



CWEA Board Meeting Minutes

Thursday, January 20, 2022

9:30 AM – 12:00 PM

Present: Gian Cossa, Cheryl Paulin, Clarence Bevehoudt, Laura Jo Oakes, Alan Will, Jegnow Essatu, Gary Moore, Rebecca Winer-Skonovd, Ellen Frketic, Jessica Shiao, Cece Nguyen, Kraig Moodie, Traci Storm, Mike Cecil, Dale Baker, Eric Held, Alexi DeBoda, Clark Howells, David Wildasin, Chein-Chi Chang, Alexis Wingfield, Islam Khallaf, Dennis Hasson, Madeleine Driscoll, Andrew Kreider, Chakavak Kamran, Marlou Gregory, Pono Hanson, Hahns Hairston, Pratik Desai, Kenrick St. Louis, Sanyukta Gokhale

Call to Order by President Gian Cossa – called to order at 9:32 am.

Early Report Outs:

- Sponsorship – Mike Cecil – sent report form
Stated that \$15,000 of 2022 sponsorships were paid in 2021
Gave an overview of the current sponsors
Finalizing recruitment campaign
- MDE W/WW Board Liaison – Clark Howells
- Training, Review, and Evaluation (TRE) – Clark Howells
2022 Calendar for test dates are posted.
895 seats for testing, down from last year
Gian asked why this was dropped from 1,400
Clark stated that it's a covid issue with spacing and such
Moving forward with online payments and processing but not ready yet
TRE Board will be reviewing the current exams to ensure relevancy
Gian asked about the question changes – does the Short Course need to know what the changes are to better facilitate their event?
Clark will address the changes and ensure the students are prepared

SECRETARY REPORT – Cheryl Paulin

- Meeting Minutes from November Board Meeting presented
Motion to approve: Ellen Frketic Seconded: Gian Cossa Motion carried.
- Reported that she is working with Jill Crawford on a reference booklet to send out to the committee chairs on general duties to bring conformity to certain processes

TREASURER'S REPORT – Alan Will

- Reviewed the current Financial Status of CWEA
Financial report attached to the end of meeting minutes
Gian expressed his satisfaction with our financial situation

DELEGATE'S REPORT(S)

- Tim Wolfe – Reported on WEF workgroup:
There is a push to get people to sign up to be a water advocate
WEF workgroups won't be meeting at WEFMAX conferences, so he won't need to go this year
- Ellen Frketic – Reported on WEFMAX locations and associated topics
There is no HOD meeting at WEFMAX
WEFMAX, SC – emerging leaders and mentorship

Ellen is on the Emerging Leaders Workgroup, looking for ways to encourage a younger workforce
Hawaii – Communications
North Dakota – DE&I

PRESIDENT'S REPORT – Gian Cossa

Gian stated that covid is still an active issue and explained what DC Water is doing
Reported that we will continue to have virtual meetings
Ellen stated that the MD governor will be having a press conference at 2 pm to talk about the covid emergency
Gian would like to have in-person meetings as soon as we're able to
Would like to plan a Spring Social with Traci for the chairs and board members
Emphasized the CWEA website, encouraging chairs to use committee folders within the website to make things easier for future leaders

CTA'S REPORT – Kraig Moodie

Kraig reported that the committee met and selected officers: Kraig, Eric Held, Karl Ott (President)
Reported on the budget review
Residual balances were distributed instead of carrying them over
Eric reported that the \$3,000 dues were transferred from the Tri-Con revenues to the CTA committee
Ellen stated that she secured the keynote speaker for Tri-Con opening ceremony
The Opening Ceremony Committee is working to enhance the opening ceremony
Ellen announced that Dr. Glass has committed to being the Keynote speaker

UNFINISHED BUSINESS

- SOPs – Gary Moore reported that we are on the home stretch of the process
Encouraged the chairs with outstanding SOPs to submit them
Gian offered assistance to anyone needing to finish theirs
Gary explained to simplify the process
Traci will resend the templates.

NEW BUSINESS

- Upcoming Webinars
 - February 17th at noon – Plant O/M & Safety
 - March 17th at noon – Stormwater
 - March 31st at noon – Residuals and Biosolids (Tentative)
Discussion was had about having two webinars in one month
Two webinars can be facilitated but marketing gets saturated
Admin support is not always considered
Revenue vs. resources is another consideration
- CWEA/CSAWWA Career Fair – February 11th
Alexis Wingfield reported out
Career Fair is in person
Currently about 14 Employers, 3 Utilities, 10 Students
- CWEA 2022 Budget
Gian opened the discussion for the presented budget
He stressed the importance of ending an event with at least a 25% revenue if there are expenses.

