

1. Revised proposal based on an "as needed" basis; including 1099 preparation, filing of the 1096A, year-end review, any accounting issues that may arise during the year, and the completion of the 990 form, which is currently done by Treasurer, Tim Wolfe.

c. Concern still exists regarding IRS tax form 990 being filed on a calendar year and CWEA's tax basis on a fiscal year. Accountant has advised CWEA to not change future 990 calendar year filings, rather amend our Bylaws, if necessary, to change CWEA's fiscal year to align with the filing of said IRS tax form 990.

1. Alignment may entail Bylaw revision necessary for CWEA's fiscal protection.
2. Treasurer Tim Wolfe to contact Katz and Associates accounting firm to advise CPA, Ann Cybulski, of Board's consensus to engage them, as needed and as listed in 2.b.1.

3. Ecoletter collection update - Ann Baugher

- a. To date, \$44,207.00; \$21,051.00 remaining to collect; total uncollectable to be determined at finalization of collection process
- b. Second notices were mailed June 1, 2011
- c. Invoices were distributed to Board volunteers to contact remaining newsletter advertising debt.

4. Ecoletter volunteer status – Ted DeBoda

- a. Finding a replacement for *Ecoletter* Co-Editor Cynthia Lane, due to job relocation to Denver, CO, concerned the Ad Hoc Committee, along with the future of this 41-year publication. A replacement Co-Editor search proved successful with two volunteers agreeing to serve – Joan Fernandez and Kristi Perri.
- b. Ted DeBoda brought the Board up-to-date on the *Ecoletter* solution tasked to him as head of this Ad Hoc Committee at the April 14, 2011 board meeting with the e-mail request for newsletter staff yielding no volunteers.

5. Ecoletter future – Ted DeBoda

- a. Pros and cons of the newsletter's future were presented, outlined within a spreadsheet, noting the Ad Hoc Committee eliminated two (2) options:
 1. discontinuing the newsletter; and
 2. e-newsletter only
- b. The Ad Hoc's recommendation to the Board included continuing the *Ecoletter* with Ted DeBoda reviewing publisher proposals received from E&M Consulting, Inc. and Craig Kelman & Associates. Both proposals included zero outlay to WWOA/CWEA for publishing. Cynthia Lane has agreed to put together the upcoming summer issue.
 1. Kelman's proposal included local contact with advertisers as the current publisher for MRWA and CSAWWA magazines; along with established national contacts. Contract proposal includes a clause allowing tri-magazine potential, as is also included in CSAWWA's contract with Kelman.

2. E&M Consultants, although having a lower revenue stream threshold had a downside of no experience in water industry publishing.

c. WWOA's Board on June 15, 2011 were presented the same options and voted to accept Kelman's proposal with the first issue published by Craig Kelman & Associates to be the fall 2011 issue.

Discussion ensued involving ad rate concerns, CWEA liability, importance of getting information to our members, the ongoing concern of lacking local content articles and concluded with Jeff Cantwell noting Cynthia Lane spent, per issue, around 16 hours of volunteer time preparing layout copy to the designer prior to printing and circulation; a lot of time sacrificed by a volunteer.

Motion No. 38-11: Motion made by Ted DeBoda, seconded by Carlos Espinosa to negotiate and execute a contractual arrangement with Kelman for the joint *Ecoletter*. In agreement with WWOA's vote, Kelman was selected as publisher beginning with the fall issue; and publication will continue to be known as the *Ecoletter*. The Board gave Ted DeBoda authority to work out the final details included within this motion. Motion carried.

d. The Ad Hoc Committee also felt it necessary, since nothing executed in the past, to have joint Memorandums of Understanding (MOU) for the *Ecoletter* and while talks between WWOA and CWEA regarding this issue have been very open and both in agreement, to include another MOU; one for the Website.

1. Said MOUs were drafted, and WWOA approved, June 15, 2011, to execute both MOUs upon receipt of final edits.

2. MOUs developed were reviewed. CWEA Administrator to circulate MOUs to the entire CWEA Board and Committee Chairs giving two (2) weeks to review and failure to respond within the dates circulated will be taken as concurrence. Board will execute the *Ecoletter* MOU and the Website MOU and forward to WWOA for signature.

6. 2011 – 2012 CWEA Slate of Officers – approved by CWEA Executive Board

a. Slate of Officers' was announced in the June **e-CWEA News** and will be included in the July and August issues. Slate will be included in the 2011 Tri-Con brochure.

