to gain the Public's Trust.

He noted that after a review with past president some items had been deleted. Also, goals were updated with feedback from the summer planning session including: Items 1) Enhance Water Works Profession 2) Develop a Committee of Pride in working in the Water Works Profession and 3) Enhance our ability to gain the Public Trust.

Some specific items included.

He thanked the members of the Committee and staff for their ideas and efforts and noted how very helpful Kirsten King was with the Agenda and composing the questions for the planning session.

The notes and Power Point presentation are on file and were emailed electronically to each Board member.

He thanked David Kane for reformatting the plan that brings together many great ideas that have been generated.

Jim Marvel motioned and Pam Irwin seconded to accept the 2009-2014 Strategies Plan.

Motion passed unanimously.

Bruce Berger said he felt the involvement and participation by everyone this year was great and noted that we all do an excellent job on the plan and implementation. Chris Woodcock was thanked by all for the great effort and completing the task for this meeting.

Item 5C – NEWWA Water Resources Meeting. Jim West reviewed the item, which was a breakout group of the Planning Session. Chris Woodcock has agreed to chair this committee and effort. Jim has appointed all of the members. The first target will be to discuss and give it a message that has

support from Water supplies. The first group will be a supplier's caucus with representatives of systems, states and active members with past involvement.

The first meeting will be on October 10th.

Later on a second phase will be a Water Congress with representative from other groups. A name was offered to add someone from Connecticut. Also, Jim has a Maine state employee who is a geologist who is interested when we get into phase 2.

There was no other discussion.

Item 5D – Organization Chart for 2008-2009. Pat Connelly reviewed the charge highlighting Council director for the coming year.

He noted Craig Douglas would be the Standards Director and advised to get together with Jim Fay and Dave Harris so they could pass on their organizational information from the past three years. Both are here at the conference.

He asked Louis Schoolcraft to be on the Nominating Committee to have a young Professional on the committee.

He said he would like each director to touch base with their committee once a month. He realized the Standard's Council would be an exception to this request.

He wants to have young members approach by all board members. He wants to encourage member involvement and new involvement.

He plans to recognize some of people who do good work at each monthly meeting and event.

Jae Kim motioned and Bob Beaurivage seconded to accept the Organization Charge and Committee Chair recommendations. Motion passed.

Item 5F – Association Meeting Calendar. There was much discussion on the proposed council meeting and trying to find a date that works.

Pam Irwin motioned to delete the fall Council meeting. Barbara Cook seconded.

There was comments on this is an opportunity for directors to meet with Committee chairs.

It was asked if Council Chair would schedule separate council meetings. It was noted this is a time when the new president can present the new annual plan to those present

It was asked could this council meeting be done electronically. It was offered if it does not happen, we can move back to a schedule meeting next year.

It was then offered the meeting is important and should be held.

Two other options were suggested to either hold the meeting or leave it to the directors with a report by November 12.

A vote was called on the discussed motion and it failed 5 to 6 with 2 present.

A new motion was made and seconded to hold the Council meeting on November 7. The motion passed 9 to 5.

Item 6 – AWWA Director Update. Jim Marvel re-introduced Dee Bennett our AWWA visiting officer and Vice President

She told a little about herself, AWWA and section involvement and first she has been lucky to drive a NASCAR car and came from the home of NASCAR.

She said AWWA has many new initiatives happening and there are numerous Ad-Hoc Committees. The first is an AWWA and section relations committee and Ray Raposa and Dee both sit on it. They are working to identify the present relationship status and any issues there are. The goal is to make some recommendations that can improve the working relationship.

A second Ad-Hoc group is on affiliation agreement. There is nothing ready for distribution. This did come out of the issues discussed over insurance and pricing. Other topics include communications and how the business relationship with sections can be agreed to.

It is expected that reports will be issued at the Winter Board meeting and votes taken in June.

The Guiding principles should be ready for the winter board meeting, but the affiliation agreement maybe more likely June Board meeting.

Other issues being discussed are Multi Section member voting privileges and the ability to hold office. It is a proposal that rules be revised so members can do this in any section. It was noted Connecticut voting in New England is the only exception.

