



CWEA Board Meeting Minutes

Thursday, January 21, 2021

2:30 PM – 5:00 PM

MS-TEAMS

Attendance: Alan Will, Alana Gildner, Chaka Kamran, Chein-Chi Chang, Cheryl Paulin, Chike Monwuba, Clarence Beverhoudt, Ellen Frketic, Gary Moore, Gian Cossa, Gregory Stephens, Hahns Hairston, Jegnow Essatu, Jessica Shiao, Kraig Moodie, Laura Jo Oakes, Madeleine Driscoll, Mike Cecil, Sanyukta Gokhale, Scott Harmon, Tim Wolfe, Traci Storm, Clark Howells, Cece Nguyen, Rebecca Winer-Skonovd, Peter A. Bozick

Call to Order by President Laura Jo Oakes 2:33 Called Meeting to Order

- Quorum present – (board members underlined in attendance above)
- Introduced the Board members and meeting attendees.

SECRETARY REPORT – Cheryl Paulin

- Presented - November 2020 Meeting Minutes
- Motion to approve - Laura Oakes
- Seconded - Alan Will
- Motion - Approved and carried.

TREASURER'S REPORT – Alan Will

- As of 1/21/21:
 - PNC Checking - \$21,267.20
 - PNC Money Market (Reserve) - \$92,976.22 (Total - \$114,243.42)
 - Currently the credit card has a balance of \$1,088.30.

- *Subsequent to the meeting Alan requested the following specific wording regarding his report be added to the minutes:*

"It is worthy of note that our current cash total (checking plus Reserve money market) is actually higher than that reported during the last meeting in November 2020. While this is short range and there are month to month fluctuations, it is nonetheless remarkable given \$0 income in 2020 from our largest single revenue source, the Tri-Association Conference. Other revenue sources include membership dues, sponsorships, Ecoletter revenue, and events such as webinars. To largely maintain our financial standing in the face of the loss of a huge budgeted income source is a tribute to those who manage our administration and financial operations details. In particular this has been our Executive Administrator Traci Storm, our Secretary Cheryl Paulin, and our Finance Chair Ellen Frketic. My thanks to each of them for their caretaking."

DELEGATE'S REPORT(S)

- Tim Wolfe
 - Discussed the EUM workshop, showed flyer
 - Explained WEF projects
- Ellen Frketic
 - Discussed how WEF is helping with MA financial challenges

PRESIDENT'S REPORT – Laura Jo Oakes

- Committee Engagement
 - Expressed the need for committees to be active and to have meetings
 - Ecoletter – submit articles
 - Webinars
 - Explained the Covid vaccine letter

CTA'S REPORT – Kraig Moodie

- CTA will not be looking for the annual assessment
- Gian Cossa mentioned that the draft budget has less revenue than prior years

UNFINISHED BUSINESS

- Committee SOPs – Gary Moore
 - Discussed progress of the SOP formation process
 - Laura requested that all SOPs be finalized and handed in before the next board meeting
- Ad HOC Committee Report – Virtual Platforms
 - Chike gave report on the Zoom platform
 - Will still look into other options.
 - Laura will test out TEAMS breakout rooms after the board meeting
- EUM Workshop – April 2021
 - Scheduled, price set, flyer created

NEW BUSINESS

- 2020-2021 Budget [End of Meeting]
- Social Media
 - Laura encouraged people to use the CWEA social media links
- 2021 Sponsorship
 - Requested people to reach out for sponsorships or contacts for the committee
 - Discussed the “extras” they received due to missing in-person events
 - Traci will be putting a list together
 - Cheryl talked about offering a commercial option

COMMITTEES

President-Elect – Gian Cossa

- Audit – Kraig Moodie – no report
- Awards – Eric Held – no report
 - WEF deadlines coming up soon
- Budget/Finance – Ellen Frketic
 - Explained how the budget reporting will look
- Leadership Retreat – Gian Cossa
 - Gian will commit to creating SOPs for this committee
- Nominations – Gian Cossa
 - Showed the website committee folder

