

**MSAWWA/MWEA BOARD MEETING  
MINUTES  
Monday May 4, 2015—4:00 pm  
Holiday Inn Grand, Billings MT  
Room: Madison**

**Attendance:** Coralynn Revis (MWEA National Director); Amy Deitchler (MWEA President Elect); Herb Bartle (MWEA Junior Trustee); Dan Harmon (MWEA Past President); Jeremy Perlinski (MWEA Senior Trustee); Starr Sullivan (MWEA Vice President); Michele Marsh (MWEA President); Dana Audet (MWEA Executive Secretary); Greg Lukasik (MSAWWA Chair); Collette Anderson (MSAWWA Senior Trustee); Jeff Ashley (MSAWWA Junior Trustee); Slim Miller (MSAWWA Vice Chair); Logan McInnis (MSAWWA National Director); Robin Barnes (MSAWWA Executive Secretary); Nate Weisenburger (MSAWWA Secretary/Treasurer); Bill DeMeyer (Exhibitors Joint Committee Chair); Jenny Hartfelder (WEF Trustee); and David Rager (AWWA Treasurer).

**Call To Order**

1. The meeting was called to order by MSAWWA Chair, Greg Lukasik, at 4:20 p.m. Greg introduced David Rager, who is attending the MSAWWA/MWEA annual conference as the AWWA dignitary. David is the Treasurer of AWWA. Michele Marsh introduced Jenny Hartfelder, as the WEF dignitary attending the MSAWWA/MWEA annual conference.

**Old Business:**

1. Review and Approval of Fall Meeting Minutes: Amy motioned to approve the minutes. Dan seconded the motion. The motion carried.

**New Business:**

1. MWEA President's Report: Michele provided a report with the following highlights:
  - Revising agreement with Robin for administrative responsibilities
  - A budget of \$1500 will be allocated to operator training
  - Considering a license plate to raise money for the organization
  - Herb attended a job fair to recruit operators; considering a pdf document with reference to website information for applicants
  - Jeremy suggested solicited obtaining feedback for speakers at the conference
  
2. MSAWWA Chair's Report: Greg provided a report with the following highlights:
  - Fly-In report regarding WIFIA
  - Mentoring program for new members at the conference
  - Raffle format for Water for People
  - Investment strategy revisions
  - Strategic plan revisions
  - Vendor registration for multiple attendees; discuss with MWEA during meeting
  
3. Joint Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Cross-connection • Barb provided a written report, which was provided to meeting attendees	MSAWWA/MWEA Sec/Treasurer Nate/Dana	Barb Coffman
Exhibitors • Bill has not heard much information from vendors	MSAWWA/MWEA Sr. Trustees Collette/Jeremy	Bill DeMeyer

<p>Information Management</p> <ul style="list-style-type: none"> <li>Website launched: montanawater.org</li> <li>Cora will mention website launch during general session</li> <li>Robin will manage information posted on the website</li> <li>Robin's email address will change to info@montanawater.org</li> </ul>	<p>MSAWWA/MWEA Jr. Trustees Jeff/Herb</p>	<p>Nate Weisenburger</p>
<p>Host City</p> <ul style="list-style-type: none"> <li>Committee members are preparing registration packets</li> </ul>	<p>MSAWWA/MWEA Chair/President Greg/Michele</p>	<p>Greg Lukasik</p>
<p>Lifetime Achievement</p> <ul style="list-style-type: none"> <li>Recipient has been identified</li> </ul>	<p>MSAWWA/MWEA Directors Logan/Cora</p>	<p>Paul LaVigne</p>
<p>Program</p> <ul style="list-style-type: none"> <li>A total 43 abstracts received after the submittal deadline was extended</li> <li>All but 7 abstracts were accepted</li> <li>A new committee chair will be necessary next year</li> </ul>	<p>MSAWWA/MWEA Chair/President Greg/Michele</p>	<p>Terry Campbell</p>
<p>Public Education</p> <ul style="list-style-type: none"> <li>Herb attended the Bozeman job fair</li> <li>Youth education efforts by Amy and Collette</li> <li>The presentation materials developed by Amy and Collette will be distributed to Board members</li> </ul>	<p>MSAWWA/MWEA Chair Elect/Pres. Elect Slim/Amy</p>	<p>Tammy Filiater</p>
<p>Scholarship</p> <ul style="list-style-type: none"> <li>5 applicants</li> <li>1 selected as recipient</li> <li>Update on mutual fund performance</li> <li>Motion: Logan motioned to move the next maturing CD into the same mutual fund. Amy seconded. The motion carried.</li> </ul>	<p>MSAWWA/MWEA Past Chair/Past Pres. Gwen/Dan</p>	<p>Coralynn Revis</p>
<p>Student &amp; Young Professionals</p> <ul style="list-style-type: none"> <li>Nate provided the report on behalf of Dave</li> <li>S&amp;YP committee meeting and presentation during the conference</li> <li>Poster presentation at 2016 conference</li> <li>Newsletter content in the future</li> <li>Budget development discussion</li> </ul>	<p>MSAWWA/MWEA Past Chair/Past Pres. Gwen/Dan</p>	<p>David Carlson</p>

- Funding for Joint Committees: Discussion was held regarding the need to better coordinate the establishment of budgets for joint committees.
- Funding for WFP: Currently, a portion of the vendor registration fees in the amount of \$25 is provided to WFP without a requirement for reimbursement. Given annual budgeted Board contributions, it was discussed that WFP should be a self-sustaining committee with respect to fundraising. Jeremy made a motion to discontinue the funding from vendor registration fees. Michele seconded the motion. Slim amended the motion to discontinue subsidizing the WFP fundraising effort. Jeremy accepted the amendment. The motion carried.