1. Delegate – Hiram Tanner, Jr.
2. Vice President – Burt Curry
3. Secretary – Kraig Moodie
4. Delaware Trustee – Jeff Cantwell
1. Maryland Trustee – Paul Sayan*

*In accordance with the Bylaws, it was announced that Paul Sayan will fill out the unexpired term of the vacating Maryland Trustee, Laurie Perkins.

7. Tri-Con Conference Status – Ted DeBoda

- a. Tri-Con brochure to be out mid-July. Members to be furnished hotel list and hotel registration link within e-CWEA News and on WWOA-CWEA website.

COMMITTEE REPORTS

1. Delaware Trustee (Carrie DeSimone)

Committee	Chair	2010-2011 Interaction	Attend?
Publications	Cynthia Lane	Ad Hoc recommendation vote	
Public Education	Shelley Pitter	Launched Twitter & facebook	
Student Activities	Janine Yieh	Career Fair, Student Paper Competition	
Water for People	Carrie DeSimone		
Young Professionals	Beth Blair	YP Tech Presentation and Happy Hour affiliated with Student Career Day 2/18/11 jointly with CSAWWA YP Chair	
Membership	Muminu Badmus		

- a. Student Activities – Student paper entries results were submitted with award winners to be recognized at the 2011 Tri-Con awards ceremony. Tim Wolfe to mail awardee checks to Janine Yieh to distribute. One awardee to attend Tri-Con and will be recognized then. Ann Baugher to follow-up with Janine.

2. Maryland Trustee (Paul Sayan)

Committee	Chair	2010-2011 Interaction	Attend?
Biosolids/Residuals	Peter Thomson		
Collection Systems	Kraig Moodie	April 7, 2011 Seminar held	
Stormwater	Jeff Cantwell	October 2010 Seminar May 17, 2011 Seminar	
Website	Anthony Rocco	New website launched.	
Water Reuse	Tiffany Bain	Joint event at Spring Meeting	
Technical Education	Eric Coates	October 2010 Seminar	

- a. Kraig Moodie advised the upcoming Gary Wyatt/Ed Norton Open golf outing is set for June 23, 2011, at the Woodlands Golf Course. Tee time is 9:00 am, with sponsorships still available. Contact Kraig Moodie or Tara Hatcher at the URS Baltimore office for additional details and to register to play.
- b. Ops Challenge is moving along; set for Ocean City Tri-Con.
- c. Stormwater Committee – Jeff Cantwell stated the May 17, 2011 seminar was a success. Committee was stunned to have 164 attendees including 15 paid exhibits; and, of the 45 feedback forms returned, all 45 said they liked the seminar with the balance of the comments being compiled for future guidance. Event netted approximately \$3,750.

3. DC Trustee (Chein-Chi Chang)

Committee	Chair	2010-2011 Interaction	Attend?
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Plant O&M	Akshay Kumar	October 2010 FOG Seminar	
Safety	Sorin Schwartz		
Laboratory	Clarence Beverhoudt	Planning joint meeting w/MELA in 2011	
Spring Meeting	Joan Fernandez	Scheduled 5-12-11, joint w/CSAWWA/Water Reuse	
Short Course	Wayne Reed	June 5 – 10, 2011	

4. President-Elect (Ted DeBoda)

Committee	Chair	2010-2011 Interaction	Attend?
Awards	Carlos Espinosa	Schedule & nomination process sent to members requesting potential nominees	
Conference (Tri-Assoc.)	Four (4) CWEA reps	Tech papers submittal online through Precis	
TRE	Gary Wagner		

- a. WEF Strategic Plan - Ted DeBoda. WEF finalizing, then need someone from our MA to finalize adjustments to customize CWEA's long-range Strategic Plan. More about this at future board meetings.

