

**Item # 1) New England Water Works Association
Board of Directors Meeting Minutes
September 19, 2010**

The New England Water Works Association Board of Directors held a meeting on September 19, 2010, at The Samoset Resort in Rockport, Maine. President Christopher Woodcock called the meeting to order at 9:11 a.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, David Kane, David Russell, David Polcari, Carol Harris, Michael Covellone, Matthew Pearson, Pam Irwin, Ken Booth, Craig Douglas, Robert Beurivage, David Harris, Matt Pearson, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and Director of Communications Kirsten King were also in attendance.

Item #1- Consent Agenda & Minutes of July 29, 2010.

Dave Polcari made a motion to accept the Consent Agenda including the minutes of July 29, 2010. The motion was seconded by Bob Beurivage and passed unanimously.

Item #2 – Treasurer’s Report – Financial Update – David Kane.

Via the audit report - the auditors completed the audit for fiscal year 2010. All the financials are from Page 2 to the end of the document. Page 1 is the letter they send to the association with their opinion. The auditors gave the association an unqualified opinion, which is the highest they can give. In addition, the auditors did not note any specific concerns with the financial controls.

Dave summarized the financial statements – on page 2 is the list of assets and liabilities. There aren’t many changes from last year.

When adding the cash and investment line items we are up to about \$300,000 in cash from last year.

For property and equipment, the association is up \$40,000, and overall we added about \$100,000 of assets in the previous year, most being the new computer system and landscaping.

Regarding outstanding debt for the building, under the bond payable we will have to pay \$18,000 next year and we owe \$870,000 on the building.

Page 3 is the income statement. For the bottom line 2010 the association had a net income of \$323,000 for the year. We generated \$219,000 from operations and \$100,000 from investments. We gained extra revenue from training in the amount of \$1.9 million in the past year. The association programs made about \$500,000, which was more than budgeted.

At the board’s November meeting the board will discuss what to do with the surplus balance. The surplus is currently sitting in the operating line.

Chris made a comment that when the auditor met with group he had mentioned the financial responsibilities of the board. Chris reminded the board members of their fiduciary responsibility to the organization and that they read the association’s form 990 on guidestar.org. The site has information about all board members and the association. It was noted the report at present is last year’s report and will change each fall after the new annual report is filed.

One of the items in the report is a requirement that at least once a year we review our conflict of interest policy. This was included in the board packet.

The other item the auditor noted is that there is a new state of MA privacy law to protect private information such as social security numbers, driver’s license numbers, date of birth, etc. Any entity that does business with MA residents has to comply and the law went into effect in March. The association needs to ensure it has appropriate securities on all our systems.

Dave Harris made motion to accept the treasurer's report. The motion was seconded by Ken Booth, and passed unanimously.

Item #2C – Other.

Chris introduced Sarah Pillsbury from New Hampshire Department of Environmental Services, our incoming At-large Director.

Item #3 – Old Business.

Item #3A – Affiliation Ad-hoc Committee – Bob Beurivage.

Bob reported that the association recently received the AWWA Section 8 rules for reporting a violation to the affiliation agreement. This section was drafted by AWWA attorneys and details how to report a complaint that involves a violation of the affiliation agreement. The committee reviewed the document and sent comments to AWWA. He provided a handout that detailed NEWWA's concerns with the Section 8 rules. The committee felt that if the section has a complaint, they should go before the Executive Committee of AWWA. The second issue was related to giving the authority for a minor complaint to the AWWA executive director.

David Kane had Portland's attorney look at it. He said it would provide a fair way of dealing with issues that section members may have.

AWWA has acknowledged receiving the comments.

Chris stated that this is an example of NEWWA's leadership, as it was a lot of information to go through.

Item #4 – New Business.

Item #4A – Sean Osborne Recommendation for Director-at-Large – Dave Paris.

Sean Osborne has expressed interest in being nominated to the AWWA board as a Director at Large. This nomination was brought to the Executive Committee in September.

