

Item #1 – Minutes of December 17, 2014

New England Water Works Association Board of Directors Meeting Minutes December 17, 2014

The New England Water Works Association Board of Directors held a meeting on December 17, 2014, at NEWWA's headquarters in Holliston, MA. President Carol Harris called the meeting to order at 2:15 p.m. Those present were Lisa Gove, Matthew Pearson, Craig Douglas, David Polcari, David Kane, David Putnam, Philip Bilodeau, Steve Olson, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA staff Kirsten King, communications director and Katelyn Cahalane, volunteer and events coordinator were also in attendance.

Item #1 – Consent Agenda: Minutes of November 19, 2014.

Item #2 – Consent Agenda: Confirm Thomas Brennan, Poland Springs, ME, as co-chair of Water Resources Committee.

Steve Olson was introduced as the new Massachusetts State Director, taking the place of Matthew Pearson, who was elected vice president at the 2014 Annual Conference.

David Polcari motioned to accept the Consent Agenda and Matt Pearson seconded. The motion passed unanimously.

Item #3 – Treasurer's Report – Financial Update – David Kane

Item #3a – November 2014 Financial Report.

Through November, NEWWA had a net loss of \$73,381, with a general operation loss of \$123,927, offset by investment gains of \$50,546. The general operating loss is \$64,151, worse than budget. Without strong second half training revenues and/or Spring Conference, a positive operating net income is unlikely. Staff will be watching future expenditures to minimize the net loss. Being it's not a Massachusetts recertification year, that is having a negative effect on the revenue for this fiscal, which is a common occurrence in this budget cycle.

With regards to capital projects, we've spent about \$202,000 on the 3rd floor renovation and computer work. We spent a little more on the e-commerce than originally anticipated (approximately \$20,000 more – most on security and other minor issues).

Craig Douglas motioned and David Polcari seconded to accept the Treasurer's Report. The motion passed unanimously.

Item #4 – Old Business.

Item #4a – New AWWA Branding – Kirsten King.

Kirsten presented the new logo options to the board to help align us with the AWWA SP2 initiative.

David Polcari made a motion to choose the third logo option. The motion was defeated by a majority vote and one abstention.

Adam Yanulis made a motion to accept the second logo option. Phil Bilodeau seconded the motion.

Discussion.

Dave Polcari voted to close the discussion and vote on the motion on the floor. Craig Douglas seconded. The motion was passed unanimously.

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The board voted on the motion to accept the second logo option. The motion was defeated.

David Polcari made a motion to choose the third logo option. Lisa Gove seconded.

Discussion.

Steve Olson made a motion to amend the motion to choose the third logo option and include removing the orange line in the third logo. Lisa Gove and David Polcari seconded. The motion was passed by a majority vote.

The board voted on the motion to accept the third logo option, with the removal of the orange line. The motion was passed by a majority vote with two abstentions.

Item #4b – Ad-hoc Technology Committee – Budget Proposal for Web-based Course – Craig Douglas.

No information has come in from Mark Wetzel. Ted is also not in attendance. It was agreed to discuss briefly at this time and then continue discussions at the February board meeting in Portland, ME.

Item #4c – Organizational Development Committee Update – Matt Pearson.

Mark Wetzel, Sarah Pillsbury, David Polcari, Katelyn Cahalane, and David Putnam have been appointed to sit on the committee. Further discussions need to take place to develop goals, ideas, initiatives, etc.

Item #4d – Ad-hoc Stormwater Collaborative Committee Update – Carol Harris.

Carol encouraged board members who may know communities who would qualify for the stormy awards to submit a nomination. The award nomination is on the New England Stormwater Collaborative Web page on NEWWA's Web site.

Item #4e – Other by Members.

None.

Item #5 – New Business.

Item #5a – Nominating Committee Guidance Document – Ray Raposa.

The Nominating Committee made some changes to the 2015 Nominees Guidance to help clarify the process and procedures. One change was to the Director at Large description, adding "committee involvement, diversity of professional discipline, such as manufacturers' representative or regulator, etc." in the considerations. The other was to the consideration for state directors and included: "A candidate shall be currently active or shall have a history of past activity in providing commendable service to NEWWA, the profession, and/or state water works organization. NEWWA leadership/committee roles are given additional consideration." And "Candidates are encouraged to get a recommendation from state organizations but it is not a requirement. State organizations are encouraged to recommend two or more candidates if possible. The NEWWA Nominating Committee will consider all candidates."

