



CWEA Board Meeting Minutes

Friday, September 2, 2011 Noon
Roland Powell Convention Center, 4001 Coastal Highway, Ocean City,
MD 21842

CWEA 2012 forward – **CWEA Strategic Plan and Business Practices**

Attendance:

Craig Murray

Al Will

Joan Fernandez

Tim Wolfe

Tiffany Bain

Ted DeBoda

Bob Beringer

Janine Yieh

Burt Curry

Meredith Welle

Hiram Tanner

Ann Baugher

Kraig Moodie

Sorin Swartz

Call-In Attendance:

Not available

1. **Call to Order by CWEA President Ted DeBoda at Noon, September 2, 2011, with lunch.**

2. **2011 TRI-ASSOCIATION CONFERENCE feedback**

- a. Registration - went smoothly, no issues. Ann's prep was amazing with incredibly low error rate considering record attendance.
- b. Pre-Conference –Speaker was perfect for the event, concern regarding low attendance, possibly reorganize the schedule of events on Tuesday and Wednesday to increase attendance, currently conflicts with Golf event.
- c. Golf – smooth event, record turnout 93 golfers.
- d. Keynote Speaker – George Hawkins will be a tough act to follow in 2012!
- e. Technical Programs – Discussed possibility of posting PDF version of presentations for membership access; could be set up through Precis.
- f. Convention Center – staff assistance during Ops Challenge in accommodating the teams' needs was exceptional.
- g. Hotels – no discussion.
- h. Committee Activities – no discussion
- i. Exhibits- look at utilizing hall booth space; develop “construction” secondary plan; some exhibitors concerned about limited traffic; Committee to work on additional ways to drive traffic to the booth area with time to visit booths. Explore possible locations and a time for new product forum possibly to include demonstrations and/or training.
- j. Sponsorship – Committee to explore a multiple year sponsorship option for repeat sponsors.

3. **2011 – 2012 TIMELINE** – Ted DeBoda

- a. Meeting Dates and itinerary reviewed with all meetings beginning at 9:30 a.m.

1. **Thursday, December 15, 2011 meeting**

- i. Current fiscal year (September 1 through August 31) will be changed to a calendar year to align with IRS Form 990 filing period.

- ii. WSSC identified as good central meeting location; December 15, 2011 meeting scheduled at WSSC. Need to identify sponsor within WSSC.
- iii. KCI offered to host a future meeting.
- iv. Board to coordinate the Strategic Planning meetings in advance of the Board meetings. **[Bob Beringer]** Bob Beringer appointed new Chair of the Strategic Planning Committee.

2. Thursday, February 9, 2012

- i. Select WEF award nominees
- ii. Federal/CWEA joint luncheon

3. Thursday, April 12, 2012

- i. Host 2012 WEFMAX – Baltimore

4. Thursday, June 21, 2012

- i. Approve officer nominations

5. Discussion concerning Committees

- i. Board to publish Committee Reports and Minutes in the *Ecoletter*. Motivate membership involvement and understand CWEA's available committees and their function. Ecoletter staff and Board will assist in communicating what is expected in committee reports.
- ii. **Joan Fernandez** to work with Trustees to contact Committee Chairs and propose a revision to the current committee/board member assignments at December 15, 2011 Board Meeting. Committee Chairs to be supported by the Board member assigned to that committee. Realign various committees as shown below under respective Trustees or Officers.

iii. All COMMITTEE BUDGETS ARE DUE BY DECEMBER 15, 2011.

4. COMMITTEE REPORTS

a. Delaware Trustee (Jeff Cantwell) – absent, no report given

- 1. Publications – See Ecoletter MOU information below under "Website" – Kelman contract has been signed for Ecoletter publication.
- 2. Public Education – Contact Committee Chair about status of committee. **[Ted DeBoda]** Board to identify overall CWEA message.
- 3. Student Activities – New Committee Chair - Meredith Welle. Tri-Con planning process involvement needed to ensure proper Student and YP activities. **[CWEA four Tri-Con representatives]**
- 4. Student Paper Award(s) – No update
- 5. Water for People – Collection Systems Committee representative Joanne Wyatt, presented Water for People a \$3,005.00 check at the Tri-Con CWEA Business Luncheon, profits from the Gary Wyatt/Ed Norton Golf tournament. Board to look at other charitable organizations in addition to Water for People; integral to overall strategic planning efforts. **[Board Agenda 12-15-11]**