Dave Paris made a motion to nominate Sean Osborne for the AWWA Director at Large position. The motion was seconded by Pat Connelly. The motion was passed unanimously.

Item #4B – Sponsor Services Committee Recommendation for Golf Proceedings Donations – Dave Polcari.

Dave reported on the NEWWA golf tournament in May at the Mt. Pleasant Country Club. The committee raised \$7,821 – this was less the \$2,000 in the deposit that was lost when the other golf club went out of business. The committee is still trying to work with the previous location to recoup costs.

The committee voted to recommend the following dispersal of the funds – \$500 to the Jess Burgess fund; \$4,000 to the Scholarship Committee (to scholarships that allow vendors, suppliers, and consultants to participate) – the Scholarship Committee will decide, with a suggested preference being the Murphy Scholarship; \$2,500 to the Water For People Committee who then sends a separate recommendation to where the money is allotted. The rest of the money will be retained in the committee's account for use in other sponsorships that come up throughout the year.

Matt was curious as to what the policy was as to how funds are distributed when the committee makes recommendation to the Board of Directors. He liked the way Sponsor Services came to the board. Ray explained that there is a policy when a committee brings forward a suggestion. Committees work hard to raise funds and they should be part of the process as to where the funds go.

Craig Douglas made a motion that we disperse the golf tournament funds as noted by the Sponsor Services Committee – \$500 to the Jess Burgess fund; \$4,000 to the Scholarship Committee, – the Scholarship Committee will decide, with a suggested to preference being the Murphy Scholarship; and \$2,500 to the Water For People Committee . Pam Irwin seconded the motion. The motion was passed unanimously.

Item #4C – Fluorides Committee New Chair – Chris Marcos Member Since 1999, is President of Northeast Pump & Instrumentation.

Bob Beurivage made a motion that the board appoint Chris Marcos the new chair of the Fluorides Committee. Dave Harris seconded the motion. The motion was passed unanimously.

Item #4D – Sponsor Services Committee – Phil Cyr of RH White as New Chairman.

Matt Pearson made a motion that the board appoint Phil Cyr the new chair of the Sponsor Services Committee. Pam Irwin seconded the motion. The motion was passed unanimously.

Item #4E – Organization Chart 2010 -2011 Councils and Committees – David Paris.

The organizational chart has been changed from previous years. Some of the councils have been realigned and a few committees moved. The thought behind the reorganization is to be clearer with the delineation of responsibilities with staff. Staff is in the middle of chart. And a few councils have been moved into areas where they are connected with staff. At the top of the chart is the presidential succession candidates. Liaisons are also noted at the top left. The Standards Council needs a replacement board member. This recommendation will come before the board of directors in November. We will work with the Green Mountain Water Environment Association to determine the replacement for the Vermont state director.

Dave Polcari stated that we moved the Young Professionals Committee to the External Affairs Council from the Professional Development Council. This committee works with Iseult who is the staff liaison to the External Affairs Council.

In addition, we are trying to find a new name for the External Affairs Council to better represent what committees are listed.

Chris likes the addition of staff to the chart above the councils. He said it made things clearer.

Craig Douglas made a motion to accept the new 2010-2011 organizational chart. Pam Irwin seconded the motion. The motion was passed unanimously.

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

Pat reported that he now receives Dave Lafrance's (AWWA Executive Director) weekly e-mail.

Regarding the upcoming proposed Total Coliform Rule. Tom Curtis from AWWA is very active on the national committee. He is meeting with legislators and lobbying for the water utilities.

AWWA is also doing a survey on a sustainability rating tool for utilities to see if utilities will use such a tool if it is developed.

AWWA is also developing a CEU certificate/transcript Web site for training. AWWA will maintain an individual's records for 7 years. Members will also be able to use the site for to track other non-AWWA CEU training as well. Ted says this is the beginning of a record-keeping system for AWWA.

Overall, membership is going down on a national scale – Denver is down to about 55,600 members from 60,000.