David Polcari made a motion to accept the changes made to the 2015 Nominees Guidance.

Discussion about making the process as clear as possible for all members.

David Polcari withdrew his previous motion.

Matt Pearson made a motion that we remove the "and two options" from the "procedures" section; remove line 1; and changing A. to: "All individuals who wish to be considered for any position...;" and B. to read: "Individuals who wish to be also considered for nomination as a State Director..." In addition, all submittals should be sent directly to the Nominating Committee. David Kane seconded the motion. The motion was passed with three abstentions.

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Item #5b – Other by Members.

Item #6 – AWWA Director's Report and Update.

Item #6a – AWWA Update – Adam Yanulis.

Adam reported that the AWWA board meeting is in January in Santa Fe, New Mexico, where the president will be selected. AWWA's budget meeting was last week, and all SP2 initiatives are moving forward.

Item #6b - MAC Candidate Nominations

Adam encouraged anyone who may be interested in joining the MAC to submit their name.

Phil Bilodeau made a motion to support David Putnam on the MAC. David Polcari seconded. The motion was passed unanimously.

Item #6c - RSMO Oct. 16-17, 2015 Hotel du Pont, Willington, DE.

Ray reminded everyone that the 2015 RMSO is in Wilmington, DE.

Craig Douglas made a motion to accept the AWWA Director's Report. David Polcari seconded. The motion was passed unanimously.

Item #6d – Other by Members.

Item #7 – Council Business – Updates.

Item #7a - Committee Outreach – Carol Harris and Katelyn Cahalane.

Katelyn reported that she has developed a new PowerPoint presentation that will run during the new member breakfast at Lantana to help recruit new members for committees. Katelyn's goal is to recruit five members while at Lantana to sit on committees. PR, Safety, Water for People, YP, and Historical Landmarks will be highlighted at the New Member Breakfast.

Item #7b – Council Reports by Council and by Director Assignments.

None. Katelyn reported that all committee rosters are in, and she will receive a few more during the Lantana meeting tomorrow.

Item #8 - Executive Director and Staff Reports – November 17 –December 15, 2014.

Staff provided oral reports of the following:

Ted provided a written training report for review.

Ray reported that approximately 310 people have pre-registered for the December Monthly Membership Meeting.

The e-commerce module implementation has gone slower than anticipated but the upgrade is complete and now integrated with the Web site.

The Spring Conference program is in the preliminary stages and was available for board members' review. The Program Committee will finalize the agenda at the Lantana tomorrow. There are 18 sessions, which include two treatment plant tours.

In the first week of January staff and members will be visiting the Mt. Washington for the final walk-through for the Annual Conference.

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The MWUA room reservation form (Portland meeting in February) was provided to all board members and all are encouraged to secure their rooms now as the hotel does fill up quickly.

The AWWA Membership Summit is taking place during the Portland meeting, and Iseult and Katelyn will be attending.

We will have two site visits in Burlington, Vermont, for future annual conference hotels – the Sheraton and the Hilton.

There are multiple committee meetings at Lantana and all council directors are encouraged to attend their meetings.

The January Joint Monthly Meeting is taking place in Concord, NH, and the Ski Classic is the following day.

Kirsten reported that the winter issue of the *Source* is almost complete, and we are waiting for the calendar since that is an insert as well.

Jacqui is completing the December issue of the *Journal*, and the March issue will mark the transition to Naylor Publications. Jacqui and Peter are working with Naylor to ensure a smooth transition.

David Polcari made a motion to accept the Executive Director and Staff Report. Craig Douglas seconded. The motion was passed unanimously.

Item #9 – This year’s major goals reminder of (From President’s plan)

- a. **Raise awareness and promote the value of water and the waterworks profession.**
- b. **Expand membership and increase member participation; recruit and develop volunteers to become champions for programs and future leaders of NEWWA.**
- c. **Develop opportunities that will provide value to our members, including networking and educational training opportunities.**
- d. **Continue to build collaborative relationships with other organizations.**

Item #10 – Other by Members

Item #11 – Committee Reports.

