

**New England Water Works Association
Board of Directors Meeting Minutes
May 20, 2008**

The New England Water Works Association Board of Directors held a meeting on May 20, 2008 in the SEA Consultants Board Room at the NEWWA headquarters in Holliston, Massachusetts. President Jim West called the meeting to order at 3:00 p.m. Those present were: Jim West, Pat Connelly, Chris Woodcock, Adam Yanulis, Kathy Pedersen, Peter Pezanko, Pam Irwin, Richard Butler, Robert Beurivage, Jae Kim, Barbara Cook, Dave Polcari, David Kane, and non-voting members Erica Lotz, Ray Raposa, vice president candidate David Paris, and Kirsten King, director of communications.

Ray noted that Ken Booth was not present because his mother-in-law passed away and Jim Marvel was attending the service; Bruce Berger was unable to attend because of illness.

Item #2 & 3 – Consent Agenda. Adam Yanulis made a motion to accept the Consent Agenda and, Pam Irwin seconded the motion approving the board minutes of April 1, 2008; the NEWWA February 2008 written financial reports; new chair of the Membership Committee, Matt Stosse, current vice chair; and Barry Woods new chair of the Small Systems Committee.

The motion passed unanimously.

Item #5 – Treasurer’s Report. Kathy Pedersen provided a report including the March financial statements. Kathy said the income for the month was \$189,665 against expenses of \$197,056. The year to date numbers stand at a positive \$196,816. Contract training continues to be very strong with year to date income for this item of \$206,527.

Investments are down and this is reflected in the statements and the enclosed quarterly Summary of Funds dated March 31, 2008 and the summary of the Citizen’s Business Partner Portfolio statements. The summary balance of all funds is at \$1,733,062.

There was a discussion if the statements have the correct and sufficient information. It was asked to add the actual budget numbers as a column to both the detail and summary invoice statements.

Chris Woodcock motioned and Pat Connelly seconded to accept the Treasurer’s Report. Motion passed unanimously.

Item #6 Old Business.

Item #6A Water Demand Toolbox Update With Changes. Barbara Cook reviewed the changes that the committee has accepted. These were suggested through a member and meetings with others.

Chris Woodcock motioned to approve the May 20th document and that it supersedes all other versions of the toolbox; seconded by Barbara Cook.

The motion passed unanimously.

Jim West thanked Barbara Cook and the committee for all of their continuing hard work.

Item #6B Posting of Journal Articles on the Web Site (by error listed on the agenda as Item #7A) Pat Connelly motioned and Bob Beurivage seconded to take the item off the table from the previous meeting. Motion passed unanimously.

Kirsten King and Ray Raposa reviewed the report developed after the last board meeting with questions to be addressed by the Publications Committee. A written memo was provided to the Board with the information.

A Board concern was the impact on advertising. The Publications Committee recommendation include a link to those advertises who provide information for a link to their website.

The committee does not see articles on-line having a negative impact on the advertisers. They feel it can provide an additional outlet for advertiser information. Also, they feel the new service will be a value to members and may attract some new authors for Journal articles. The Publications Committee has no present plans to propose ending the hard copy of the Journal.

The Publications Committee recommended the members can download articles for free and a non-member would have a nominal fee of \$5.00 to start. AWWA charges \$30.00 per article. The committee plans to re-visit this one year after it starts since this is new territory.

Article titles, author names, and abstracts could be seen by anyone.

We believe after the cost to set up the program it will require minimal staff time (approximately six hours per quarter).

The motion is to authorize up to \$4,000 to be provided to create an online Journal section of the NEWWA Web site. The motion passed 9 to 4.

There was no other Old Business.

Item #7 New Business. (Item #7A was done as #6B)

Item #7B NEWEA, APWA & NEWWA Joint Center for Academic Research Into Water, Wastewater, and Stormwater Issues. Jim West and Ray Raposa provided background information received on this item. Jim spoke with Elizabeth Cutone, NEWEA Executive Director, who feels the potential is very solid because there are professors and students that are interested for funding of project ideas.

Adam said that there is still no understanding of all the requirements (Adam is active in all three associations).

David Paris said it seems like it could be a conflict with the AWWA Research Foundation. Texas started a similar program and a group within the section moved to close it.

Chris Woodcock said the program would relate to two of the four major goals we have approved.

Adam said he plans to be at the Spring NEWEA meeting and will attend for the board and gather additional information.

A question was asked if this request could be made to the colleges or other groups. Jae Kim offered that the AWWA Research Foundation has nine hundred thousand dollars in unsolicited projects.

The STEM program was offered as another potential source of funding.

Jim thanked everyone for their comments and said we will wait to have more information.

Item #7C Reserve Funds for Annual Conference Speaker Not Covered by Contributions. Jim West explained that we got to this point because of a misunderstanding of the fee for a potential September Conference speaker. The cost is \$8,000. We have \$2,500 in the budget and two

companies have offered \$750 each. Ray said he stopped asking because of possible conflicts with other present funding solicitations.

A memo with a description of the presentation was provided. There was no interest in using reserve funds. It was suggested a change of the program if the speaker agrees to the \$4,000 presently available. If not, we would pass on this speaker.

There was no other New Business.

Item #8 AWWA Director's Report. There was no report.

