

**New England Water Works Association
Board of Directors Meeting Minutes
November 20, 2013**

The New England Water Works Association Board of Directors held a meeting on November 20, 2013, at NEWWA's Headquarters in Holliston, MA. President David Polcari called the meeting to order at 2:06 p.m. Those present were Phil Bilodeau, Jim DeCelles, Craig Douglas, Carol Harris, David Harris, Lisa Gove, David Kane, Matt Pearson, Sarah Pillsbury, Jeff Racicot, Louis Schoolcraft, Adam Yanulis, 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 September 15, 2013.

It was pointed out that there was an error in the motion on Item #2a in the September 15 minutes in that John Storer and David Polcari were both listed as making the same motion. David Polcari will be removed from the motion.

Matt Pearson motioned to accept the consent agenda with one change to the September 15 minutes. David Harris seconded. The motion was passed with one abstention.

Item #2 – Treasurer's Report – Financial Update.

David Kane reported that through September, NEWWA had a net gain of \$71, 073, with general and operation gains of \$10,377 and investment gains of \$60,696. Strong training results pushed the operating income to a positive. The Annual Conference saw a loss of \$3,599; this can be attributed to the size of the hotel and location. However, it was an overall successful conference.

He also provided highlights from the Investment Committee report.

David also reviewed the 1-page summary management report. Highlights included the possibility of bringing the financial statement development in-house and suggested checks and balances for cash management at the golf tournament and ski classic.

David Harris motioned to accept the treasurer's report. Carol Harris seconded the motion. The motion was passed unanimously.

Item #3 – Old Business.

Item #3a - Ad-hoc Stormwater Collaborative Committee Update – Dave Polcari.

Dave reported that NEWWA, NEWEA, and NE-APWA have formed a New England Stormwater Collaborative to address stormwater issues in New England. Each organization has three board members on the Steering Committee and three members on the working committee. They had their most recent meeting on November 11. Initial initiatives include issuing a news release to announce the collaborative and developing a survey to determine what needs are in the stormwater community and what the collaborative should focus its energy on. The collaborative has three main goals: education, understanding, and advocacy. The next conference call is on December 11 at 9:30a.m.

Item #3b – NEWWA Strategic Plan Update & Report – Carol Harris.

Carol reported that many of the initiatives that came up at the Planning Session are already in motion. These include an Alumni Club, university outreach, board members reaching out to their councils, and speed networking that will take place at the January Monthly Membership Meeting. These all will be incorporated into the 5-year Strategic Plan.

Item #3c – Water Foundation Exploration Steering Committee Formation – David Paris.

Matt Pearson motioned to remove this initiative from the table due to it not moving forward at this time. Craig Douglas seconded the motion. The motion was passed unanimously.

Discussion:

Adam Yanulis commented that the newly formed The Value of Water Coalition has similar goals as to what the Water Foundation was originally intended for. If the coalition takes off then there may be a purpose for action at the section level.

Dave Kane and Carol Harris reiterated that the foundation initially had a fundraising goal to it.

Matt Pearson motioned to remove this item from future board of director's meeting agendas. Craig Douglas seconded the motion. The motion was passed unanimously.

Item #3d – Other by Members.

Craig Douglas motioned to give \$4,000 of the Sponsor Services Golf Tournament money to the Scholarship Fund and \$1,000 to Water for People. Matt Pearson seconded the motion. The motion was passed unanimously.

Item #4 – New Business.

Item #4a – Site Selection Committee – November, December, & January Recommendations – Craig Douglas.

Craig presented the Site Selection Committee recommendations for 2014 and 2015:

- 2014 Planning Session, July 28-29th Salem Waterfront Hotel & Marina, Salem, MA.
- 2014 November 20th Meeting, Hyatt Regency, Newport RI.
- 2014 December 18th Meeting at Lantana, Randolph, MA.
- 2015 January 15th Meeting, Grappone Center, Concord, NH.
- 2015 February Meeting, Holiday Inn by the Bay, Portland, ME
- 2015 Spring Conference & Exhibition, DCU Center, Worcester, MA

The committee is currently working on a location for the 2017 Annual Conference.

Craig Douglas made a motion to approve the Site Selection Committee report and suggested locations for future meetings/conferences. Phil Bilodeau seconded the motion. The motion was passed unanimously.

Item #4b – Other by Members.

None.

Item #5 – AWWA Director Report/AWWA Update – Adam Yanulis.

Item #5a – Update.

Adam updated the board on the new “The Value of Water Coalition” formed by AWWA and other water agencies and private companies.

Vice president nominations are in and will be voted on at the January board meeting in Texas.

