

**England Water Works Association
Board of Directors Meeting Minutes
July 31, 2012**

The New England Water Works Association Board of Directors held a meeting on July 31, 2012, at the North Conway Grand Hotel in North Conway, NH. President Michael Covellone called the meeting to order at 9:02 a.m. Those present were Mark Wetzell, David Harris, David Polcari, Ken Booth, Pat Connelly, John Storer, Carol Harris, Red Dufresne, Peter Pezanko, Philip Bilodeau, David Russell, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and Director of Communications Kirsten King as well as Lisa Gove and Matt Stosse of the Membership Committee and Craig Douglas of the Brunswick/Topsham Water District (ME) were also in attendance.

Item #1 – Consent Agenda & Minutes of May 18, 2012.

1. Minutes of April May 18, 2012.
2. MWWA Nomination of James L. Deming for the 2012 MA State Leadership Award. Memo Attached.
3. May Golf Classic Proceeds were \$6,700. Sponsor Services Committee Recommends Donating \$4,000 to the NEWWA Scholarship Fund and \$2,000 to the NEWWA Water For People Committee.
4. Approve nomination from Disinfection Committee to appoint Michael Unger of Underwood Engineers as Committee Co-Chair.

David Polcari motioned to accept the consent agenda. Red Dufresne seconded. The motion was passed unanimously.

Item #4 – Old Business.

Item #4a – Site Selection Report and 2015 Annual Conference Site Recommendation, Update – David Polcari.

Dave reported that the 2013 annual conference will be at the Equinox in Vermont and in 2014 at the Samoset in Maine. The Site Selection Committee is still investigating properties in New Hampshire for 2015 as the Balsams may still not be ready. They are continuing to negotiate with the Mt. Washington. There are not many other options in NH outside of the Balsams and Mt. Washington. If we cannot secure a location in NH we may opt to recommend to go back to RI for 2015.

Item #5 – New Business.

Item #5a – Award Naming Criteria – See Attachment A by Phil Bilodeau and David Polcari.

David Polcari made a motion to accept the new award naming criteria as policy. David Harris seconded. The motion was passed unanimously.

Item #6 – Treasurer’s Report – Financial Update.

Item #6a – April and May Financial Update and Statement.

David Russell distributed the treasurer’s report through July 31, 2012. The association finished \$40,000 in the black, with a \$46,000 net operating income for FY12. There was a small loss in investments for the full year. Overall this is good news. We came close to budget on both the expense and revenue sides, which is a low percentage variance. The numbers for June 30th are draft until the annual audit is completed

The MASRF is still waiting on Congress to inform the states on what the SRF funds are. MassDEP is also in the process of replacing its water program manager. The delay in the MASRF contract renewal is a combination of obtaining finance numbers and naming who will run the program at the MassDEP. The contract renewal has been signed through 2014, but only with money to carry it through until November 30, 2012.

The Investments Committee recently had a meeting. In the last quarter investments showed a decline in overall assets in relatively small amounts in both general and capital reserves. The scholarship funds had a slight gain in the last quarter. For Year To Date our scholarship and Project 2000 funds had small gains.

Our 5-year returns from when we started with Citizen's have averaged about just below 6 percent per year for the entire investment. Overall we have done fairly well. Everyone has agreed to return as members of the committee.

Item #6b – Budget Report from Spring Conference.

The Spring Conference saw food increases by the DCU Center, hence it being more expensive to run. We did negotiate a 12 percent increase down to an 8 percent increase. We also had higher attendance than expected, and it was the first time we crossed 2,800 attendees. Overall it was an excellent meeting.

The full conference report will be available at the September Conference.

David Polcari made a motion to accept the treasurer's report. Red Dufresne seconded. The motion was passed unanimously.

Item #7 – AWWA Update – Pat Connelly, AWWA Director.

Item #7a – AWWA Director's Report.

