

**New England Water Works Association
Board of Directors Meeting Minutes
September 20, 2009**

The New England Water Works Association Board of Directors held a meeting on September 20, 2009, at The Balsams Grand Resort in Dixville Notch, NH. President Patrick Connelly called the meeting to order at 9:50 a.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, David Kane, Jim West, Dave Polcari, Barbara Cook, Louis Schoolcraft, Dave Harris, Pam Irwin, Kathy Pedersen, Peter Pezanko, Ken Booth, Jim Marvel, Craig Douglas, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney; NEWWA Director of Communications Kirsten King; Joe Mantua, AWWA President; and Michael Covellone and Matthew Pearson, nominees for the 2009-2010 election, were also in attendance.

Items #1 & #2– Consent Agenda & Minutes of July 28, 2009.

Chris Woodcock made a motion to approve the minutes and consent agenda as is, Jim Marvel seconded. The agenda included two items: Minutes of July 28, 2009 and the Rhode Island State Leadership Award Nomination of Susan Andrade, from the Bristol County Water Authority. The motion was approved unanimously.

Item #3 – Treasurer’s Report – Financial Update.

Kathy Pedersen reported that for fiscal year 2008-2009 there was \$2.725 million in revenue and \$2.3 million in expenses for an overall loss of \$31,503.

There were unrealized losses in scholarships and investments, but the association showed a profit of \$87,172 in its operating budget. The auditor is currently questioning the amount as he has \$42,866 for the association’s operating income in his audit but \$87,172 positive on another sheet. There will be discussions with the auditor regarding a positive \$42,866 for the association’s operating income with an overall decrease of \$31,503.

The preliminary financials for July show our invested funds yielding a positive \$60,000 as the market is starting to come back. We are also anticipating being positive for the month of August. There will be a meeting with Citizen’s Bank in October, who is the association’s investment advisor.

Item #3A – Annual Financial Statement From June 30, 2009.

Craig Douglas motioned to approve the treasurer’s report. Louis Schoolcraft seconded. The motion was approved unanimously.

Item #3B – Financial Update on Funds.

The Funds statement shows that we have \$1.7 million invested in the bank right now.

Dave Polcari motioned to approve the Funds Statement and Chris Woodcock seconded. The Motion approved unanimously.

Item #4 – Old Business.

Item #4A – Computer System Upgrade and New AMS Software – See Memo

Ray distributed two memos, the original that was provided to the board at a previous meeting, and another, which the committee reorganized. It is the committee’s opinion to utilize a hosted solution, which will make the overall system more available to our members, more secure, and ultimately less expensive in the long run since the association does not have an in-house IT person. It is vital that the AMS and Web site are always available, which may not be the case at the Holliston location.

There is \$129,000 needed to start the process, with a \$44,000 annual fee. The current annual fee is \$15,000. Built into the new annual fee is the annual maintenance cost, which we would do if we kept the system in house. The 10-year cost was outlined on the memo and diagram.

Craig Douglas made a motion to initiate a new AMS via a hosted solution for an initial cost of \$129,606, with future budget plans for an additional \$44,400 on average. Dave Polcari seconded.

We were told by AWWA staff that there are not plans for an AMS system for sections. This will not preclude us from joining with AWWA if they ever decide to upgrade their AMS system for sections.

This is a 1-year at a time decision.

The money is in reserve funds for capital improvements. It will get proportioned out by 7 to 10 years.

Chris Woodcock asked if the \$129,000 in Craig's motion will come out of capital reserves for this year off our funds statement. And is the \$44,000 in this year's budget? The \$44,000 will be built into next year's budget as it will not be needed until next year.

Dave Kane moved to amend the motion to say annual maintenance and hosting fees instead of adding in a specific \$44,400 amount.

The motion approved unanimously.

Item #4B – Champlain Water District Chloramines Peer Review Update.

Dave Paris updated the board on the peer review at Champlain Water District (CWD). The committee visited to CWD on August 8 and did a peer review and exit interview with CWD. The committee will develop a letter report, which is underway. Once it's completed and cosigned by all reviewers, it will go to CWD, EPA, and maybe VT DPH.

Observations were that CWD was a utility with top-rate operations with no deficiencies or inadequacies with its chloramination process. The overall feedback was positive and members benefited from attending. We may want to discuss developing a peer review group in future.

Item #4C – Board Orientation Packet.

At the last board meeting we approved the board orientation packet. Now the last portion is a board team handbook, which explains the roles of board members and how a board is supposed to operate. It has lots of soft-skill information that board members need to know.

Pam said the packet was very well done, and that the format and layout is well done that you can easily look through it and grab things as needed.