Jerry Stevens, the AWWA visiting officer, was delayed in his arrival to the conference. Jerry, who is the AWWA president-elect, is from West Des Moines, Iowa. He is a licensed engineer and treatment plant operator in Iowa as well as a Fuller Award winner.

Item #5A – Upcoming AWWA RMSO, Saratoga Springs, NY Meeting – Pat Connelly.

Pat encouraged as many members as possible to go to this meeting. Joe Mantua, the current AWWA president, will be attending and facilitating the day and a half meeting. Topics include the affiliation agreement, membership restructuring, and a focus on sections.

Item #5B – AWWA Award Nominations Due Oct. 1 – Hall of Fame & Honorary Member, Others.

Honorary Member Committee (for NEWWA Inc. ONLY) has recommended three members to be nominated: Tom Marston, Nan Crossland, and Jim Marvel – who are all past presidents.

Pat Connelly motioned that the board approve Tom Marston, Nan Crossland, and Jim Marvel to become nominated as honorary NEWWA Inc. members. The motion was seconded by Pam Irwin. The motion was passed unanimously.

Carol Harris also suggested reconsidering Burt Tighe, Ken Johnson, and Bob Koopman be nominated as well or considered in the coming year.

Ray noted that we are restricted to only 30 honorary members by the Bylaws.

Dave Paris asked how we forward nominations to become honorary members of AWWA. Considerations for 2010 have to be in by October 1. Dave Paris suggested nominating Tom Marston for AWWA honorary member.

Pat Connelly motioned to nominate Tom Marston for an AWWA Honorary Member. Bob Beurivage seconded the motion. The motion was passed unanimously.

Dave Paris asked that the board consider Dr. Dave Reckhow of UMASS Amherst for the A.P. Black Research award from AWWA, which is given to a person who has contributed outstanding work to the water works profession. Dave read the nomination letter.

Dave Paris made a motion to nominate Dr. Dave Reckhow for the AWWA A.P. Black Research award from AWWA. Craig Douglas seconded the motion. The motion was passed unanimously.

Bob Beurivage made a motion to accept the AWWA Director's report. Dave Harris seconded the motion. The motion was passed unanimously.

Item #6 – Executive Director and Staff Reports – August through September 10, 2010.

Ray reported that pre-registration for the 2010 annual conference was 322 and that we had a lot of last-minute registrations. We had two people take advantage of the free membership offer for signing up for at least one day of the annual conference.

The Equinox Resort contract for the 2013 conference was finalized and signed. There is the annual Water Resources Symposium on October 28. November 18 is the annual November meeting.

Ted stated that we conducted 311 events with 5,426 participants in the 2009-2010 year. Staff has approximately 135 usable training days to work with each year. This meant that about 2.3 events ran every day in NEWWA's education program. Since the year 2000 we crossed the mark of more than 60,000 students.

The 2009-2010 program year was strong. Operator training and safety, specialty, and cross connection programs were the strongest. NEWWA runs a broad program and one that the association can be proud of. We have increased the education staff. All students have direct contact

with education staff for technical information and assistance. We are also in partnerships with all six New England states. Education staff recently completed scheduling with the Connecticut AWWA section and is currently working with Maine Water Utilities Association to do programs. The association was awarded its 20th Section Education Award from AWWA for the 2009 Water Resources Symposium. New England Society of Association Executives presented us their Achievement Award for the same program.

The certificate program has its first three graduates approaching. Two are close on the treatment side. NEWWA will begin the capstone class for students to sit for the written test.

The association remains an authorized IACET CEU provider and must meet very strict standards. We are up for renewal in the spring of 2011.

Kirsten reported that the fall issue of The Source is at the printer, the membership roster was finished and sent to the membership in late August, and the new Web site is still underway.

The MCSSA report for the last contract (ending June 30) is being finished, and more EPA emergency preparedness and WARN trainings are being planned for the fall.

The PR Committee is working on an Only Tap Water Delivers plan and budget that will be presented to the board at the November meeting.