Ellen Frketic explained that our primary income comes from WEF, Tri-Con, and Sponsorships, and we have to cover the operating costs
Ellen also stated that some committees need assistance to create better/more realistic budgets

Ellen gave a brief overview of our process in creating the budget.

Alan Will stated that one of our issues this year was with discretionary funds and feels that we would benefit from looking those issues to create procedures for the process and how it should be worked into the budget
We also should discuss procedures on how budget money is used by committee chairs

Gian reminded the chairs that they do not have the authority to sign contracts or spend money at their own discretion

Ellen stated that we will have a separate meeting to firm up those procedures.

**Motion to approve 2022 budget: Gian Cossa Seconded: Laura Oakes
Motion Carried.**

Traci stated that the budgets would be returned to the committee chairs. Gian encouraged the chairs to speak to their board report if they have questions

Reminder: Gian, Marlou, Ellen, Jessica Shiao, Traci – schedule a meeting about Fly-In
Gian gave an overview of the WEFMAXs

Asked if anyone is interested in going, to let him know

He stated that we have a small budget to send someone

Would like to send a CWEA rep that has a company willing to split the cost

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd

- Public Outreach – Pamela Rowe
Science Fairs need volunteers if anyone is interested
- Publications – Chaka Kamran, Islam Khallaf
Islam reported out
Gian encouraged people to submit articles
- Stormwater – Jessica Seipp – sent report form
Pratik and Alexi gave a report out on December's webinar
Committee is planning June seminar, and future items
- Technical Education – Matt Zelin – sent report form
Rebecca gave Matt's overview – webinars listed in the minutes
Gian mentioned the Ecoletter "Webinar Corner"

Maryland Trustee – Jegnaw Essatu

- Residual and Biosolids Management – Hahns Hairston
Gave overview of the plan to have a spring seminar and the need to cancel
Thanked the board for their support in approving the original seminar
Committee will plan a fall seminar, possibly at the same venue
Alan stated that events planned in the first quarter may not yet have an approved budget
Hahns shared that the event was attempting to work with WEF's Residuals committee
Marlou asked if we were working with MABA
Hahns explained that he wants to partner with our parent company, WEF
Reported that WEF is having a Residuals and Biosolids Open House today

Hahns reached out to Bill Toffey, MABA's Executive Director at the time, prior to covid to establish an MOU but an MOU wasn't established
Hahns will reach back out to MABA to start a dialogue
Hahns requested that we review our policy of charging registration fees to our event speakers

Gian feels it's a good comment but gave an example that Tri-Con charges all their speakers, except for the Keynote Speaker

Gian asked the board – "Can the committees make the decision to not charge the speakers if their revenues make up the difference?"

Cheryl stated that we have worked hard over the years to keep a seamless process and it's a slippery slope to not charge

She feels that we need to keep a standardized process

Hahns feels that it is an excellent discussion

Laura offered that we don't usually charge the keynote because they don't usually stay any longer than just their speaking time

Cheryl feels it should be an exception and not a practice and everything should go through Traci

Alan agrees with Cheryl that we don't want to start a slippery slope but feels we shouldn't charge a keynote from a non-profit

However, a speaker from a private firm, since they're gaining contacts, they should be charged a registration fee

Alan feels that we have a policy but should request an exception if that's different

Marlou stated that if the speaker is a WEF employee, they are required to pay the registration fee

If the speaker is a committee member, possibly not

Alan stated that there should be an exception policy

Gian stated that WEF submitted abstracts and those that were accepted paid for their registration fees

- Laboratory Practices – David Wildasin – sent report form
David reported that they were able to expand their membership
Mentioned that vice-chair, Dale Baker, is also on the WEF committee
Looking at topics for future webinars
- Spring Meeting – Chein-Chi Chang – sent report form
Laura Oakes, Vice-Chair, submitted the Spring Meeting report
There was a joint committee meeting
Will be held in-person and gave details
Sent out the Save the Date to the Ecoletter
Committee is looking for current happenings in the Clean Water industry
Laura stated that they are looking for presenters on emerging contaminants, PFAS, etc., and if anyone has any thoughts for spring meeting content, let the committee know
Jegnaw would like to meet with Laura, Water Reuse, and Lab Practices pertaining to the PFAs discussion
- Student Activities
Career Fair – Alexis Wingfield
Jegnaw Essatu reported on Career Fair in addition to what was reported under "New Business"
Carla Reid is slated as the keynote speaker
Committee has grown in members