Ray brought extras and encouraged board members to take them.

Item #5 – New Business.

Item #5A – Assistant Treasurer Appointment.

The Executive Committee met, discussed the Assistant Treasurer nomination, and made a recommendation that David Russell be appointed. He has been with NEWWA and AWWA for 20 years, and sits on the Financial and Investments Committees.

Kathy Pedersen made a motion to approve Dave Russell as Assistant Treasurer, and Pam Irwin seconded.

Jim Marvel asked how many candidates there were. The committee spoke with three, but only Dave submitted letter of interest. The other two candidates said they approved of Dave being treasurer.

Chris Woodcock said it's an important position and it's important that we as a board elect this person. While there were three good candidates, Chris has known Dave for 20-25 years and he's confident he will do a good job for the association.

The motion was approved unanimously.

Item #5B – Ad Hoc Bylaws Review Committee.

Every 5 years we need to review our bylaws and there are things that change over the years. Pat has assembled an ad-hoc Bylaw Review Committee consisting of Alan Silbovitz, Craig Douglas, Mike Covellone, Jim Marvel, and Pat Connelly. The group will meet over next few months for recommendations on how to update the bylaws.

Item #5C – Recommendations on New Committees and Governance Changes.

Dave Paris reported on this process, and thought it was a good one for the vice president to go through. It is an assembly of NEWWA leaders, which then lead up to the summer planning session. Throughout the process Dave asked the group to think about NEWWA's vision and mission as it now stands (which is around 20 years old), and to try to extend that into a 20 year vision and mission and how it might be changed to be made more meaningful to the direction of the association.

At the planning session this past summer, groups broke out into three groups: vision and mission, green issues, and communication efforts –how we get our message out. Dave is asking the board to look at recommendations that are fairly significant. They have already gone before the Executive Committee—the Board has a memo of Executive Committee recommendations.

He called attention to the September 9 memo. The first item is to confirm the ad-hoc Sustainability Committee as standing a Committee.

Chris Woodcock moved to establish the ad-hoc Sustainability Committee as a permanent committee. Pam Irwin seconded. The motion was approved unanimously.

The second issue involved council and committee realignment. This came out of the Planning Session proposal to rename the Public Policy Council to Environmental Stewardship Council. Dave Polcari made a motion to accept. Craig Seconded.

Jim West asked why we were renaming the council Sustainability from Public Policy. Jim felt public policy captured sustainability as well as sustainability. It speaks to item B in that the issues revolving around sustainability have been regulatory and legislatively driven. He agrees it has grown, and does not have a problem with there being a Sustainability Committee, he just questions that the council still deals with public policy issues.

Chris Woodcock responded that there are two pieces—one, regarding the environmental stewardship council, is that there is a perception issue. A paradigm shift came out a few years ago when planning around water works professionals. Things are more a perception than a reality. Clearly it's public policy. Clearly within that is the issue of regulations. The second part is in moving a regulatory committee to communication is in line with the idea of getting the word out – we want to communicate to the regulatory environment what we are doing, hence the move into the Communications Council. Overriding all of this is the issue of sustainability in everything we do. The Environmental Stewardship council is more of a perception, and the fact that the organizational chart says that is more for perception than anything else.

Dave Paris also said that a NEWWA membership does not cater to or have any sensitivity to conservation professionals. Part of the planning session was to take some YPs as facilitators in a group –they all came back with similar ideals. Changing council names will help address issues and perception and will address how we want the organization to grow.

Jim Marvel agrees that Public Policy carries the same view – but feels we are losing the broader view – he felt that an Environmental Stewardship Council loses some of the larger focus.

Chris Woodcock does not have huge problem with what Jim's have to say but feels strongly that there should be an Environmental Stewardship Council. He is not sure why conservation or water resources are more public policy than other committees we have. He thinks Environmental Stewardship is more fitting and will give the conservation committee more sense of belonging and focus. We should be providing more regulatory and legislative communications, and moving them to the Communications Council will help do that.

Ken Booth also looked at it from the perspective of a paradigm shift. In Rhode Island they meet with various environmental groups. We know what we do but it's important to tell other people. Environmental groups were surprised that RIWWA has a Sustainability Committee. This helped disarm groups down there. He also thinks we need to have a council that focuses on that as a name.

Jim Marvel thinks that whoever is looking at an Organizational Development Committee take a look at other councils and shifting to ensure public policy remains a high priority and make it come back.

The motion was voted on. The motion passed, with one opposition.

Barbara Cook motioned to move the Legislative and Regulatory Affairs Committee to the Communications Council, Dave Polcari seconded. There were 8 approved and 6 opposed. Motion passed.