6. Scholarship Fund: Addressed in the committee report.

7. 2015 Conference Report

- Update: Robin provided an update on the conference regarding exhibitor and registration numbers. There are 55 paid booths and 3 unpaid booths for non-profit organizations. Attendance is generally up from past years.
- Questions/issues
  - i. Should there be a discount for multiple registrants of the same organization? There was no indicated support for a discount.
  - ii. What should charge be for employees of a member utility, or DEQ? Member pricing vs. non-member pricing? There was consensus that attendees affiliated with a utility member or similar membership structure should receive the member pricing benefit. Cora made a motion to offer member pricing to utility members. The issue will be addressed during the October meetings. The motion died due to a lack of a second.
  - iii. Prize drawing for showing up at Joint Membership meeting? A prize will be offered to encourage attendance.
  - iv. WFP—should any money in the future be given to the committee to purchase the items that are donated? Discussed during the WFP Committee report.
  - v. Exhibitor prizes—should there be a policy set on how much money is spent on prizes? Approximately \$50 from each exhibitor fee is used to purchase prizes. Slim suggested spending about half the amount on gifts such that there are fewer gifts, but an emphasis on higher quality prizes. Michele made a motion to spend \$35 from each exhibitor registration on prizes. Amy seconded. The motion carried.
  - vi. Charging \$180 for additional exhibitors? Yes, exhibitors will be required to pay registration fees for additional conference attendees.
    1. Is there a way we can sell a booth to a vendor without a meal package? This option was not considered due to logistics.
    2. Should we make it possible for people to register for meals as an additional cost of the conference, so they can attend for cheaper if they are not going to attend certain meals? If so, how can that be monitored? This option was not considered due to logistical issues.
    3. Are there other vendors who have expressed issues with the additional cost besides MET? None were identified.
    4. Discuss voting on joint board policy for these items. No formal vote was deemed necessary.
  - vii. Discussion about speakers and registration fees. Consideration to speak is an opportunity. A registration form will be submitted with email notification that the abstract has been accepted. The Program Committee will be responsible for addressing speaker registration expectations.
  - viii. Discussion about setting policy for handing out attendee registration list to vendors who ask for it. There was discussion about developing an option for registrants to keep contact information private, and the consensus was to have an option to keep information private. A contact list will be provided to exhibitors two weeks in advance of the conference.
  - ix. Exhibitor Appreciation During Wednesday Lunch
    1. Water Technology Group and/or Goble Sampson? No exhibitor appreciated will be provided this year.
  - x. Introduction/recognition of new members/board members during conference during Thursday lunch

1. Do you want to mentor first time attendees/new members at this conference? New members will be recognized during the General Session on Wednesday morning to promote the mentoring initiative.
8. 2016 Conference Update: The conference will be in Bozeman on April 26-28, 2016.
9. 2017/2018 Conference Location/Rotation: This item was tabled for discussion during the October Board meetings. The conference is planned for Great Falls in 2017 and Missoula in 2018. Future conferences will be scheduled during the last week of April, if possible, to avoid conflict with other sections.
  - Future conference dates—try to set conference same week every year to coordinate with AK, PNW, BC so as to not overlap?
  - PNW—May 4-6, 2016; May 2-5, 2017
  - AK—first week in May
  - BC—last week in May most likely
  - Drinking Water Week – during this week or not?
10. Joint Website Launch
  - “Joint” logo/branding: Logo use was discussed. The joint logo will remain in use until direction is provided to modify the logos based on input from AWWA and/or WEF.
11. Other Business
  - Joint Membership Meeting agenda: Meeting attendees were asked to review the agenda and provide revisions to Robin.
  - Joint directory/joint newsletter—are they actually joint? What is policy/where is it found? There was consensus that the directory should be a joint effort. Jeremy suggested that costs and revenue should be split between the two organizations. Jeremy also suggested that the newsletter should also be a joint effort. Logan and Cora will prepare an updated joint policy and procedures document and present it to the Boards for consideration. Timing could either require an email vote or discussion and subsequent approval at the fall Board meetings.
  - Potential opportunity for additional funds for scholarship: Logan will discuss options with Cora.
  - Discussion about spring board meetings being held on Monday vs. Tuesday: The current schedule allows board members to attend the preconference. Michele suggested transitioning to a half-day preconference such that board meetings could take place during the morning of the first day of the conference. An option to hold the Board meetings at a separate time/venue than the conference was also suggested as an option. After considerable discussion, the consensus was to keep the schedule of the conference as is with possibilities for enhancing the meeting schedule in future years to accommodate committee meetings.
  - Discussion regarding Joint Policies and Procedures document. This item was addressed under the joint directory/joint newsletter agenda topic.
  - Fall Board Meeting: Robin introduced the possibility of moving the fall board meetings to Helena. Attendees were receptive to changing the venue/timing of the fall board meetings. Greg made a motion to have the fall meeting on September 15<sup>th</sup> in Helena. Cora seconded the motion. The motion carried.
12. Adjourn: Dana made a motion to adjourn the meeting. Collette seconded the motion. The meeting was adjourned at 6:37 p.m.