1. The next AWWA election for President-Elect has only one candidate: John Donahue. John is the General Manager of the North Park Public Water District in Northern Illinois. Pat passed around a brochure from John. You can learn more about John at www.johnforawwa.org.
2. Announcement of AWWA-WEF Agreement of Intent (July 20, 2012)

In 2011, the AWWA and WEF boards approved a joint resolution that encourages collaboration among our members and greater coordination of programs and services.

AWWA and WEF remain committed to the spirit of the 2011 resolution. Both organizations have signed an Agreement of Intent that establishes an Exploratory Committee to examine potential models for enhanced collaboration and partnership to better serve our members.

The agreement is a continuation of the spirit of a 2011 joint resolution to develop a cohesive voice for the water community by "encouraging collaboration between our members, coordinating programs and services and developing consensus on major water policy issues."

The Exploratory Committee is comprised of leaders from both organizations and will examine potential models for enhanced collaboration and partnership ranging from efficiencies in some combined business practices and member services to full integration of the two organizations.

Discussions about enhanced collaboration and cooperation between AWWA and WEF have occurred on and off for a number of years and are being driven by a desire to deliver better service and value to our members as both organizations respond to significant changes in the water industry and among our members.

Some of the driving factors of these discussions include:

- Providing quality and value. AWWA and WEF are committed to providing the highest quality and highest value products and services to members and the water sector. We recognize the potential to better meet these needs in the future through closer collaboration and partnership.
- A changed economy. AWWA and WEF recognize that water professionals and members of both organizations are challenged with economic pressures, time constraints, new complexities in the water industry, changes in how their organizations conduct business, and other issues that affect their participation in, expectations of, and relationship with AWWA and WEF.
- Our collaboration history. AWWA and WEF already successfully cooperate, collaborate, and partner in a variety of ways in their field organizations and their national offices.

AWWA and WEF will continue to work together to best serve our members and the broader water industry and will keep our members apprised as our exploration of enhanced partnership continues.

FAQs

1. What is the purpose of the Agreement of Intent?

AWWA and WEF have agreed to work together to examine potential models for enhanced collaboration and partnership to better serve our members. An Exploratory Committee comprised of members from both organizations will examine options ranging from efficiencies in some combined business practices and member services to full integration of the two organizations.

The Agreement of Intent signed by AWWA and WEF is a continuation of the spirit of a 2011 joint resolution by both organizations to develop a cohesive voice for the water community by “encouraging collaboration between our members, coordinating programs and services and developing consensus on major water policy issues.”

2. What is the motivation for doing this?

Discussions about enhanced collaboration and cooperation between AWWA and WEF have occurred on and off for years and are driven by a desire to deliver better service and value to our members.

Some of the driving factors of these discussions include:

- Providing quality and value. AWWA and WEF are committed to providing the highest quality and highest value products and services to members and the water sector. We recognize the potential to better meet these needs in the future through closer collaboration and partnership.
- A changed economy. AWWA and WEF recognize that water professionals and members of both organizations are challenged with economic pressures, time constraints, new complexities in the water industry, changes in how their organizations conduct business, and other issues that affect their participation in, expectations of, and relationship with AWWA and WEF.
- Our collaboration history. AWWA and WEF already successfully cooperate, collaborate, and partner in a variety of ways in their field organizations and their national offices.

3. What is the potential value to members?

The Exploratory Committee will examine areas where AWWA and WEF can effectively collaborate to deliver better value and service to our members. This could include increasing programmatic and operational efficiencies, enhancing member services and providing a stronger, unified voice on issues of importance to our members.

4. Is this the beginning of a merger?

It is far too early in the process to know what outcome to expect. The Exploratory Committee will examine potential models for full integration of both organizations along with other collaboration options. We will keep our members apprised as our exploration continues.

5. When do you expect to make a decision?

The Exploratory Committee is authorized for a one-year period that can be extended with agreement from both organizations. Recommendations by the Exploratory Committee are subject to approval by each organization's Board, and we will keep our members apprised as our exploration of enhanced partnership continues.