6. Young Professionals – Board asked the committee to be involved with 2012 Tri-Con planning to ensure appropriate activities and incentives to attract more YP's to the conference. **[CWEA four Tri-Con representatives]**
7. Membership – Scott Shipe to assist Muminu Badmus as Co-Chair (*Post Hoc – Scott Shipe was appointed Membership Chair.*)

b. Maryland Trustee (Paul Sayan) – absent, no report given

1. Biosolids/Residuals – No update
2. Collection Systems- Collection Systems and Storm Water committees' joint event set for November 15, 2011 at MITAGS. 2011 Tri-Con Operations Challenge was another success. Overall Winners: *Terminal Velocity from the City of Virginia Beach*, CWEA sponsorship to WEFTEC Winners: *Centrifugal Force from DC Water*.
3. Website - The joint (CWEA/WWOA) Memorandums of Understanding (MOU) for the *Ecoletter* and Website have been executed by both parties, each retaining an executed original. CWEA's originals have been given to Ann Baugher for safekeeping.
4. Water Reuse – Plans for solo Water Reuse Meeting event in 2012.
5. Technical Education – No Update

c. DC Trustee (Chein-Chi Chang) – absent, no report given

1. Plant O&M – Committee looking to have a late fall seminar but Akshay Kumar facing challenge of low committee participation and difficulty in securing speakers. May need to push seminar back for these reasons.
2. Safety – Committee plans to prepare a Safety track for Tri-Con 2012. **[Sorin Schwartz and Michael Lewis to work with Tri-Con representation from their respective Association]**
3. Laboratory – No update
4. Spring Meeting – New Chair **Joe Swaim**. Looking at location options for 2012: Baltimore Zoo, Baltimore Aquarium, Six Flags Water Park, or another WWTP.
5. Short Course – Board desires Short Course committee furnish annual report of financial standing as stated within the 1989 SOP. Ann Baugher talked to Wayne Reed at the Tri-Con asking for said report. Mr. Reed asked this request be put in writing. **Ann** to draft said letter and forward to Ted DeBoda for edit and signature.

d. President-Elect (Bob Beringer)

1. Awards – Hiram Tanner to prepare information regarding WEF and CWEA awards and their respective deadlines for placement in the *Ecoletter* to encourage award nominations within categories **[Hiram Tanner]**
2. Conference – CWEA's 2012 Tri-Association Conference four (4) voting members will be: Al Will, Kraig Moodie, Kristi Perri and Joan Fernandez.

3. TRE – Committee to meet September 14, 2011. Stormwater/Collection Systems November 15, 2011 technical program will be submitted for credit by **Ann Baugher** upon receipt from **Jeff Cantwell** the week of September 5, 2011.

e. Vice President (Burt Curry)

1. WERF Liaison – Tim Wolfe wrote the \$1,000.00 check. Paresh Sanghavi delivered to WEF on behalf of CWEA.
2. Government Affairs – no report
3. MAMWA Liaison – no report

f. President (Ted DeBoda)

1. Bylaws and Directory – Current Bylaws will be attached to the September 2, 2011 draft Minutes and circulated to the entire CWEA Board [**Ann Baugher**]
2. Nominations – no report
3. Strategic Planning – since WEF’s Strategic Plan will not be rolled out for one-to-two years yet, Mr. DeBoda has reformed a CWEA Strategic Planning Committee. The committee met twice and has identified the market segment. Mr. DeBoda asked the Board for financial consideration in 2012 to bring in a consultant to keep CWEA on track.
4. Budget/Finance – no report
5. Other
 - i. **Strategic Planning** - There was general discussion concerning Long-range planning, and development of CWEA’s Strategic Plan.
 - ii. **Business Practices** – General discussion concerning current state of CWEA Business Practices to include:
 1. Customize committee roles/mission – lead CWEA on mission [**Rob Kershner along with Strategic Planning Committee**]
 2. Develop mission, duties relative to committee [**Rob Kershner**]
 3. Committee Chairs maintain “member in good standing” to serve
 4. If and when applicable, proceed to amend Bylaws [**CWEA Board**] accordingly (in coordination with budget changes or resolution as outlined in Bylaws)
 - iii. **Other issues:**
 1. Align Administrator contract renewal term with IRS Form 990 filing year (calendar year). **Kraig Moodie** will work with **Ann Baugher** on updating the current contract.
 2. Sam Amad has indicated his wishes to have a 1-day rodeo like WSSC.

g. SECRETARY REPORT (Kraig Moodie)

Kraig Moodie presented the June 16, 2011 Minutes for adoption.

