

**New England Water Works Association
Board of Directors Meeting Minutes
February 6, 2013**

The New England Water Works Association Board of Directors held a meeting on February 6, 2013, at the Holiday Inn By the Bay in Portland, Maine. President David Harris called the meeting to order at 8:30 a.m. Those present were David Kane, Gregory Leighton, Matt Pearson, David Harris, Red Dufresne, John Storer, Mark Wetzels, David Polcari, Ken Booth, Carol Harris, Peter Pezanko, Lisa Gove, Patrick Connelly, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King and Deputy Executive Director Ted Kenney were also in attendance.

Item #1 – Consent Agenda & Minutes of December 19, 2012.

1. Minutes of December 19, 2012 Meeting.

1a. Recommendation to confirm new committee chairs:

- Information Technology Committee - Approve Jon Grant of Woodard and Curran
- The Distribution and Storage Committee has accepted the retirement of Mark Johnson as their Chair, and has approved of Chris Hodgson (DN Tanks) as their next Chair.
- Recommendation to confirm new Scholarship Committee Chair Jeanine Plummer of WPI, Worcester, MA.

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

Item #2 – Old Business.

None.

Item #3 – New Business.

Item #3a – Publications Committee and Executive Committee Recommendation to Digitize Back Journals – David Polcari.

Due to the age of many of the back Journals, it is requested that they all be digitized dating back to the original issues in the late 1800s.

David Polcari made a motion to approve the digitization of the back issues of the Journal, taking the money from the budget if there is a surplus in this year's operating budget. Otherwise the funding would be taken from reserves. Pat Connelly seconded the motion. The motion was passed unanimously.

Item #3b - Site Selection Committee – Summer Planning Session Recommendations – Carol Harris.

Carol reported that the Site Selection Committee discussed properties for this summer's Planning Session and decided on the Salem Waterfront Hotel in Salem, Mass. It's cost effective at only \$149/room.

Matt Pearson made a motion to select the Salem Waterfront Hotel in Salem, Mass. as the location for the 2013 Planning Session from July 28-30, 2013. Ken Booth seconded the motion. The motion was passed unanimously.

The committee is now evaluating locations for the 2016 Annual Conference.

Item #3c – Other by Member.

David Polcari brought up a discussion that was had at the Executive Committee meeting regarding a Facilities Committee proposal to redesign the first floor of Holliston to make more efficient use of the office space. They are requesting \$4,500 to hire an interior designer and \$2,000 for developing bid documents.

David Polcari made a motion to hire the interior designer in the amount of \$4,500 (from capital reserves – renewal and replacement), and \$2,000 to prepare bid documents for a construction contractor to begin renovations to the first floor of the Holliston facility. Matt Pearson seconded the motion. The motion was passed unanimously.

Also, David Polcari presented a new dues policy and membership letters that would be issued to NEWWA Inc. members when they become delinquent with their dues payments. This is in response to a suggestion from the auditor to help eliminate another receivable within the budget.

Matt Pearson made a motion to approve the dues policy as written. Red Dufresne seconded the motion. The motion was passed unanimously.

Item #4 – Treasurer’s Report – Financial Update.

Item #4a – December Financial Update and Statement.

David Kane reported on the financials. Currently the association has a year-to-date surplus of \$60,000, most of which comes from investments. There is \$281 of income on the operating side. We are currently ahead of the budget, which called for a \$130,000 deficit at this time of the year.

The Annual Conference made approximately \$18,000, which was about \$3,000 better than the budget.

Training year to date has made approximately \$89,000, about \$20,000 better than expected. Most of the revenue is from more contract training.

Funding for the Mass SRF grant is no longer coming in, putting a stop to the MCSSA program.

The administrative expense line item is \$31,000 below budget due to salary-related expenses. With Chuck Larson retiring and Ali Armstrong resigning, we currently have less staff.

Greg Leighton reported that the Investment Committee met and that all benchmarks have been met. We are seeing good returns and no major changes have been made. Most of our funds are still in equity investments. With regards to capital reserves, it was suggested that we move out of equity and into more stable items until construction at the Holliston facility begins.

Current investments:
General reserve - \$610K
Capital reserve - \$805K
Scholarship - \$396K

There were 115 shares of Connecticut Water stock that we rolled into our other investments.