5. Vice President (Bob Beringer)

Committee	Chair	2010-2011 Interaction	Attend?
WERF Liaison	Paresh Sanghavi		
Government Affairs	Paul Sayan	Planning two 2011 seminars	
MAMWA Liaison	Angela Essner		

6. President (Craig Murray)

Committee	Chair	2010-2011 Interaction	Attend?
Bylaws and Directory			
Nominations	Craig Murray	2011 nominations being collected	
Strategic Planning			
Budget/Finance	Karl Ott		

7. Secretary Report (Carlos Espinosa)

- a. Reviewed two (2) types of awards - WEF awards (federal) and MA (local) awards. This year, no WEF awards submitted by deadline.
1. Craig Murray to follow-up with Hiram Tanner on what had been done on behalf of CWEA with regard to national awards and to clarify prior discussions and intentions.
 2. Deadline for MA Awards is July 5, 2011 with a special e-CWEA News blast to be sent by the Section Administrator.
 - A. MA awards include:
 - **Bedell award** – personal service to the organization
 - **Burke award** – WW committee safety award – a facility nomination
 - **Hatfield award** – individual operator award

- **Lab Analysis award** – recognizing outstanding performance
- **Delegate service award** – awarded to the outgoing WEF Delegate - Ray Schulte
- **5S selected award(s)** – locally done and based on some outstanding measure contribution
- **Golden manhole award** – Collections Systems Committee has been asked for nominations - certificate
- **Quarter Century Operator award** – if applicable

Discussion followed regarding formal “procedures” for committees’ duties, and to include award procedures as Al Will requested of the Nominations Committee at the February 10, 2011 board meeting.

CWEA Policies - If not within the Bylaws, it was suggested they be incorporated under Procedures, such as travel, Committee Chairs be members in good standing, award procedures, etc. and available for easy access and reference.

Sam Amad brought up a sample concept for recognizing achievements of wastewater treatment plants, such as a platinum and silver award – with the criteria being outstanding achievement in compliance performance, such as zero violations. In NACWA, it is called the “peak performance” award. Possibility of reviewing their criteria as a specific proposal would be needed to initiate this award in future years. **Section Administrator to poll MA ListServe and report back to Sam Amad on the findings.**

- B. Comments to minutes were incorporated and vote to adopt the April 14, 2011 was taken.

Motion No. 39-11: Motion to approve the April 14, 2011 Minutes, as proposed with comments incorporated, was made by Ted DeBoda, seconded by Paul Sayan. Motion carried with minutes to be posted to the CWEA website.

- C. 2011 WEFTEC – Carlos Espinosa. Headquarters hotel is the JW Marriott. Rooms have been blocked and if attending, **need to move reservations to your individual name and credit card by August 6th** deadline.
- D. ROLES of Committee Chairs – Carlos Espinosa. Ties into need for “procedures”. **Section Administrator to send out with the draft June 16, 2011 minutes, a copy of Michigan’s procedures compiled from their website.** Craig Murray reminded all of the priority of business practices. **All committees to be given a copy of template to move forward in procedure development. Someone is needed to champion this and streamline, what works, what doesn’t and put business practices into manageable pieces.** Hiram Tanner remarked, Russ Sharpe, in previous years did a lot regarding business practices.

1. Treasurer's Report (Tim Wolfe) – Checking account balance - \$ 44,114.47; Savings account \$ 9,609.40, with Kappe Investment fund remaining the same.

WERF 2011 pledge – Board inquired of Paresh Sanghavi what other MAs do with respect to pledge amount whether CWEA realizes a return on this pledge. Mr. Sanghavi advised WERF provided presentations at the 2011 Spring Meeting. When approached, WERF accommodates MAs. All MA's contribute the same amount, \$1,000.00. Pledges are acknowledged each year at WEFTEC. Paresh suggests our Committee Chairs take advantage of WERF's services. Ted DeBoda suggested that our committees, through Paresh's help, utilize this service. Hiram Tanner announced that WERF provides research funding on groundbreaking projects. Sam Amad suggested Sahir Murphy come and talk to Board on WERF activities. **Tim Wolfe to mail 2011 WERF \$1,000.00** agreed upon pledge amount **to Paresh Sanghavi** for forwarding to WERF.

2. Delegate's Report(s) - Delegate Al Will

- a. Articles of Incorporation revision – **After list of officers is updated by Al Will**, he will **forward to Attorney** for filing Articles with the state.

Motion No. 40-11: Motion made by Al Will and seconded by Ted DeBoda, with authority given to Al Will, to update the "list of officers" in the Articles of Incorporation and have it filed, with a copy of the final action to be a part of the minutes. Motion carried.

- b. Relative to filing Articles of Incorporation and Carlos Espinosa's new employer and living some time out-of-state, the Board decided to retain Maryland domiciled Ray Schulte, as CWEA's Resident Agent voting on the following actions.