Item #9 Executive Director and Staff Reports. Written reports were provided on all programs and training highlights dated May, 2008.

Ray pointed out first the highlights in the training report. He said the tenth annual Water Quality Symposium on May 15th was very well received. There were 120 participants.

Contract training continues to be very busy. The second R.H. White workforce development program, Backhoe Loader Operator Training, began in late April and will be completed in early June.

The various grant and partnership programs with the Connecticut Section continue to have good participation. The new program for NH DES was accepted and runs through June, 2009.

Kirsten next provided highlights on the Massachusetts contract program for the MCSSA and EPA projects. The water law enforcement CD project CD is complete and distribution is the final step, EPA is discussing a revised plan for the disbursement of the CD and possible means.

We have been selected to assist Horsley & Witten to conduct logistics and course registration on six WARN workshops. The firm received this work as part of an EPA Washington DC contract.

The communication and publication programs are proceeding very well. The "Tap Water Delivers" campaign is well underway. Trains and buses have the posters in Portland, ME; Boston, MA; Springfield, MA; and buses throughout the state of Rhode Island.

Drinking Water Week activities were completed with good success. Thirty-nine newspapers ran the public information pieces.

Ray then provided final counts on the Spring Conference which had 2,621 registrations and 170 agencies and companies took 209 booths.

The Fall conference program is complete and at the printer. The mailing is scheduled for June 1st.

The naturescape garden work is planned to begin in June. The contractor work is within the budget.

Computer and the Association Management System (AMS) work remains on hold. AWWA is behind with their new AMS installation and the Learning Management System work will not begin until the AMS is completed.

A replacement of our AMS system by the same vendor with a new web version will cost \$60,000 to \$75,000 depending on the self hosted version versus the hosted by the vendor model.

A new accounting software will cost approximately \$20,000.

We will report more in the summer or fall.

There were no questions.

Barbara Cook motioned and Pam Irwin seconded to accept the Executive Director and Staff Reports. Motion passed unanimously.

Item #10A Council Reports. No directors had any reports.

Item # 10B Council Meeting – May 2nd. Chris Woodcock said he was very pleased with all the information and effort by the participants. He is reviewing the information to finalize the planning session topics with the committee and staff.

He thanked everyone for their participation.

Item #10C Planning Session July 27-29, 2008. Chris asked everyone to make their reservations as soon as possible. A copy of the invitation letter and reservation form was provided.

There was no further discussion.

Item #11 Committee Reports.

Item #11A Organizational Development Committee. Chris said discussion is still in process and there will be a report at the next meeting.

Item 11B Discussion of Potential Director Changes. Adam Yanulis began with background on the challenges the Nominating Committee experienced this year. People have many work and personal commitments, and it was difficult finding candidates for some positions.

Pat Connelly said the May 20th memo is provided as a brain dump from a conference call of Chris Woodcock, Kathy Pedersen, Ray Raposa, and himself.

The ideas on the memo were reviewed. A question was asked if these will make the difference needed.

It was commented we need to get the word to the organizations that we need their support. We need to reach the owners and businesses.

Jim West said we may need to make changes, however, we do not want to make changes that result in unintended consequences. He said we need to continue to do the things that support the industry and profession.

Adam said our assistance to Jim Fay and Champlain Water District on secondary disinfection is a prime example.

We may need to redefine the baseline of expectation for involvement. Erica said she needed to write up the information we provide. She needs to give it to her supervisor so the expectation and value could be seen and flexibility provided.

Pat said we are open to other ideas if anyone has them. Barbara Cook volunteered to work on this effort.

Board members were asked to send their comments and ideas to Pat and Ray.

Item 11C Sponsor Services Committee Review of Conference Gifts. During the April budget discussion the Sponsor Services Committee was asked to examine the gift options.

Dave Polcari said the committee discussed gift options and was recommending that the gift be a sponsor option. The sponsor's logo could appear on the gift. There was one Sponsor Services Committee member who opposed the logo being included.

There was a strong discussion of the positive and negative opinions of the idea. A sponsored gift is an option used by many organizations and at our golf tournament.

Others felt it is difficult for some members to use the gift with a company's logo is included.

The members were asked on how they would vote on a motion to approve a sponsored gift. There were five yes and seven no votes.

The discussion ended. The Sponsor Services Committee chair requested that the Board not send this item back to the Sponsor Services Committee. This is the second time and both recommendations have been similar and rejected.

Item #11D Mentoring Program. Erica Lotz said the program has gone well. They will wrap up this last offering of the program. Five to ten participants are being generated by the program.

Establishing the relations with the mentor and mentee is important.

Item #11E Executive Committee Budget Process. David Kane has been working on a budget process. He suggested we could have two or three times per year that budget changes could be considered.

If anyone has comments or feedback of proposed changes, send them to Dave.

Item #11F WFP Gala May 10th. The WFP Gala went very well. The turnout was very good. The event raised sixty-three to sixty-six thousand dollars for WFP. The final report is not done at this time.

Ray reminded those going to the AWWA annual conference of our Joint Luncheon on Monday.

Barbara Cook motioned and Pat Connelly seconded to adjourn the meeting at 6:01 p.m. Motion passed.

Respectfully submitted,



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