

**New England Water Works Association
Board of Directors Meeting Minutes
May 17, 2013**

The New England Water Works Association Board of Directors held a meeting on May 17, 2013, at NEWWA's Headquarters in Holliston, MA. President David Harris called the meeting to order at 9:05 a.m. Those present were Ken Booth, Patrick Connelly, Michael Covellone, Lisa Gove, Carol Harris, David Kane, Gregory Leighton, Matt Pearson, Peter Pezanko, David Polcari, Louis Schoolcraft, Mark Wetzel, 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 April 2, 2013.

- 1. Minutes of April 2, 2013 Meeting.**
- 1a. State Leadership Award Recommendation – CT - Stephen Pratt from Hartford MDC.**
- 1b. State Leadership Award Recommendation - VT - Bob Wood from GMWEA.**
- 1c. Appointment of Christine Millhouse, Attleboro, MA, Water Dept. to serve on MA DEP Conservation Workgroup.**

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

Item #2 – Old Business.

Item #2a - NEWWA Building Renovations - Financing Plan – David Kane/Greg Leighton.

The association has asked Citizen's Bank to start generating \$100K in capital funds for the renovation, with the rest of the funding coming from expected FY13 net income.

Item #2b - Other – By Member.

Red Dufresne had submitted a request to nominate Michael Garofano for the AWWA heroism award.

Matt Pearson made a motion to nominate Michael Garofano for the AWWA Heroism Award. Ken Booth seconded the motion. The motion was passed unanimously.

Item #3 – New Business.

Item #3a – Revise the Scholarship Investment Policy; increase Equity investment option by 10% (0-40%) - David Kane.

The Investment Committee met and reviewed how we invest our money. The scholarship funds are currently capped at 30 percent in the stock market. It would be nice to have the flexibility to invest up to 40 percent depending on the market. They consulted with the Scholarship Committee to discuss an investment strategy and the committee was OK with the recommendation.

Ken Booth made a motion to revise the scholarship investment policy to increase the equity investment option by 10 percent (to 40 percent). David Polcari seconded the motion. The motion was passed unanimously.

Item #3b – Other – By Member.

None.

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

Item #4a – April Financial Update and Statement.

David Kane reported that through the end of March we have \$180,000 in net income. This was generated by \$140,000 in investments and \$40,000 in general operations.

The association is running \$10,000 less than budget on meeting revenue; this is due to the Sustainability Congress being combined with the Water Resources Symposium and moved to the fall in the FY2014 year.

The training revenue of \$985,000 is better than budget. Contract training is ahead of budget by \$50,000. Regular training has also been very strong and is about \$50,000 better with regular training fees.

Preliminary April numbers are showing a net income of \$400,000, which includes the April show. We made about \$160,000 (better than budget).

The Investment Committee met in April – we had a very productive first quarter. Our three investment funds currently have an YTD return of 12, 11, and 8 percent.

Some monies will be used to pay for renovations. The scholarship fund was also discussed, as previously stated.

They also met with the Meridian Financial group about the staff 403b program. The funds seem to be performing well. Funds that are not being used will be eliminated. They also switched out some funds with others, which will take place on June 17, 2013.

David Polcari motioned to accept the treasurer's and Investment Committee's reports. Louis Schoolcraft seconded the motion. The motion was passed unanimously.

Item #4b - Expand the Exec. Comm. Investment Sub-Committee from five to seven, two additional members at large.

A memo was distributed about the Investment Committee membership being expanded by two members: David Russell and Dominic Pellegrino. This was for the board's information.

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

Item #5a – AWWA Director's Report.

Pat Connelly reported on three items:

The ACE online program is free to AWWA members and allows those who do not attend the conference to access information and stream live from the conference going on in Denver. The conference is from June 9-13.

Earlier in the week, the U.S. Senate passed the Water Resources Development Act of 2013, which contains a pilot program for WIFIA. AWWA has been promoting this initiative (along with WEF and AMWA) for years. S.601 now has to go through the house.

Ray had e-mailed a draft AWWA strategic plan earlier in the week to all Board members. At the January board meeting there was a session to try to boil down key decisions for AWWA to engage in from a strategic standpoint. The final 5 key decisions are for AWWA:

- To be utility focused
- To provide total water solutions

- To be global
- To engage sections as primary business partners
- To provide an AWWA strategic plan

Pat discussed highlights of the draft plan with the board.

David Harris thanked Pat for his outstanding service as AWWA Director over the past three years. The May 17th NEWWA Board meeting is Pat's last Board meeting as his term expires at the June 2013 AWWA ACE conference.

Matt Pearson made a motion to accept the AWWA director's report. David Polcari seconded. The motion was passed unanimously.

Item #6 - Executive Director and Staff Reports – April – May 15, 2013.

Ray informed the board that Ted has been re-appointed as an IACET Commissioner for a third term. As a commissioner he is an accreditation officer for other organizations.

Item #6a – Training – Ted Kenney.

Ted reported that we are 10 weeks into the 12-week sessions of review classes with about 110 people in the 12-week classes. Paul has done an outstanding job with the program along with other instructors we have worked with. More than 172 people are in the entire program (which includes the 6-week programs).

Last week we finished the machine operator training with more than 70 students. 25 out of 26 passed the state exam.

The Water Quality Symposium took place on May 8 with 132 attendees. It was a successful program.

The Cross Connection Program continues to run and do well. Nelson is doing an excellent job.

Contract training has been very busy. Details are in the report.