Motion No. 41-11: Motion made by Al Will and seconded by Ted DeBoda, to rescind prior **Motion No 27-10** (March 4, 2010 Minutes), withdrawing Carlos Espinosa and retaining Ray Schulte as Resident Agent in the current Articles of Incorporation. Motion carried.

- c. Attorney when investigating CWEA non-profit status discovered the 2007 Maryland Personal Property tax was not filed and indicating status forfeited. The Board discussed the filing of the Maryland Personal Property tax and its preparation thereof.

Motion No. 42-11: Motion by Hiram Tanner and seconded by Al Will, to engage Katz and Associates on an "as needed" basis to assist with resolving the unfiled 2007 Maryland Personal Property Tax Return, with cost not to exceed \$2,000.00; and, authorize **Tim Wolfe to negotiate with said accounting firm to resolve and keep CWEA's tax status current.** Motion carried.

- d. Upon completion of the above legal and accounting actions, a **Bylaw review will be done** to determine **if changes are needed, make revisions and follow Bylaw adoption procedures** to amend.

SCHEDULE OF EVENTS

Date	Event/Location	Organization	Contact
August 30, 2011 – September 2, 2011	Tri-Association Conference, Ocean City, MD	Tri-Con	Angela Perry-Borders, Tri- Association Chair
November 15, 2011	MITAGS, Linthicum, MD	SW and CSC	Jeff Cantwell, Kraig Moodie

NEW BUSINESS

1. **Committee Chairs to be members in good standing to serve** – discussed whether within the Bylaws or should it be. Was noted Bylaws are the framework that govern the non-profit. Members in good standing could possibly be role of the Membership Committee, or, possibly function of the Trustee overseeing respective committees. **CWEA Administrator to send list of those serving that are not members to President and officers.**
2. **WEF conversations** possible July 2012 Baltimore location for full-day Stormwater Utilities seminar with CWEA assisting – not covered due to time constraint

OLD BUSINESS

1. **Credit Card machine update** – Ann Baugher investigated QuickBooks as a service to accept credit card payments, in addition to current online registration company, Acteva. Utilizing Bank of America for their credit card machine option means purchasing or renting, and includes a minimum monthly fee and someone to operate, settle, reconcile to bank statements and be responsible for said equipment and trained volunteer or Administrator attend every event to assure ease in operation and convenience to our members. **CWEA Administrator was asked to further investigate laptop logistics and if credit cards can be processed on any computer without QuickBooks downloaded and report findings at the next Board meeting.**
2. **MD Association of Floodplain & SW Managers JOINT Conference** – not covered due to time constraints
3. **Federal Water Environment Association joint luncheon** request – not covered due to time constraints
4. **2014 WEF Collection System Specialty Conference in Baltimore** – Jeff Cantwell. Letter sent to WEF, signed by President Craig Murray, requesting WEF consider Baltimore as their venue for the 2014 specialty conference and proving an ideal location with its numerous Inner Harbor hotels and entertainment with proximity to large population centers.
5. **CWEA as 2012 WEFMAX hosts** – WEF has been provided potential dates, awaiting WEF confirmation. Kristi Perri, Bob Beringer, Ted DeBoda, and Jane Bayer will serve on the WEFMAX host committee.
6. **501(c) (3) status** – Al Will – Items under “Delegate’s Report” will need to be resolved before pursuit from 501(c) (6) to a 501(c) (3) can be initiated.

7. Signature rights - Authority needs to be defined for all to be aware of policy. **AI Will to draft something for distribution regarding signature rights** (April 14, 2011 adopted Minutes). **Need copy of policy - CWEA President, Vice President and Treasurer can sign. Board has fiduciary responsibility with respect to contract obligations. AI Will to track down signature policy that exists today with Section Administrator to distribute to Board and attach said policy to future minutes.**

ADJOURN – Motion to adjourn meeting at 12:07 pm was made by Ted DeBoda; seconded by Tim Wolfe. Motion carried.

Respectfully submitted,

A n n Baugher

Ann Baugher
CWEA Administrator

Submitted to the Board for Review and Comment: 7/4/11
Submitted to the Board for adoption review: 8-9-11

Edited and Printed: 9/2/11

NOTE:

Items “highlighted” within these minutes require action by the next Board meeting