Ray stated that the regional officers and state association meeting is Monday of the conference at noon. He hopes all board members will participate with the states.

Ray also reported on the status of the Mass. Board of Certification requirement for grades 2, 3, and 4 that will require potential operators taking exams to have to take a course before sitting for an exam. This will take effect in 2012.

The board approved the capital plan and the first two major parts of the capital plan were completed this summer. These included replacing four HVAC units this past summer. Also, the benches are in the garden and are now carved. There are three benches total. Chris Woodcock purchased one, another is in memory of Bob Maynard, and the last in memory of Alice Hathaway.

We are currently at 2,841 members, which is a slight drop from last year the Membership Committee has been doing a lot of work and is beginning another member drive.

Item #6A – Computer Conversion.

The association's computer conversion is still taking place, with more components still being implemented. The member files have been moved successfully. The accounting software is installed and all reports still need to be redesigned. Jeanne Gilpin, the association's registrar, is still catching up from the transition over the summer with course and event registrations. The web versions will be implemented later with the new website.

Item #6B – IACET Application Process – Spring 2011.

Ted reported that we must now comply with new IACET standards and has been working on the new application since December of last year. Ted distributed guidelines for the new IACET reauthorization.

Dave Polcari made a motion to approve the executive director and staff reports. Dave Russell seconded the motion. The motion was passed unanimously.

Item #7 – Council Business – Updates.

No new business.

Item #7A – Council Reports by Council By Director Assignments.

This report will be done at the annual NEWWA Inc. business meeting.

Item #8 – Committee Reports.

Item #8A – Executive Committee – Dave Paris.

Dave reported that the committee met on September 1. They discuss the financial report, affiliation agreement, and issues concerning staff and the ad-hoc Member Committee. Jeanne Gilpin gave a great presentation of NEWWA's new software. Dave said the presentation was very valuable.

The Executive Committee also voted on an option to offer a free 1-year individual membership with a day's registration of the annual conference. Dave also supports the concept to continue this offer at future conferences. For every membership we give away we still net \$60 on the conference. Dave suggested we target outside groups at Newport next year. Carol suggested that the person who took advantage of the offer be given to the Membership Committee and added as a mentee.

The plan will be to put the same offer in the budget for next year. Currently this offer is only open to utilities and regulators. Dave wants to discuss opening up the offer to all potential members. Matt suggested the offer be discussed further and a potential policy be made to manage the program. Carol said there needs to be plan as to how to retain the people who become members.

Item #8B – Member Value Ad-hoc Committee Update – Mike Covellone.

Mike reported that the committee has had a few meetings that generated conversations and that there is a lot of overlap into the strategic plan. So far the meetings have focused on a few issues. First, to make sure everyone understands the value the association already has.

The group is also talking about doing another survey, one to the membership and the other to the state associations. The committee is also looking at the regional association meeting we have twice a year and considering increasing the number of meetings or having one focused more directly on specific topics as to what the states are looking for. The committee's next meeting is on October 5.

Pat suggested converting one issue of *Currents* into a mini annual report.

Item #8C – Only Tap Water Delivers Ad-hoc Committee – Pam Irwin.

The PR Committee has been concentrating on writing a plan to promote the Only Tap Water Delivers campaign. So far they have two pages of suggestions and ideas and will be summarizing them into a presentation to the board in November. The plan is a "wish list" of possibilities. Chris said the committee should think about what AWWA can do to help expand the program.

Item #9 – Announcements and Meetings.

Ray announced meetings for the remainder of the conference. The NEWWA, Inc. meeting was to start at 12:00p.m.

Dave Polcari recognized Pam Irwin for her years of service on the board. Pat Connelly recognized Chris Woodcock for his service as president.

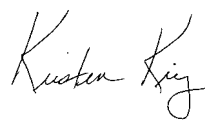
Item #10 – Adjourn.

Dave Polcari motioned and Pam Irwin seconded to adjourn the meeting at 11:26 a.m.

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