We have also been busy at the SWSC drinking water center, and just finished 5 of 6 classes.

Partnership continues with the CT Section; the joint classes are filling up very well.

The Franklin training center is finishing semester classes in June.

We also have a conference call w/ RIDPH regarding our training contract through 2014.

Item #6b – Communications and Grants – Kirsten.

Kirsten is coordinating the work for NEASDWA that is funded under the MCSSA contract. As part of the NEASDWA, an asset management webinar took place on April 30. The state chiefs will regroup after the webinar to determine next steps for the program.

The MAWARN, which NEWWA manages, currently has 72 members. An annual meeting and training is scheduled for June 20, 2013 out of the MAWARN funds via the MCSSA.

NEWWA, under the EPA SDWA grant, will conduct various trainings region-wide on the RTCR this summer. Planning is just starting.

Kirsten reported that the Summer *Source* is in production. The next deadline for the fall issue is August 9. Lisa Gove volunteered to write the Fall 2013 "In the Boardroom" article.

The “Only Tap Water Delivers” campaign took place for 2013, which included the following:

- Transit ads during late April/May in Boston, Hartford, Rhode Island, Manchester, Portland, and Vermont.
- Campaign materials at the Dunkin Donuts Center in Providence, XL Center in Hartford, and Mass. Mutual Center in Springfield, MA. NEWWA day at the Dunkin’ Donuts Center was on March 17.
- Participation in road races across the region again in 2013.
- Advertising again in the Drinking Water Week insert that MWUA issues each year.
- Speaking to Girl Scout and Cub Scout Troops about water.
- Issuing news releases and letter to the editor.
- Maintaining a presence on Facebook and Twitter, and remaining an administrator on the AWWA-managed “Only Tap Water Delivers” Facebook page.
- Updating NEWWA’s Web site with Only Tap Water Delivers information.

Mass. Drinking Water Day took place on May 7 at the Springfield Technical Community College.

Staff is also heavily involved in the planning for ACE14, including recruiting volunteers and publicizing the event.

Ray appeared on the Channel 5 news on May 15 to discuss the security breach at the Quabbin Reservoir by college students. The video can be viewed here:
<http://www.wcvb.com/news/local/central-massachusetts/FBI-Mass-State-Police-investigate-case-of-trespassing-at-Quabbin-Reservoir/-/11983998/20163688/-/14mof4qz/-/index.html>

NEWWA also met with NEWEA and New England APWA representatives at the NEWEA conference to discuss collaboration and potential partnerships with the “Water’s Worth It” campaign recent launched by WEF. Maintaining a consistent “water” message region- (and nation-) wide will help enhance our overall goal of educating the public about the true value of water. We plan to continue talks with these two organizations (and state associations) into the future. This will also be a topic at our upcoming Planning Session in July.

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

Ray reported that the membership is down only one person. The Spring Conference was very successful with a 2,839 final attendance. We are now getting ready for the September Conference. The program is complete and on the Web site and at the printer. We have a split rate at the Equinox similar to what we had at Ocean Edge.

The Joint Lunch with the CT Section is planned for ACE13 in Denver on Monday. The Planning Session is at the Salem Waterfront Hotel from July 28-30 and all Board members and committee representatives are receiving an invitation.

There is no change for the MCSSA program. The Executive Committee did discuss the personnel issue with the MassDEP. We have consulted with Central Massachusetts Business Association and their opinion is the association has no liability issues outside of unemployment if the employees are laid off.

Construction on the first floor is anticipated to begin on June 10.

The software upgrade is also scheduled to take place in June. File systems have been moved to the cloud. Internal staff is also discussing a brand new file naming system.

A staff written report (ED and staff report May 2013) was provided to all.

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

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

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

Reports are due to Ray by August 30 for the previous fiscal year.

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.

Already discussed.

Item #9b – Planning Committee – Carol Harris.

Carol reported that the Planning Session is July 28-30 in Salem, MA. The committee has worked hard on putting the day together. Carol encouraged all council directors to promote attendance with their committees. An agenda will be sent out in early June.

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

The committee had a meeting at the DCU Center to plan the symposium for October 24 with the Water Resources Committee. A Call for Papers has been issued. They also need to discuss partnerships, sponsorships, etc. They are trying to attract NGOs that were at the Sustainability Congress to attend the Water Resources Symposium.

Item #9d – Ad-Hoc Strategic Planning Committee Appointment & Planning Discussion – Ken Booth.

They had a meeting at the DCU Center which went well. People had several good ideas and had a long discussion on how important it is to have personal contact from a board member to ask them to attend, which prompted the discussion to have officers call to personally ask an individual to attend the Planning Session.

Item #9e – Other by Member.

None.

Item #10 – Announcements and Meetings.

- a. AWWA ACE June 9 – 13, 2013, Denver, CO: Joint Section Luncheon - June 10, 12:00 PM
- b. NEWWA Executive Committee Meeting, NEWWA, Holliston, MA – June 27, 10:00 AM
- c. NEWWA Summer Planning Session, Salem, MA – Waterfront Hotel – July 28 – 29
- d. NEWWA Board of Directors Meeting, Salem, MA - Waterfront Hotel – July 30, 9:00 AM
- e. Other

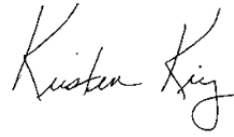
Item #11 – Adjourn.

Pat Connelly motioned to adjourn and Louis Schoolcraft seconded at 10:31 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