Pam Irwin asked why the Legislative and Regulatory Affairs Committee was moved into her council. Chris Woodcock said that it's for communication to membership and external communication of regulatory and legislative affairs. Pat Connelly said we're trying to get better alignment. Pam thinks that no matter where an issue is it can always come back to the Communications Council.

Ray said it was interesting, that no matter where, the Legislative and Regulatory Affairs Committee always attracts communications/consultants, and that communications staff ends up supporting initiatives trying to be done.

Jim Marvel made a motion that the Organizational Development Committee study the Legislative and Regulatory Affairs Committee and where this specific committee should fit.

Craig Douglas moved to move the question/motion made by Jim Marvel. A vote was taken and 3 were opposed. Motion approved.

Dave's final point was the development of a Social Networking Committee on behalf of NEWWA to further establish our online presence. This will be a self-sustaining committee and will provide us with an outlet to get our word out and obtain feedback.

Dave Polcari motioned to establish the committee, Barbara seconded.

Pam Irwin agreed that it's essential we are there for our future and that we remain progressive. The motion was approved unanimously.

Jim West asked if there was a discussion about this being an ad-hoc committee to begin. Pat Connelly said this will be an evolving committee and will require more than just task-associating.

Pam said it also will bring our YPs into the organization. Chris Woodcock agreed.

Item #5D – Revised Mission and Vision Statements.

Pat stated that this decision is very important and vital. He said to think about why we exist, when it comes to our mission. The vision is what do/what we want to look like as people see us into the future. Note that a mission change requires a change to the association's bylaws.

Dave Paris has brought the recommended mission/vision statements to the Executive Committee and now wants the board to do a true evaluation.

Barbara Cook made a motion to accept the new mission statement, Louis Schoolcraft seconded.

Chris Woodcock said there are a number of different things we need to look at--for the vision, training, advocacy, and standards are a lot of different areas, and he's not sure where we should go. We've always been a training/education association, and focused on public health.

Dave Paris gave credit to Craig Douglas and the group who worked on the new statements. They wrestled with the issue for 3-4 hours, and had a fair amount of discussion associated with what are we, who are we, and how are we evolving. Both suggested vision and mission statements now include environmental stewardship.

Craig Douglas stated that part of the discussion was that we were discussing a current issue. The group felt that sustaining water was an integral part of our vision and mission.

Ray read a sentence from a James Lyon quote: "our one great objective is mutual improvement." – which is why we were formed in the first place.

Jim West has talked to a number of people about this. The concern isn't in the verbiage, it's in the fact that you undertake a shift in focus that defines the broader focus of the organization. If NEWWA wants to go toward a more environmentally conscious association with that as the focus, he doesn't have a problem with that. However, a change in vision and mission takes more discussion. "Advancement of membership" to him has always been our focus. In the broader spectrum of the drinking water profession, there is no question that what we do is all encompassing. The "advancement and dissemination of knowledge" is what we do. He just feels that this should be discussed in a broader fashion. He does not think we should vote on this in just one or two days.

Jim Marvel agrees with Jim West. Louis agrees with them that we need broader discussion before it is changed. Feels some of old vision and mission is lost. Needs to be discussed further.

Chris Woodcock hears discussion on a bunch of ideas. The mission or vision we have now encompasses all of what we do and is what's being looked at. Are there elements that are missing?

Jim West feels that environmental stewardship is not entrenched enough in the current vision and mission, and if we want to shift to that, we do need to discuss further. Can bring more YPs into the fold, Jim doesn't want to cast out what is proposed, but the focus of the organization has to be what the vision and mission is all about.

Ted said the approach was strategic at the mission level and tactical at the vision level. They took a look at spheres of service that are critical, which included education (not training – that is just a component of education). The group did try to look at key elements.

Dave Paris thought the training aspect and education, information exchange, and engineering operations were the focus. He also focused on the legislative and regulatory function, advocacy, and outreach--electronic, versus media, versus social media. He says people put lot of work and hours into this. He asked for people to really read what is proposed, and know that the words were chosen very carefully.

Jim Marvel respected all the work and time put into it. He agrees the mission is good but 2 key issues are missing. There is still some minor revision that needs to be done. Membership is missing. Membership is our core mission. Public policy is also missing, and the group may want to revise it very slightly.

Chris Woodcock also thinks this may not have had enough vetting. Chris thinks that there is not a huge amount of comfort with the mission. Chris suggested we form a committee that will look into this in more detail and get broader input.

The current motion was to approve the mission.

Kathy suggested people e-mail Dave Paris with ideas/suggestions – then we can bring something else to next board meeting.