WIFIA is still in the house down in D.C. The concerns of ASDWA have been noted. The letter regarding NEWWA's position and SRFs is still in the works.

Item #5b- RMSO October 18-19 Update.

Adam Yanulis, Ray Raposa, Kirsten King, Nelson Cabral, Iseult Kavanagh, David Polcari, David Harris, and Carol Harris all attended the RMSO in Connecticut this year. It was a good meeting with lots of networking and information sharing with other sections and officers. CTAWWA was a good host this year.

A highlight from the meeting was that AWWA has a new brand and is slowly offering the new look to other sections.

Item #5c – Date Note: ACE14 – June 8-12, 2014, Boston Convention Center.

The ACE14 Steering Committee has been hard at work for more than a year now. There were 250+ volunteers who came forward and all are currently being split into the various subcommittees for assignments.

NEWWA has also worked with AWWA to offer a 20% discount on an individual full ACE14 membership to those who also attend NEWWA's Spring Conference at the full conference individual rate.

David Kane made a motion to authorize the association to offer the 20 percent discount to ACE14 registrants pending the individual attends both the NEWWA Spring Conference and ACE14 in Boston at the full conference, individual rate. Lisa Gove seconded. The motion was passed unanimously.

Craig made a motion to accept the AWWA Director's report. Lisa Gove seconded the motion. The motion was passed unanimously.

Item #5d – Other by Members.

None.

Item #6 – Council Business – Updates.

Item #6a – Board of Directors Committee Outreach – Dave Polcari.

Dave Polcari gave an update on this new initiative:

A role of Board Members is to work with committees and serve as a liaison. Board members/Council Directors have responsibilities to the committees in their council including annual reports to the Board of Directors. The majority of contact between Council Director and their committees has been the annual report to the board at the annual meeting. Council Directors are also supposed to provide a mid-year report on their committees at the February board meeting, although this practice has been declining in recent years.

One of the goals for this year is to increase volunteerism and make it more rewarding to be a volunteer. One tool to assist in achieving this goal will be to have Council Directors focus more on their individual committees to increase the 2-way engagement and communication.

To accomplish this, Dave requested that each Council Director contact each committee in their council at least once between now and the February board meeting. Preferably this contact will be an informal phone call rather than an e-mail exchange. The goal will be to check in with the chair and gauge the strength of the committee, identify any needs (membership, leadership, budget, staff assistance, etc.), and then assist with any corrective action that is needed. Face-to-face meetings and attending a committee meeting are also encouraged, but not required.

Item #6b – Council Reports by Council/Director Assignments.

Matt Pearson reported, as the new head of the Administrative Council:

Facilities Committee – They have completed significant work on the headquarters in Holliston and are now addressing the 2nd floor lunch area layout. They are also looking for young professionals to join the committee.

Sponsor Services Committee – The next activity is the annual ski classic. They also hosted the lawn Olympics, meet and greet reception and after party at the annual conference in addition to the bike shirts.

Exhibits Committee – They are preparing for the Spring Conference and 152 booths have been sold already.

Program Committee – They are also very busy preparing for the Spring Conference and are finalizing the program book.

Lisa Gove reported on a few of her committees:

Water For People – Katie Chamberlain is looking for members.

Membership – They are preparing for the new member breakfast at Lantana and many members are also sitting on the ACE14 Welcome Committee.

Student Activities – Ken Lee is the chair. They recently had a meeting up at UNH and spoke to about 30 students about the association and encouraging them to join. Lisa encouraged other board members to do more outreach to colleges and get more students involved. She has prepared a PowerPoint presentation that can be used as part of these efforts.

Item #7 - Executive Director and Staff Reports – September 22 – November 8, 2013.

NEWWA staff provided verbal reports of the below.

Item #7a – Training – Ted Kenney.

Ted reported that there were 55 students in the summer operator training.

We had to add another T2 course this fall due to the overwhelming response by registrants. 150 students are in the fall review courses.

There is also a T3/T4 course happening at the SWSC with 14 students and a D2-D4 course at BWSC with 16 students.

Two states are ending their license renewal cycle this year. Most classes are full through December.

Our fall excavation courses had 60 students and 192 students were in all three sessions this year.

We are continuing our work with the state grants, especially NH and RI.

The Water Resources and Sustainability Committees had a symposium in October with 150 people.

The Lab Symposium is on March 13 and Water Quality Symposium on May 8.

Contract training continues to do well.

Item #7b – Communications and Grants – Kirsten.

Kirsten reported that work continues on a \$7,000 grant with MassDEP on sea level rise and a \$63,000 grant with ASDWA that will include sanitary survey roundtables and curriculum development for the Revised Total Coliform Rule.