Matt Pearson motioned to accept the treasurer’s and Investment Committee’s reports. David Polcari seconded the motion. The motion was passed unanimously.

Item #5 – AWWA Director’s Report – Pat Connelly.

Item #5a – AWWA Director’s Report.

Pat Connelly reported that John Donahue of the Illinois section was recently elected as president-elect of AWWA. There were four new vice presidents and a director-at-large elected as well.

Charlie Anderson, as AWWA’s current president, has a new charge, which is to assemble a special presidential panel that will explore more into affiliation agreements with sections. He wants to engage more members, provide greater value, etc. AWWA is calling it SP²

AWWA has also issued an annual staff business plan, and an annual business plan.

AWWA has also initiated a new student experience program to provide value to students: “The Student Experience at AWWA.” This initiative was launched during WQTC and is also on the AWWA Student Center online.

They also recently issued a new white paper on fracking.

He also reported that AWWA and WEF are going to continue to slowly build on partnerships and work together.

Ken Booth made a motion to accept the AWWA director’s report. Dave Polcari seconded. The motion was passed unanimously.

Item #6 - Executive Director and Staff Reports – December 16, 2012 –January 30, 2013.

Item #6a –Training – Ted Kenney.

Ted reported that we had five courses at the MWUA show this year, with 225 students registered.

The concepts classes for spring 2013 (T2 and T3/T4 and D2-4) currently have 105 students registered. 69 are in the 12-week classes, which start in March.

Excavation safety and machine program courses are scheduled through 2013.

The 15th annual Laboratory Operations Symposium is on March 7; there are about 12 people registered so far.

Also the 15th annual Water Quality Symposium is on May 8. The program has been finalized and is being distributed. The focus will be on the updated TCR. Alan Roberson from AWWA is the keynote and Kevin Reilly of EPA Region I will also speak on the new regulations as well as best practices for microbial control.

Ted also reported that there are 7-8 courses already planned with the CT Section and the NH DES schedule is being finalized. SWSC courses are also scheduled as well as classes at CWD and other VT locations.

Item #6b – Communications and Grants – Kirsten.

Kirsten reported that the MAWARN is getting together to plan and hold its annual meeting soon. There are currently 72 members. The new RIWARN Web site is also up and running.

The Security Committee is also planning an event and will now partner with NEWEA on a security workshop this September.

All publications are on time and advertisements secured. Red Dufresne will write the spring 2013 "In the Boardroom" article and Phil Bilodeau will write the summer article.

Kirsten taught two classes at the MWUA conference – one on social media and the other on communications between board members and operators. Both sessions went well.

Full plans for the spring Only Tap Water Delivers campaign are underway. The campaign will involve transit ads across New England, in various sports/entertainment arenas, at the WBOS Earth Fest, road races, and more.

Item #6c – Ray's Report Including Computer System Update and Other.

Ray reported that membership has increased by 29 and now stands at 2,734.

Plans for the Spring Conference are going well, and currently 138 companies (in 189 booths) out of 180 exhibitors are already signed up. Contracts have been signed with the DCU Center through 2017.

The January Monthly Meeting in 2014 will be at the Red Hook Brewery in Portsmouth, NH and will include a brewery tour.

Ali Armstrong left the association for a new position outside of the water works profession. We wish her well.

Kirsten continues work on the ASDWA project, which is on asset management.

MCSSA funding, unfortunately, is no longer available. As a result all work on that program has stopped and we will not be rehiring anyone in Ali's place until more funding becomes available.

Christine Millhouse of Attleboro was appointed as NEWWA's new representative on the Mass. Certification Board. They are currently discussing making changes in the policy regarding waivers for certification requirements, which was approved last week.

The association's computer system was migrated to the cloud system over MLK weekend. Outside of a few expected technical difficulties the conversion went well and is working fully.

The Facilities Committee submitted their proposal for the first floor and building renovations at the Holliston facility, as discussed earlier in the meeting. The Goal is to bring it forward with the FY14 Budget in April.

The AWWA Fly-in will take place from April 17-18, 2013 in Washington, DC.

Lisa Gove made a motion to accept the executive director and staff reports. David Polcari seconded. The motion was passed unanimously.

Item #7 – Council Director Updates on Committee Actions – Council Directors.