6. What is the impact of this agreement on WEF MAs and AWWA Sections?

It is far too early in the process to know what outcome to expect. The Exploratory Committee will examine potential models for full integration of both organizations along with other collaboration options. We will keep our members apprised as our exploration continues.

Pat made a motion that the board of directors sends a formal request to the AWWA exploratory committee to find out when input would be sought from sections on this endeavor. John Storer seconded the motion. The motion was passed unanimously.

There will also be a meeting at the September Conference to discuss the AWWA/WEF initiative.

Ray will send the request to Charlie Anderson.

Dave Polcari made a motion to accept the AWWA director's report. Red Dufresne seconded. The motion was passed unanimously.

Item #8 - Executive Director and Staff Reports – May - July 2012 - Ray & Staff.

Item #8a – Training – Ted Kenney.

Ted reported that the association held 296 training sessions in the last fiscal year with a total attendance of 5,454 students. 40 percent of what we conduct is away from the Holliston headquarters. We partner a lot with the states, including MWUA, CTAWWA, and GMWEA.

Also in the last year, the Massachusetts drinking water operator training requirements to sit for exams changed considerably. We implemented in the last fiscal year new sessions. 323 students have already taken the combination of new courses (either 6 week or 12 week).

We also developed 25 new course offerings in the last fiscal in addition to 3 symposia.

We have scheduled upcoming courses with the CT AWWA, are holding 11 courses in NH at the DES training facility in Franklin, and are working with GMWEA and the Education Committee for the fall schedule. In addition, we are working with MWUA to develop fall programs and the joint show in February in Portland.

Item #8b – Communications & Grants – Kirsten King and Ali Armstrong.

The MCSSA contract has been signed through 2014, but monies are only available until November (per Congress). There is \$63,000 funding in ASDWA funds. Kirsten is working on an asset management initiative requested by the states.

Under one of our U.S. EPA grants, Ali is finalizing work on a water commissioner training, Kirsten will redesign the RIWARN Web site for NEWWA to host, and a CTWARN workshop is scheduled for September.

Kirsten reported great success with the Only Tap Water Delivers initiatives, including:

- Video Contest
- Ads on the TD Garden Web site as well as inside bathrooms and in North Station
- Transit ads across the region
- Exhibiting at the WBOS Earth Fest
- Issuing news releases
- Speaking to a girl scout troop
- Co-Coordinating the Massachusetts Drinking Water Day awards ceremony
- Working two road races in the area in conjunction with the MWRA

The PR program was very successful this year and resulted in a large uptick of hits to the Only Tap Water Delivers Facebook page as well as drinktap.org and newwa.org Web sites. The PR Committee will meet soon to discuss this year's initiatives.

Kirsten has been asked by AWWA to present on the NEWWA section's Only Tap Water Delivers initiatives to other sections, and she has also submitted the campaign for the AWWA Public Communications Achievement Award.

In addition, Kirsten is teaching a Social Media Webcast for AWWA on August 22.

Dave Polcari volunteered to write the board article for the fall issue of *The Source*. The deadline is August 10. The summer issue is out to the membership.

Item #8c – Ray's Report Including Computer System Update, and Other.

Ray updated that the scholarship cards, which include the Mike Garofano scholarship, went out in the last membership mailing.

John Storer reported that the MWUA used mission sharing money to produce a public information piece and they will also work on the newspaper supplement again across the state. He says the mission sharing program reinvigorated their Public Information Committee.

We had a drop in membership of 42 members. We have lost some Life Members due to their need to now pay. Some have opted to move over to Inc. while others have dropped off altogether. We currently stand at 2,720.

There are 78 people registered for the annual conference.

We are most of the way through negotiating the contract for 2014 Annual Conference with the Samoset. We are still discussing rates.

There are already 103 companies registered for the 2013 spring conference.

