



**MSAWWA Board Meeting
Minutes
Tuesday December 2, 2014—1:00 p.m.
Wednesday December 3, 2014—8:00 a.m.
Hampton Inn—725 Carter, Helena, MT**

Attendees: Greg Lukasik, Slim Miller, Gwen Pozega, Robin Barnes, Logan McInnis, Jeff Ashley, Nancy Sullivan, and Nate Weisenburger.

Call To Order: Greg called the meeting to order at 8:03 a.m.

Old Business

1. Approve minutes of Fall Meeting: Logan made a motion to approve the minutes. Jeff Ashley seconded the motion. The motion carried.

New Business

1. Recap of Strategic Planning Session
 - The strategic planning session was identified as a positive effort.
 - Nancy will compare notes with those taken by Robin and prepare a draft for consideration by the Board.
 - Nancy indicated that the Board can approve the Strategic Plan via an email vote when the final draft is ready.
 - It was noted that the Operations Plan for the Montana Section should be revised based on the preparation of the Strategic Plan. The Board discussed the format and content to be included in the Operations Plan and other documents. The Operations Plan will include a general overview of the Section, financial policies and procedures, Board positions, and the roles and responsibilities of the committees.
 - Nancy indicated that some revisions to the By-Laws may be necessary in the next year. Revisions regarding a quorum of the Board and the annual membership meeting were discussed. Slim will make the changes and forward to Robin.
 - Slim will prepare a draft of the Operations Plan and forward to the Board for consideration. The Board discussed the need for language regarding investment policy.

2. AWWA presentation
 - Nancy provided information on Section Services and resources available to the Section and encouraged the Board to leverage AWWA staff as much as possible. A list of Section Committees and corresponding AWWA Committees and associated contacts was provided.
 - Nancy discussed Section participation at meetings and events.

3. Final 2014 Budget Report
 - Robin provided a summary of the annual budget.
 - The Section realized positive income of \$1,646.91 as of December 1, 2014.

4. Prepare 2015 Budget
 - The Board discussed line items for the 2015 budget.
 - The annual operating budget was set at \$33,150, and the estimated revenue was budgeted at \$26,170.
 - The estimated budget deficit is \$6,980.
 - Robin will approach MWEA to request sharing the cost of attending the Student & Young Professionals event and raising the vendor and registration fees at the annual conference.
 - Slim made a motion to approve the 2015 budget. Gwen seconded the motion. The motion carried.

5. Director's Report
 - Logan will be attending the Winter Board meeting in January.
 - Logan requested input on candidates for various elected positions.
 - Logan completed a survey regarding Section efforts to support philanthropic initiatives. The Montana Section was one of six requested to complete the survey, which was intended as part of the Association's fundraising and philanthropic initiative.

6. MSAWWA Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Education <ul style="list-style-type: none"> • No report 	Sr. Trustee—Collette	None
Legislative <ul style="list-style-type: none"> • AWWA Fly-In is scheduled for March 18-19, 2015 in Washington DC; John Alston and Nate will be attending • Planning to send Montana State Legislature updates to members interested in receiving the information 	Chair Elect—Slim	Nate Weisenburger

Membership <ul style="list-style-type: none"> Membership update Discussion of membership cost for retirees Logan identified people to target in support of the membership challenge; the Section will likely meet the challenge objectives 	Sr. Trustee—Collette	Logan/John A.
Awards <ul style="list-style-type: none"> Need to identify nominees 	Chair Elect—Slim Jr. Trustee—Jeff	None
Water for People <ul style="list-style-type: none"> The fly rod and raffle is planned for the annual conference Greg will discuss a reduced contribution for Water for People 	Chair Elect—Slim	John Camden/ Carrie Gardner
Nominations <ul style="list-style-type: none"> Committee is comprised of Gwen, Logan, and Greg 	Director—Logan	None
Fuller Award <ul style="list-style-type: none"> No report 	Director—Logan	Awardee from 5 yrs. past—Scott Murphy

6. Joint Committee Reports

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Cross-connection <ul style="list-style-type: none"> No report 	MSAWWA Sec/Treasurer— Nate	Barb Coffman
Exhibitors <ul style="list-style-type: none"> Robin will contact Bill regarding interest to remain as the Chair Discussed potential vendors who may be Chair candidates 	MSAWWA Sr. Trustee—Collette	Bill DeMeyer
Information Management <ul style="list-style-type: none"> The new joint website should be ready for review this week; the launch of the new website pending MSAWWA/MWEA concurrence Jeff will contact the records storage company for potential rate adjustments based on reduced storage requirements 	MSAWWA Jr. Trustee—Jeff	Nate Weisenburger
Host City <ul style="list-style-type: none"> First meeting about 3 weeks ago Next meeting on January 9th 	MSAWWA Chair— Greg	Greg Lukasik

<ul style="list-style-type: none"> • Planning for a golf tournament this year 		
<p>Lifetime Achievement</p> <ul style="list-style-type: none"> • No report 	MSAWWA Director—Logan	Paul LaVigne
<p>Program</p> <ul style="list-style-type: none"> • Abstract notice was sent in early November; deadline for submittals is December 19th • A reminder email will be sent on December 10th • Discussed inclusion of a poster session as a pilot effort to gauge interest; potentially fund travel expenses to ACE in future 	MSAWWA Chair—Greg	Terry Campbell
<p>Public Education</p> <ul style="list-style-type: none"> • Slim will contact Tammy regarding committee activities involving outreach to area schools 	MSAWWA Chair Elect—Slim	Tammy Filliater
<p>Scholarship</p> <ul style="list-style-type: none"> • Amount and number of scholarships was discussed 	MSAWWA Past Chair—Gwen	Coralynn Revis
<p>Student & Young Professional</p> <ul style="list-style-type: none"> • David is planning to attend the training event in Austin in February • Nate to contact David to organize poster session • Discussed logistics of S&YP social 	MSAWWA Past Chair—Gwen	David Carlson

7. 2015 Conference Update

- Given prior discussion, Robin provided a brief overview
- The annual conference is scheduled for May 5-7, 2015 in Billings at the Holiday Inn Grand

8. 2016 Conference location

- April 24-28 in Bozeman

9. EPA Training Agreement update

- Robin has been participating in conference calls
- The list of targeted systems has not been provided to date; list is needed to identify location of training event, presentation topics, and speakers

10. Other Business

- 2015 RMSO October 2-3, 2015 in Banff
 - Slim and Nate are tentative attendees
- 2015 AWWA Fly-In March 18-19, 2015

- John and Nate are planning to attend
- YP Summit February 16-17, 2015
 - David Carlson is attending
- Membership Summit Feb 4-6, 2015
 - Identify a Membership Committee Chair and encourage attendance
 - Jeff expressed interest in attending
- Scholarship Investment update
 - Vanguard account has been activated
- Joint website update
 - Update provided under Information Management Committee report

11. 2015 Executive Secretary Contract

- Robin will provide a new contract to Greg for approval

12. Adjourn

- Slim made a motion to adjourn the meeting. Logan seconded the motion. The meeting was adjourned at 1:36 p.m.