DC Trustee – Gary Moore

- Asset Management – David Zweig

- Gary Moore reported on the December webinar
- Collection Systems – Mike Hoffmaster
 - Madeleine reported: had CS meeting this morning
 - April webinar
 - Planning for MITAGS seminar on December 2, 2021
 - Spotighting committee members
- Membership – Charles Poskas - no report
- Plant O&M and Safety – Kenrick St. Louis
 - Gregory Stephens reported that their focus is Operational Sustainability
 - Reported on that they're working on "Condition-based monitoring system"
 - Expressed desire to get the vaccine drive to their workers quickly
 - Desires to do one virtual seminar
 - Ellen Frketic asked if they wanted more committee members that weren't at WSSC

Maryland Trustee – Clarence Beverhoudt

- Residuals and Biosolids Management – Hahns Hairston
 - Signed-up for July Webinar on Residuals
 - Signed-up for August Webinar
 - Discussed WEF's increased involvement with R&B
- Laboratory Practices – Jegnaw Essatu
 - Discussed LPC
 - Will have some additional tasks added to his SOPs
 - Focusing on research and challenges with research
 - Doing a presentation on lab expansion
 - No in-person events in 2021
 - Will be doing several webinars
- Spring Meeting – Chein-Chi Chang
 - Spring Meeting will be virtual
 - Inviting last year's scheduled speakers to this event
 - It may be spread out over several days
 - Considering still having an outdoor event/golf outing
- Student Activities
 - Career Fair – Jessica Shiao
 - Recruiting employers, students, sponsors
 - Update: currently we have broken even with platform costs
 - Student Chapters – Pono Hanson
 - Howard - having a spring event and would like to invite CWEA members
 - UDC – very active
 - Hosting 6 virtual events
 - Held a meeting and formed a SDC team
 - 3 members were admitted into the WEF InFlow program
 - Waiting of WEF to approve chartership of UDC
 - Design Competition – Chris Overcash – no report
- YP's – Sanyukta Gokhale/ Alana Gildner
 - Sanyukta reported that they had their first Coffee Chat
 - Alana – third Wednesday of every month
 - Requested instructions on how to plan their event
 - Requested a platform for message board type of platform

- Jessica Shiao suggested a Discord server
- Guest spots are open to address the group
- Suggested that if there is something that YP involvement is desired, please let them know
- Water Reuse – Peter Buehlmann

Delaware Trustee – Rebecca Winer-Skonovd

- Public Outreach – Pamela Rowe – no report
 - Would like to have additional committee members
- Publications – Chaka Kamran, Islam Khallaf
 - Gave Ecoletter update
- Stormwater – Jessica Seipp
 - Gave update on the SW conference
 - Hoping to have a MITAGS conference in the fall
- Technical Education – Matt Zelin
 - Scheduling webinars

Vice President – Cece Nguyen

- Sponsorship – Mike Cecil
- Strategic Planning – Burt Curry
- By-Laws – Alan Will
- Business Practices – Gary Moore
 - Having a meeting the first week of February

Utility Member Representative – Jessica Shiao

- Government Affairs – Marlou Gregory – no report
 - Gian asked about the Fly-In
 - Tim will look into it
- MDE W/WW Board Liaison – Clark Howells
 - Working on an online payment system
- Short Course – Scott Harmon
 - Completely virtual in 2021
 - Eliminate some tracks, reduce the amount of presenters
 - Target audience is operators
- Training, Review and Evaluation (TRE) – Clark Howells
 - Working on policy updates
- Mentorship – Kraig Moodie, Dennis Hasson
 - Moving forward with the YH2O program
 - Working through staffing changes within the Mayor's office
 - Encouraged the YPs to get involved: career coach

Budget Discussion – Ellen Frketic

- Explained the budget
- Still need to add November and December (Traci just sent them)
- Laura suggests having an additional board meeting to vote to approve the budget

Meeting adjourned at 4:54 pm.

BOARD MEETING DATES 2020-2021

- March 18th (9:30 am – 12 pm)
- May 20th (9:30 am – 12 pm)
- July 15th (9:30 am – 12 pm)

ECOLETTER EDITORIAL DEADLINES

2021 Winter issue	2021 Deadlines
1. Deadline to Editors	Monday, January 4, 2021
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, January 15, 2021
3. Page proofs to CWEA & WWOA for review	Friday, January 29, 2021
4. Edited proofs returned to CK	Friday, February 05, 2021
5. Final art to print	Friday, February 12, 2021
6. Finish printing	Monday, February 22, 2021

ADJOURN