Ray stated the possibility that this may be voted down and then Mike Covellone can organize e-mails as the new chair of the ad-hoc Mission and Vision Committee, do the work, and then come back to the board in April.

Jim West thought it should go back to the original committee – however, that committee is already dissolved.

A vote was taken on the motion. Five approved. Eight opposed. Motion defeated.

Jim Marvel moved that we create an ad-hoc committee to discuss the vision and mission statements. Chris Woodcock second. Pat amended that the president will appoint the committee. Nine approved. Five opposed. Motion passed.

Item #5E – Five-year Long-Range Strategic Plan.

Dave Paris stated that he still needs to wordsmith the plan.

Item #5F – Organization Chart 2009-2010 Councils and Committees.

Chris Woodcock presented a draft of the new organizational chart to the Board. Chris has talked about changes and appointments to councils. There are holes in the Standards Council, which will either be lead by Bruce or Carol (pending the election).

The draft reflects all changes of the new council being added.

Dave Polcari motioned to accept the new organizational chart. Craig Douglas seconded. Motion approved.

Item #5G –Scholarship Fund Request.

The Scholarship Committee requested \$7,500, which will equal dividends and interest over the past year.

Chris Woodcock made a motion to honor the request for \$7,500. Pam Irwin seconded. Motion was approved unanimously.

Item #6 – AWWA Director Update.

Jim Marvel updated the board on several AWWA initiatives. First, the New England Section has a very active WFP group. There is a biker group called the Water Buffalos, where folks ride motorcycles to ACE every year. This is done for sponsorships and all money earned goes to WFP. If a section makes a certain dollar donation to the Water Buffalos it gets a section patch that buffalos wear on their vests. Jim asked that NEWWA designate a part of our WFP donations to the water buffalos.

Dave Polcari suggested that this request goes through the Water For People Committee.

Jim Marvel made a motion to bring this request to the WFP Committee – Chris Woodcock seconded. Motion was passed unanimously.

Item #6A – AWWA Update – Vice President.

Item #6B – Upcoming AWWA RMSO Meeting.

Jim encouraged members to attend at least one Regional Meeting of Section Officers at one point in their service to the association. The RMSO allows you to be connected to AWWA and understand that we're part of a larger whole.

Item #6C – AWWA Strategic Plan Comments.

Ray distributed items on the AWWA strategic planning process. It is now better for section/AWWA relationships. This initiative gives sections several opportunities to comment on the AWWA strategic plan. He also noted that Jim Marvel needs to provide comments to AWWA on the affiliation agreement by October 1.

There is also an opening for and AWWA Director at Large – Pam Marchand's term is up. We have until October 1 to nominate a candidate. Jim would like to nominate Pat Connelly as a potential AWWA Director at Large pending the outcome of the NEWWA election. Chris Woodcock seconded.

Dave Paris amended the motion to say that pending the outcome of the NEWWA AWWA Director position, the remaining available candidate will receive the support of the board should he decide to run for the AWWA Director at Large.

Barbara second amendment. The motion passed unanimously.

Jim Marvel stated that it was a lot of fun and eye opening to work on the AWWA board. He's seen a change in leadership and how they approach section relations.

Jim Marvel then introduced Joe Mantua, AWWA President-elect, who takes office in June 2010. Joe gave an update on a number of things. He said the section should be proud of Jim Marvel's service as AWWA director – he's been very participatory, engaged in good discussions, and been a very involved director.

Joe stated that Gary Zimmerman (former AWWA executive director) resigned in March. He provided an update on the job search. Paula MacElwayne is serving as interim executive director and is doing a very good job. They are now looking to get the right person. Craig Woolard appointed Joe as the co-chair to the transition committee, of which 9 people sit. AWWA also received more than 200 responses to its leadership survey to membership. They hired an organizational development consultant to assist with the search. The job description was posted in August, and so far they have received approximately 50 applications. September 30 is the technical deadline. The ultimate goal is to have a new executive director selected for the January board meeting.

ACE, which took place in San Diego back in June, was down approximately 6 percent given the economy. Staff worked hard to offset expenses and help reduce costs. Chicago is in 2010. The AWWA board has been working with staff to adjust the budget to offset losses. They are projecting \$1million in revenue for 2009, and are looking at a similar budget for 2010.

Another important event is the annual fly-in in Washington, DC, in March. In 2009 AWWA had a record fly-in with more than 130 attendees from 48 states. They are looking to get all states represented.

Barbara made a motion to approve the AWWA director's report. Dave Harris second. The motion passed unanimously.

Item #6D – AWWA Award Nominations are Due October 1.