The MA Certification Board is changing considerably, with three members retiring: Peter Karalekas, Bob Hoyt, and Jim Deming. We sent a letter of interest out to our membership and have received 9 interested parties. A selection committee has been set up to determine who will replace Bob Hoyt as NEWWA's representative.

Fifteen - twenty percent of incoming registrations are via the Web site.

We have started the FY12 audit process. The auditor is in and working on the report.

Facilities report – the new exterior work has been completed. Window replacement has not started yet. The Facilities Committee meets next week.

The annual voting ballots have been mailed. They will be counted the first week of September, before the conference. It was reported that two members have asked about the small envelop that has been eliminated at the recommendation of the Tellers. Secrecy is still ensured as all ballots and envelops are separated before any will be read.

A question was asked if changing should be done this year including re-mailing. The opinion of Board members was no. It could cause more confusion in the voting process. The two people will be informed anyone can monitor the counting to be sure secrecy is maintained.

Most awards committees have met. Some selections have been made. All will be given at the annual conference.

The State Association meeting will also take place at the annual conference on Monday at noon. All State directors are asked to attend.

Per the Board approval, the server will be moving to the cloud starting on Thursday, August 3. It should be complete by the beginning of September.

Pat Connelly made a motion to accept the executive director and staff reports. David Harris seconded. The motion was passed unanimously.

Item #9 – Council Director Updates on Committee Actions – Council Directors.

Item #9a – Council Director’s Review – Committee Updates – Council Directors.

All council directors were asked to have their reports ready before the annual conference.

Item #9b – October 19, 2012 – Council Meeting – All Directors Should Encourage Committee Attendance – Dave Harris & Dave Polcari.

Item #9c – Reminder of This Year’s Major Goals 2011-2012 – Reminder (From President’s Plan).

1. Encourage and expand opportunities for broader member participation in association programs and committees.
2. Implement new initiatives and expand existing programs that NEWWA can work collaboratively with other organizations where there already exists a commonality of interests or where new bridges may be formed.
3. Expand NEWWA programs and activities designed to assist and enable water suppliers to be more proficient in their efforts to increase awareness of water supply issues to the general public.
4. Utilize information learned from the membership survey to better provide “value” to our membership and deliver to them the type of association that they expect and deserve going forward into the future.
5. Provide, through our membership, input into discussions that explore evolving technical aspects of water supply as they relate to water quality and the environment in our region.

Item #10 – Committee Reports.

Item #10a – Executive Committee – Dave Harris.

All items have been covered in meeting.

Item #10b – Garofano Memorial Update and New Scholarship Donation Request – Dave Harris.

The memorial table was ordered in July. We included four additional names of people who died while in service. Delivery is anticipated at the end of August. We will be coordinating with R.H. White for installation, and then set up a date for a dedication, and will invite the families of the deceased.

Item #10c – Water For People Committee Gala Update – May 5, 2012 - \$30,200 Raised.

The check has been sent to Water For People.

Item #10d – Sustainability Committee – May 31, 2012 Report – Ken Booth.

Ken reported that it was a successful event. They recently reviewed attendee feedback. Ray, Blake, and Ken will get together to discuss where to go in the future with the event. One challenge is to get a different audience to attend. Approximately seventy people attended, which was split at almost half NEWWA members and other parties. The event did not attract a lot of utility members.

Item #10e – Welcome Wagon Committee Update – Lisa Gove and Matt Stosse – See Attachment.

Lisa Gove provided an update on the Ambassador Program, Mentor Program, and Outreach Calls. The committee launched the Ambassador Program at the April Conference. It created a buzz and word started to spread via word of mouth. The program allows people to reach out to ambassadors for information about the association. The ambassadors also received a list of new people attending the show. Iseult also put stars on new member badges. The committee may start reaching out to the board to be ambassadors in the future. The committee has a small-scale version planned for the annual conference and will expand it again at Lantana. They may also decide to do it for the November Monthly Meeting since there was talk about making it YP focused.