Item #11a – Executive Director Search Committee Update – David Polcari.

David reported that the committee had its first meeting today. Committee members include Chris Hodgson, Erica Lotz, Bernie Rousseau, Ray Raposa (ex officio), David Kane, Matthew Pearson, Craig Douglas, Carol Harris, Kirsten King, and David Polcari (chair). The committee discussed the schedule, whether to hire a consultant, and overall goals. They will develop a RFP for a consultant and plan to approach the board to hire the consultant at the April board meeting. The advertisement for the new executive director will occur in August, resumes collected in the fall, interviews during the late fall, and candidate selection in December 2015/Jan 2016 to have the new executive director on board by the Spring Conference 2016. There is currently \$10,000 in the budget for the search, and the committee is evaluating other options for budgetary needs. Their next meeting is in January.

Item #11b – Publications Committee Update – Matt Pearson.

Matt reported that there is a committee meeting tomorrow at the Lantana to discuss the ad-hoc Publications Revitalization Committee recommendations. The main objective is to recruit new members and discuss revitalizing the *Journal's* content.

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Item #11c – Alumni Club Follow-up: There will be a meeting on December 18th at Lantana – Carol Harris. At last year’s Lantana meeting there was an Alumni Club meeting that drew interest – they’re having another meeting tomorrow at 10am at Lantana to try to revitalize group and get a champion to lead the effort.

Item #11d – Other by Members.

Speed networking was successful at the January 2014 meeting, but the initiative needed a champion to help continue the effort. In order to do that, a team was formed with representatives from key committees. The team consists of Mike Pelletier - Membership, Tom LeCourt – Program, Nate Little – YP, and Dave Putnam – Sponsorship. Speed Networking will take place again at the January 2015 Monthly Meeting in Concord, NH.

Adam reported that UMASS recently received a \$4M grant via the “Water Innovation Network Through Small Systems Grant” – David Reckhow is involved. The grant is focused on small system treatment and is in conjunction with the University of Colorado at Boulder. Adam is on the advisory committee and encouraged all to read about the program.

Item #12 – Announcements and Meetings.

Committee Meeting Schedule

Dec. 17	9:00 AM	Exec. Dir. Search Committee	NEWWA Library
Dec. 17	11:45 AM	Board/Staff Holiday lunch	Pinecrest Country Club
Dec. 17	2:15 PM	Board of Director meeting	Kleinfelder Board Room, NEWWA
	Future meetings:		
Dec. 22	11:00 AM	Facilities Committee	NEWWA Library, Holliston, MA
Jan. 14	4:00 PM	Executive & Budget Committees	Grappone Conference Center, Concord, NH
Feb. 3	2:15 PM	Executive & Budget Committees	Holiday Inn, Portland, ME
Feb. 4		NEWWA Board of Directors	Holiday Inn, Portland, ME

December 18th Monthly Meeting – Committee Meetings at Lantana

Dec. 18	7:30 – 8:00 AM	Membership Committee	Regis Room, Lantana
Dec. 18	7:30 – 9:00 AM	Program Committee	Essex Room, Lantana
Dec. 18	8:00 – 9:30 AM	New Member Breakfast	Regis Room, Lantana
Dec. 18	9:00 – 10:00 AM	Public Relations Committee	Colony Room, Lantana
Dec. 18	9:30 – 11:00 AM	Filtration Committee	Essex Room
Dec. 18	10:00 – 11:00 AM	Distribution & Storage Committee	Ballroom, Lantana
Dec. 18	10:00 – 10:30 AM	Young Professionals Committee	Regis Room
Dec. 18	10:00 – 11:00 AM	Alumni Club	Ballroom
Dec. 18	10:00 – 11:00 AM	Publications Committee	Colony Room

Item #13 – Adjourn.

Dave Polcari motioned and Matt Pearson seconded to adjourn the meeting at 4:35 p.m. The motion passed unanimously.

Respectfully submitted,



Raymond J. Raposa
Executive Director



Kirsten King
Communications Director