Item #7 – Executive Director and Staff Reports.

Kirsten

Kirsten updated the board on the publications. The September 2009 Journal is currently in the works. The article deadline for the December Journal is October 26. The fall 2009 *The Source* was completed and overage copies were received before the annual conference for distribution. It will be mailed to the membership September. The remaining Source deadline for 2009 is November 6. Craig Douglas offered to write the board article for the Winter 2010 issue. *Currents* remains on schedule for the membership mailings. The annual Membership Roster was completed and mailed to the membership in August.

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 Facebook page is holding strong with 168 members. Photos, news articles, and the monthly trivia time are continually updated.

NEWWA is also on Twitter and can be found at @newaterworks. We currently have 22 followers.

The PR Committee is now working on producing markers for NEWWA's naturescape garden, which will name each plant in the garden and be used in conjunction with the brochure for educational purposes. A feature piece will be included in the September 26-27 editions of the Metro West Daily News that will highlight the garden.

NEWWA also had a letter to the editor published in response to *The Boston Globe* article on: "Milford's Water Woes." We are also sending out letters to the editor and news releases during National Fire Protection Week (October 4-10).

NEWWA has completed eight courses out of its required 16 under the MCSSA contract (Groundwater O&M and Groundwater Rule Compliance).

NEWWA also secured a subcontract with the CADMUS group (EPA monies) to develop and execute asset management and energy efficiency classes across New England in 2009/2010.

Ted

Ted reported that the operator exam review class in July had 88 students and there area already 70 signed up for the fall. He also highlighted parts of his report on cross connection, backflow, and excavation classes.

He also stated that the 2010 Water Quality Symposium is now scheduled for May 12.

The Laboratory Operations Symposium is scheduled for on March 4, 2010. The committee will start work on that in the near future.

The Water Resources Symposium, on November 3, is now up to 30 people.

Ted also highlighted that there is lots of contract training through the fall. Met with CT AWWA last week on spring 2010 courses and fall 2009 courses out. Joint program with GMWEA at CWD is listed.

NH and RI grants are off and running, awarded NH grant and finalized RI ERG grant, first 3 classes out for fall.

Ray

Ray reported that we have 297 members attending the Annual Conference, with 16 exhibitors registered. The hotel is full. The 2012 conference was approved to be at Ocean Edge in Brewster. The final rate for attendees will be \$135 for government/municipal employees and 270 for consultants/vendors. Jim Marvel discussed the issue of retirees and what they might pay.

Ray also encouraged all board members to attend the Water Resources Symposium. He also stated that each attendee will walk away with two books from AWWA. If the books were bought separately they would

cost more than the registration fee. The two books are the AWWA climate change book and M36 manual on water loss management.

Regarding public policy Ray updated the board on the Massachusetts Water Works Association ad-hoc group on certification. The board has approved the change that will require operators to take a course before they take the grades 2, 3, or 4 exams.

There has only been a decrease in 2 members, but a shift of about 20 section people who have moved over to Inc. side.

Item #7A – New Signage for NEWWA (past president’s hall and outside logo).

Ray reported that NEWWA is creating a sign that will go across most of window in the back of the Hall of Presidents that will note that it’s a President’s Hall and that we’re thanking them for their financial and leadership contributions.

Jim Marvel commended Ray on coming up with a solution.

Dave Polcari made a motion to approve. Louis Schoolcraft seconded. Motion passed unanimously.

Item #8 – Council Business.

This update will be saved for the annual business meeting.

Item #9 – Committee Reports.

Item #9A – Executive Committee.

All items have already been discussed previously in the meeting. Next year’s committee will consist of David Kane, David Russell, David Paris, Mike Covellone, David Harris, Craig Douglas, Chris Woodcock and Ray Raposa (ex-officio)

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Item #9B – Sustainability ad-hoc Committee.

Ken Booth distributed a draft report. He tried to tie everything up with white paper to the board for this to become a full-time committee. He said the meetings create a lot of input and are applicable to suppliers, especially legislative and public policy wise. There was a lot of desire for people to join, especially YPs. The tone of discussion is already changing.

Ken asked the board to review the white paper and encouraged them to join the committee. He thanked Blake Martin, co-chair, for putting his time and effort into the documents.

Ken will continue to keep the board posted as the committee moves forward.

Item #10 – Announcements and Meetings

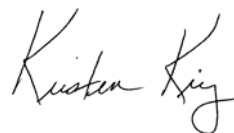
Ray distributed the November Monthly Mgt. flyer and noted that the council meeting is on the same day.

Barbara Cook motioned to adjourn and Craig Douglas seconded at 12:00 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