Matt Stosse provided an update on the Mentor Program, which is still a success in its 5th year. They are pending their 7th mentor/mentee pair. Mentors include Chris Woodcock, Erica Lotz (who has helped a lot with the program; and with pairing people up – she is great to have on the team and has been mentor since she was a mentee), David Paris, Bruce Berger, Steve Shea, Matt Mostoller, and Craig Douglas. The committee sometimes has difficulty finding mentors.

Outreach calls are made to people who have signed up online or via other means and/or who have never attended an event. There are 66 on the list for the AWWA section, and Iseult is generating a list on the Inc. side. The calls will be divided up between committee members. There are a good number of YPs and students on the list.

Item #10f – NEWFound Update – David Paris.

No update.

Item #10g – Other By Member.

Ken Booth stated that utility of the year/utility awards are out there and the committees will be meeting very soon to decide winners. He encouraged people to submit nominations.

Item #11 – Announcements and Meetings.

Item #11a - Facilities Committee Update- EIFS Wall Cladding System Work is Complete; Window Replacement is scheduled for August.

Item #11b - Tentative Executive Committee: June 26th, 2012, at 1:00 PM at NEWWA.

Item #11c - Regional Meeting at NEWWA Conference on Monday, September 24, at 12:00 noon – Dave Harris.

Item #11d - Water Resources Symposium – October 25, 2012, Westford Regency, Westford, MA.

Item #11e - AWWA RSMO Meeting at the Gouverneur Hotel in Montreal, Quebec, Canada: October 26 – 27, 2012.

Item #11f – Other By Members.

The board meeting is on Sunday, September 23 at 9a.m. at the Annual Conference.

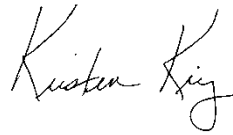
Item #12 – Adjourn.

Pat Connelly motioned to adjourn and Ken Booth seconded at 10:49 a.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

Attachment A

NEWWA

Guidelines for Proposing the Creation of a New Recognition Award

The following is a brief set of guidelines for the creation of a new recognition award. They are intended to provide guidance to those considering proposals for new awards, rather than a set of rigid rules or prescriptions. All award proposals must be brought before the Executive Committee of the NEWWA Board of Directors for a recommendation to the Board of Directors and will be considered on a case-by-case basis. Final approval is the purview of the Board.

Overall Criteria

The purpose of each award should be clearly articulated. The award must be in keeping with the NEWWA *Mission* and *Vision Statements*. The award must represent excellence and prestige. It must not overlap with existing awards, but should address a constituency that is not served by the existing award family. The award should not confuse the scope of existing awards or diminish their prestige. New award proposals should suggest specific criteria by which the award might be identified and nominations be judged. A (confidential) list of examples of specific individuals who would be appropriate candidates for the award should be included.

Naming

Awards may be named after individuals, whether alive or deceased. Naming awards after a living person is possible; but the individual must have achieved a high level of visibility and distinction, and above all, must compare favorably with individuals identified by existing named awards. Awards proposed in the name of a company are not acceptable. Appropriate recognition of the source of an endowment in the award description is acceptable. Promotion of an award to be named after oneself is discouraged.

Financial Support of the Award

Awards should ideally be endowed by either a lump sum contribution or a payment contract over time that also provides for the annual cost of the award including related expenses; e.g., travel and registration for the award winner.

Breadth

Awards should not be limited to specific sub-fields of the *Mission Statement*, but rather, should be inclusive of the breadth of disciplines represented in the *Statement*.

Administration

All new award proposals should be brought before the Executive Committee for discussion and recommendation to the full NEWWA Board of Directors. It should be noted that approval of new award proposals can be a 6 to 9 month process depending on scheduled meetings of the Executive Committee and Board of Directors. Groups are encouraged to contact the Executive Director as early as possible to coordinate an administrative timeline.