She continues to manage the MAWARN and recently spoke at a training. She is also maintaining the RIWARN Web site.

All publications continue to be on-time and the Winter 2014 *Source* is currently in the works, and it will also include the water works calendar for 2014.

The PR Committee is hard at work on the “Only Tap Water Delivers” campaign for 2014, and plans to incorporate “The Value of Water” coalition messages as well this year. They plan to extend the campaign by two weeks to encompass both Drinking Water Week and ACE14.

Item #7c – Ray’s Report Including Computer System Update and Other.

Membership currently stands at 2,710, which is an increase in 25 members. There were six people who recruited more than one person this year, so there will be competition at the new member breakfast for prizes.

The AWWA Student Member rate is still active and is \$10 through November 30, 2013.

We had 323 attendees, 20 exhibitors, and lots of positive feedback from the Annual Conference at the Equinox.

90 people are registered for the November Monthly Membership Meeting. The program is out for Lantana and the January meeting flyer is at the printer. The student rate for the January meeting is \$30.

There was a discussion about how to get more utilities to attend the Annual Conference, which will automatically attract more consultants/manufacturers.

There was also discussion about the MCSSA grant and the feasibility of keeping the MassDEP employees on the payroll if there are not training funds. Matt Pearson requested that this issue be formally placed on the December board meeting for full discussion. Dave Polcari will convene a special Executive Committee meeting to discuss.

Craig Douglas made a motion to accept the executive director and staff reports. Carol Harris seconded. The motion was passed unanimously.

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

- A) Work hard to make ACE14 a great success for both AWWA and NEWWA by being gracious hosts and ambassadors.
- B) Expand education and training opportunities and work to implement new delivery alternatives such as online and e-training.
- C) Increase volunteerism – make it easy, fun, and rewarding to be an active volunteer.
- D) Find new ways to collaborate with other associations including NEWEA, APWA, and state associations.

Item #9 – Other by Member.

Item #10 – Committee Reports.

Item #10a – Executive Committee Update – Carol Harris.

Topics already covered previously in meeting.

Item #10b – Alumni Club Organizational Meeting – December 19 at Lantana – Carol Harris.

Topic already discussed.

Item #10c – Speed Networking – January 16, 2014 – Redhook Brewery, Portsmouth, NH – Craig Douglas.

Topic already discussed.

Item #10d – AWWA ACE14 Host Committee Update – Adam Yanulis.

Topic already discussed.

Item #10e – Other by Members.

Dave Polcari updated the board about the “hack” that took place to approximately 90-95 members in the association’s computer system. We need to inform the members of the problem and follow up with our software company about a remedy to ensure it doesn’t happen again.

Item #11 – Announcements and Meetings.

Committee Meeting Schedule

November 21 Meetings - None Scheduled at this Time.

Nov. 22nd Operator Certification Committee – 10:00 AM – Kleinfelder Room, NEWWA

Nov. 22nd Operator Certification Committee – 10:00 AM – Kleinfelder Room, NEWWA

Dec 3rd Budget Sub-Committee – 10:00 AM – Woodard Curran, Andover, MA

Dec. 4th Water Resources – 2:00 PM – Manchester NH Water – Conf. Call: 218-339-3600, Code 578277#

Dec. 18th Personnel Sub-Committee – 10:00 AM – Kleinfelder Room, NEWWA

Dec. 18th Board/Staff Holiday Lunch – 11:50 AM – Truffles, 198 East Main St., Milford, MA

Dec.18th NEWWA Board of Directors Meeting – 2:15 PM – Kleinfelder Room, NEWWA

December 19th Monthly Meeting 2013 – Lantana

Committee Meeting Schedule

Membership Committee – 7:30-8:00 AM – Regis Room

Program Committee – 7:30-9:00 AM – Essex Room

Small Systems Committee – 8:00-8:30 AM – Colony Room

New Member Breakfast – 8:00-9:30 AM – Regis Room

Security and Emergency Preparedness Committee – 8:30-9:30 AM – Colony Room

Filtration Committee – 9:30-11:00 AM – Essex Room

YP Committee – 9:30-10:30 AM – Regis Room

Alumni Club – 10:00-11:00 AM – Ballroom

PR Committee – 10:00-11:00 AM – Colony Room

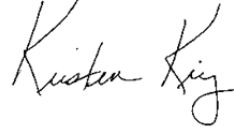
Item #12 – Adjourn.

Matt Pearson motioned to adjourn and Craig Douglas seconded at 4:28 p.m. The motion was 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