Motion No. 43-11: Motion made by Tim Wolfe, seconded by Bob Beringer, to approve the June 16, 2011 Minutes, as presented with comments incorporated. Motion carried with minutes to be posted to the CWEA website.

h. TREASURER’S REPORT (Tim Wolfe)

1. Checking Account balance \$ 57,733.89
2. Savings Account balance \$ 9,610.61
3. Kappe Fund balance approximately \$ 21,000.00. Bob Beringer advised attendees that the interest from the Kappe Fund is to be used for student scholarships.

i. DELEGATE’S REPORT(S) – none given

2011 – 2012 CWEA Slate of Officers – approved by CWEA Board of Directors Board and adopted at the 2011 CWEA Business Luncheon, Thursday, September 1, 2011 (NOTE: Does not include Officers serving more than a 1-year term and those acceding in office)

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

SCHEDULE OF EVENTS

Date	Event/Location	Organization	Contact
October 15-19, 2011	Los Angeles, CA	WEFTEC 2011	wef.org
November 15, 2011	MITAGS, Linthicum, MD	Stormwater & Collection Systems Committees	Jeff Cantwell, Sue McNeil
December 15, 2011	WSSC Consolidated Laboratory, Tech Rd/Rte 29, Silver Spring, MD	CWEA	Kraig Moodie
February 9, 2012	Maryland University/College	CWEA	Kraig Moodie
February 17, 2012	Joint Career Fair – Student Activities/YPs	CWEA & CSAWWA	Meredith Welle
March 26-28, 2012	Raleigh Convention Center, Raleigh, NC	Residuals and Biosolids 2012	WEF

April 12, 2012	NASSCO Headquarters, Owings Mills, MD	CWEA	Kraig Moodie
April 19-20, 2012	Fells Point, The Admiral Inn	WEFMAX	CWEA Host
April 26, 2012	Joint Water Reuse Seminar MITAGS	CWEA & CSAWWA	Tiffany Bain
May 11, 2012	TBD	Joint Spring Meeting w/CSAWWA	Joe Swain
June 3 – 9, 2012	Mount St. Mary's Emmitsburg, MD	Short Course Committee	Wayne Reed
June 21, 2012	TBD	CWEA	Kraig Moodie
August 28 – August 31, 2012	2012 Tri-Association Conference, Ocean City, MD	CWEA/CSAWWA/WWOA	DuWayne Potter
September 29 – October 3, 2012	New Orleans, LA	2012 WEFTEC	wef.org

UNFINISHED BUSINESS

- a. Host 2012 WEFMAX in Baltimore, MD – will be held at the Admiral's Inn, Fells Point, April 19-20, 2012. WEFMAX Committee is working with WEF on this event.
- b. Host WEF Stormwater Symposium – WEF has been notified as to CWEA's willingness to host this national symposium in 2012.
- c. Partner with Federal WEA for a joint luncheon – Ted DeBoda will again contact Federal WEA for securing a date **[Ted DeBoda]**
- d. *Ecoletter* income and expense summary to WWOA
 - WWOA voted at their last board meeting to request three (3) more years of income and expenses (2006, 2007, 2008) be reported to them before reimbursement to CWEA for 2009, 2010, 2011 is made
 - President DeBoda asked Tim Wolfe to talk to Karl Ott, WWOA President regarding this request and to begin reviewing files and assembling report. In conjunction with this task, to give all files to Ann Baugher for submitting a proposal of estimated time to compile said data for finalizing *Ecoletter* collection task and close the books as soon as possible.
- e. Credit Card machine – not covered due to time restraints
- f. Committee Chairs to be members in good standing – not covered due to time restraints
- g. 501(c)(3) status – 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 at the June 16th meeting. Accountant wrote a letter and enclosed CWEA's \$100.00 check to the Department of Assessment and Taxation for correcting this situation so CWEA can pursue the (c)(3) status instead of the current (c)(6) status and apply for tax-exempt status. MD PPT office had no record of the check being received. Treasurer Tim Wolfe had Bank of America print said check, front and back, which was cashed, and forwarded to the Accountant on September 6, 2011. Assessment office advised Accountant determination to be made 6 to 8 weeks from the August 3, 2011 receipt date. Accountant and Administrator monitoring situation.

- h. Signature rights – not discussed 9/2/11 but carry-over from April 14, 2011 adopted Minutes - per AI Will, authority needs to be defined for all to be aware of policy. AI Will to draft something for distribution regarding signature rights. **[AI Will]** 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. **[AI Will]**

NEW BUSINESS

1. Confirm WEFTEC attendees list
 - a. Delegate AI Will – funded by CWEA
 - b. Kraig Moodie – partially funded by CWEA
 - c. Hiram Tanner – funded by employer
 - d. Ted DeBoda – partially funded by CWEA
 - e. Delegate Jon Doane –
 - f. Tim Wolfe –

ADJOURN – Motion to adjourn meeting.

Motion No. 44-11: Motion to adjourn meeting was made by Bob Beringer, seconded by Tim Wolfe. Meeting adjourned at 2:25 pm. Motion carried.

Respectfully submitted,

Ann Baugher
CWEA Administrator

Submitted to the President and Secretary for Review and Comment: 9/9/11
Submitted to the Board for adoption review: 11-28-11

Edited and Printed: 11/23/11, 11/28/11

NOTE: Follow-up action needed – names can be found “in brackets, bolded and italicized” within these minutes that require attention by *next* Board meeting.

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