Lisa Gove reported that the Young Professionals Committee has secured Red Sox tickets again this year. The NEWWA YP committee is organizing its 3rd Annual Red Sox Game against Texas on

Thursday, June 6 at 7:10pm. They are looking for individuals/companies to help sponsor a pregame event at Jillian's and/or prizes at the event (Red Sox gear, etc.).

The Membership Committee is getting ready for the April show and new member breakfast. She encouraged board members to attend. The committee is also sending out a member thank you gift—smartphone screen cleaners.

The Welcome Committee is still ad-hoc. Ambassadors will be out in full force in Worcester. Mike Covellone and David Paris have been recruited to be ambassadors as well.

Item #7a – Council Director's Review – Committee Updates – Council Directors.

Item #8 – Reminder of This Year's Major Goals - (From President's Plan).

- A) Let's increase membership by adopting a “bring a friend or co-worker to meetings and conferences” and find more ways of giving more value to being a member. Encourage managers to do the same for young professionals at all levels and get them into the Mentor/Mentee Program.
- B) Continue to expand on the “Tap Water Delivers” Campaign to promote public awareness of the drinking water profession. Encourage more “self-promotion” of the real cost of clean water.
- C) Continue investigating and promoting the concept of a New England Water Foundation to see if there is support for such an endeavor.
- D) Work more closely and in conjunction with NEWEA and the Regional State Associations; see if we can work together on professional development programs etc.

Item #9 – Committee Reports.

Item #9a – Executive Committee Update – FY14 – Proposed Budget – David Polcari.

David Polcari reported that the Executive Committee met yesterday and is working on the budget, which is currently balanced. The budget will be ready for approval at the board meeting in Worcester. There will be the same amount of funding for the OTWD campaign as in the previous year. Board members have copies of the most recent draft.

There is also an initiative to try to make a more formal budget document to make the budget easier to understand.

The Executive Committee has also discussed the “NewFound” proposal and where it stands. A new champion needs to be found to advance the cause. It is currently on the back burner until it can have the time dedicated to it that it needs.

Item #9b – Update on Leadership Meeting Among NEWEA, NEAPWA, and NEWWA – David Polcari.

David reported that NEWWA leaders recently met with leaders of NEWEA and NEAPWA to discuss collaboration. They are already planning to co-host a security session in September.

Many also attended a session where Jeff Eager (WEF executive director) presented the “Water's Worth It” campaign, which has parallel messages to OTWD. The campaign has a video and more of a broad message than OTWD. They are meeting with the Ad Council in 2 weeks and have been in talks with AWWA.

Item #9c – Sustainability Committee Update – Ken Booth.

Ken reported that the committee had a meeting last month. They are not looking to do a Congress this year but rather are working to integrate their message into the Water Resources Symposium. They do plan to try to tap some former sponsors of the Sustainability Congress. Their next meeting is in February.

Item #9d – Ad-hoc Strategic Planning Committee Appointment & Planning Discussion – David Harris.

David Harris reported that this committee will consist of Ken Booth, Carol Harris, David Polcari, David Harris, Ray, and Kirsten. David is also contacting other members to recruit for the committee to review the strategic planning process, including council meetings, etc. This year the association will only conduct the July planning session. The overall goal is to streamline the planning process, increase attendance, and make attending worthwhile for members. The committee plans to have a recommendation by the annual conference but no later than November.

Item #9e – Other by Member.

None.

Item #10 – Announcements and Meetings.

- a. Executive Committee Meeting – February 5, 2:00 PM, Holiday Inn By the Bay, Portland, ME
- b. NEWWA and State Associations Leadership Lunch and Meeting – April 2, 12:00 Noon, Hilton Garden Inn, Worcester, MA – Peter Picknaly Room
- c. NEWWA Board of Directors Meeting, April 2, Same Room, Hilton Garden Inn, Worcester, MA
- d. Young Professional and Association Leader Breakfast, April 3, DCU Center Worcester, MA, Meeting Room E
- e. Other
Nominating Committee and Scholarship Committees will also meet in Worcester.

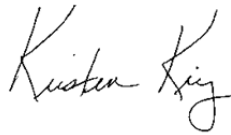
Item #11 – Adjourn.

Matt Pearson motioned to adjourn and David Polcari seconded at 10:11 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