The AWWA Strategic Plan will have five segments and it is under review. It will be sent to the board soon.

A new group we may hear about is the Clean Water American Alliance. AWWA has not joined at this time. They do have an Executive Director. Five thousand dollars is the dues to join this new group.

On the utility certification issue not much has happen, but it will have a new name when a future proposal comes out.

She said that IT issues have become a major concern. Their present upgrade was not planned completely and the schedule is behind and revisions to do it correctly will cost a million dollars. The availability date has moved from October to next March.

Jim Marvel asked everyone to review the update and information on AWWA. There was a motion by Chris Woodcock and seconded by Bruce Berger to take a thirty minute recess. Motion passed.

Time Break 12:55 P.M.

Jim West called the meeting back to order at 1:23 p.m. Attendance confirmed that all were still present as noted earlier.

Item 8B – AWWA Nominations. Chris Woodcock offered paper work to nominate Robert Marini for all that he has done to the AWWA Water Utility Hall of Fame.

Chris Woodcock motioned and Adam Yanulis seconded to send the information to AWWA to Nominate Robert Marini into the Water Utility Hall of Fame. Motion passed unanimously.

Jim Marvel then motioned and Pam Irwin seconded to nominate Alan Silbovitz to be an AWWA Honorary member. The paper was distributed. Motion passed unanimously.

Chris Woodcock motioned to accept the AWWA report and Barbara Cook seconded. Motion passed.

Item 7 – Executive Director and Staff Reports. Ray asked Ted to provide the training reports. Ted began by reviewing the 2007 -2008 year of activity. The written report shows that 320 programs were delivered and five thousand three hundred and seventy people attended. The report provides details on the number of partnerships and courses and other projects that were accomplished.

The contract training was the highest ever and new organizations participated.

Ted pointed out the new partnership we have with New Hampshire Department of Environmental Servicing and programs that will be offered at the New Hampshire Drinking Water Center through June 2009.

Also there were fourteen new programs delivered. This is the combined effort of the committees, adjunct instructors, and our staff. These programs are great support from the students.

It was noted that total attendance of all programs were nine thousand and seventy nine people.

Kirsten then briefly reviewed the Communications programs. She noted the member roster has been delivered to members and the Journal should be mailed to members in September. The accomplishment of staff, especially Jacqui after moving the Journal in house was outstanding. The retirement of the people who did the layout for the past twenty years was good. Now we will have other options as we try to make information available on the website.

Also the WARN program is moving along well and has a meeting of the New England Coalition Warn (all state committees) group here at the conference tomorrow. We are working on the MA WARN website and MA DEP has provided funding to get it set up.

Ray then reviewed the conference schedule, committee meetings and Board related meeting. The Regional Offices meeting will be in the room next to this one tomorrow. The Conference pre-registration number is 361. The guest registration has not recovered over the past two years and remains low, with thirty-five registered this year. We are expecting a strong showing for the Gala evening of over Two Hundred and Thirty people.

He said he would give the remainder of the report in the NEWWA, Inc. Business meeting.

Lists of both new board and staff address and an Officer and Committee Chair contact list were provided.

Ken Booth motioned and Bruce Beyer seconded to accept the Staff reports. Motion passed.

Item 8 – Council Meeting. There were no reports and they will be present in the Annual Business meeting.

Item 9 – Committee Reports.

Item 9A – Monitoring Program. Erica said the program has been proceeding very well. The trivia contest had 7 of 9 teams return their answers by the deadline. Erica Lotz was on the winning team.

The Pilot Mentoring program will end in December. We will need new mentees and mentors for the coming year.

Item 10: Announcement: Ray pointed to the list of committees meeting on the agenda.

Jim West introduced Jim Fay who is our host utility and a past board member.

Jim West then thanked Bruce Berger and Adam Yanulis for all their services as this is their last Board of Directors meeting.

Bruce Berger motioned and Bob Beaurivage seconded to adjourn the meeting at 1:51 PM. Motion passed.

Respect
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Raymond J. Raposa". The signature is fluid and cursive, with a large, stylized initial "R".

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