Student Chapters – Pono Hanson

Jegnaw reported for Pono Hanson on Water Palooza

Gian gave details

Pam Rowe has the stormwater simulator

Jegnaw wants the Lab Practice Committee to plan events with the student chapters

Design Competition – Chris Overcash – no report

- YP’s – Sanyukta Gokhale/ Alana Gildner – sent report form

Sanyukta gave an overview of committee

Discussed formal committee positions

Plans to start more formal committee meetings in February

A few more “committee positions” are available to fill

Requested people to attend the coffee chats

There aren’t any activities scheduled as of right now

Gian asked to receive the coffee chat invites

- Water Reuse – Andrew Kreider

Andrew reported on the committee

Planning to have a webinar in July

Possibly an in-person event in the fall on the “State of Reuse in Chesapeake area”

Utility Member Representative – Jessica Shiao

- Government Affairs – Marlou Gregory

Marlou reported on her committee

Encouraged people to go to the WEF website, find the water advocate link, and write letters to Congress

Water week is planned to be in-person in April

Reported that the 41 billion is being allocated for water industry with passed infrastructure bill

EPA is working on definitions for LOTUS

- ~~MDE WAW Board Liaison – Clark Howells – Early Report Out~~

- Short Course – Scott Harmon – no report/ not in attendance

Gian asked to be included in the meetings

- ~~Training, Review and Evaluation (TRE) – Clark Howells – Early Report Out~~

- Mentorship – Kraig Moodie, Dennis Hasson

Dennis gave overview of the program

Reported that Ernest Dorsey will be retiring and sorely missed

Having monthly meetings with MOED

Dennis is unaware if they’re planning to go to in-person or keep it virtual

Gian reminded people to reach out if they’re interested in participating

Vice President – Clarence Beverhoudt

- ~~Sponsorship – Mike Cecil – Early Report Out~~

- Strategic Planning – Ted DeBoda

Clarence gave Ted’s committee overview

Gian reported that we’re meeting monthly

Mentioned that WEF has a MA strategic planning resource

- By-Laws – Alan Will – no report

- Business Practices – Gary Moore – already reported

DC Trustee – Gary Moore

- Asset Management – Steve Tarallo – sent report form

- Gary gave Steve’s committee overview
- Collection Systems – Madeleine Driscoll
 Cheryl gave a quick report on upcoming CS events
- Membership – Charles Poskas – no report
- Plant O&M and Safety – Kenrick St. Louis – no report

President-Elect – Cece Nguyen

- Audit – Kraig Moodie – no report
- Awards – Eric Held
 Eric reported about upcoming WEF awards
 Would like to have a meeting soon
 Most awards have deadline of April 1st
 Eric will attempt to get SOP complete within the next month
- Budget/Finance – Ellen Frketic – already gave report
- Leadership Retreat – Cece Nguyen – no report
- Nominations – Cece Nguyen – no report
 Gian reported that they met and went over the calendar and deadlines
 Told Gary Moore that if he wanted to continue on he would need to reclude himself from the Nominations Committee

BOARD MEETING DATES 2021-2022 – ALL MEETINGS START AT 9:30AM

- MARCH 17, 2022
- MAY 19, 2022
- JULY 21, 2022
- ANNUAL MEETING AT TRI-CON, SEPTEMBER 1, 2022

ECOLETTER EDITORIAL DEADLINES

2022 Spring issue

1. Deadline to Editors	Friday, March 18, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, April 1, 2022
3. Page proofs to CWEA & WWOA for review	Tuesday, April 12, 2022
4. Edited proofs returned to CK	Wednesday, April 20, 2022
5. Final art to print	Thursday, April 28, 2022
6. Finish printing	Monday, May 9, 2022

ADJOURN

Gian adjourned the meeting at 11:55 pm

CWEA Treasurer's Report Board of Directors Meeting January 20, 2022

CWEA is transitioning from PNC Bank to M&T Bank for financial transactions. All payment activity and receipts are being handled through the M&T checking account, although the PNC checking has not yet been closed out. A new savings account has been opened at M&T but the bulk of CWEA Reserves is still held in PNC savings. As of January 20, 2022, at 8:30 AM account balances are:

Checking

M&T \$70,896.50

PNC \$541.27

Total checking - \$71,437.77

Savings (Reserves)

PNC \$92,681.91

M&T \$490.15

Total Reserves - \$93,172.06

Credit Card Debt

M&T \$1,530.00 (Expecting \$1,100 returned deposit from cancelled event)

Total cash on hand less credit card balance - \$163,079.83

The Association is in good shape financially and intends to build Reserve funds against future emergencies. I will seek input from the Executive Administrator, Secretary, and Finance Committee regarding anticipated substantial expenses in the coming months. My intent is to transfer some funds from M&T Checking to M&T Savings.

Respectfully submitted,
Alan L. Will, CWEA Treasurer