



**MSAWWA Board Meeting
MEETING MINUES
Monday December 3, 2018—9:00 a.m.
Location: Great West Engineering/Helena, MT**

Agenda

Call To Order – Wayne Lovelis called the meeting order.

Attendees:

- John Alston, Vice-Chair
- Carrie Gardner, Junior Trustee
- Jeff Ashley, Past Chair
- Wayne Lovelis, Chair
- Jeff Jensen, Senior Trustee
- Robin Mathews, Executive Secretary
- David Carlson, Secretary Treasurer
- Keeley Barry
- Nate Weisenburger
- Greg Lukasik, National Director
- Matt Mudd

Old Business

1. Approve minutes of Fall Meeting – Jeff Jensen made a motion to approve the minutes, John seconded the motion. The motion passed.
2. Discuss progress on Strategic Plan Goals/Objectives/Plans*— The board reviewed the strategic plans and goals sheets.

New Business

1. Final 2018 Budget Report—Robin presented the final 2018 Budget Report for the board, which the board reviewed and discussed.
2. Discuss donation entity for 2018*— The board discussed the 2018 donation and agree to split the budget between the water equation and scholarship. Wayne made the motion and John seconded the motion, the motion carried.
3. 2019 Executive Secretary Contract—The board reviewed the 2019 executive secretary contract, which Robin presented the details. The 2019 Executive Secretary Contract is \$17,250.00. The Jeff Jensen made motion to approve the 2019 executive secretary, Greg Lukasik seconded the motion. The motion carried.

4. Prepare 2019 Budget— The Board reviewed and discussed the 2019 budget. Discussion was held regarding line items, including specific topics of cross connection committee, public outreach, archive records management, S&YP, donations, legislative committee, etc. Wayne made a motion to approve the 2019 budget, Jeff Ashley seconded the motion, the motion was carried.
5. Director’s Report—Greg provided a director’s report from AWWA National, and reported that Brenda will be the AWWA delegate for the upcoming conference. Nothing new to report for the veteran’s initiatives.
6. MSAWWA Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Awards	Vice Chair—John Alston Jr. Trustee—Carrie Gardner	Collette Anderson – Emailed a report ahead of time indicating that they were working to get the operator meritorious award email sent out soon.
Education	Sr. Trustee—Jeff Jensen	No Chair – No Committee Report.
Fuller Award	Director—Greg Lukasik	Awardee from 5 yrs. past— Nancy Cormier
Legislative	Vice Chair—John Alston	Nate Weisenburger presented the proposal to share legislative services w/ Montana Rural Water. John made a motion to approve the proposal, Wayne seconded. The motion was carried. Nate reminded that the attendees for the AWWA Fly-In will be Nate, Kurt V, and John Alston.
Membership	Sr. Trustee—Jeff Jensen	Logan McInnis/Matt Mudd – Matt provided a committee report, he has volunteered to take over the membership committee chair. He is working to get up to speed

		on the committee activities. The board reviewed the late member list and assigned follow-up phone calls.
Water for People	Vice Chair—John Alston	John Camden/Carrie Gardner – Carrie provided a committee report that the committee is continuing with the raffle and is considering the table raffle concept for the upcoming conference.

7. Joint Committee Reports

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Cross-connection	MSAWWA Sec/Treasurer—David Carlson	Barb Coffman – David Carlson - Nothing new to report since last board meeting.
Exhibitors	MSAWWA Sr. Trustee—Jeff Jensen	Cavin Noddings Jeff will reach out to Cavin prior to the next board meeting.
Host City	MSAWWA Chair—Wayne Lovelis	Greg Lukasik/Jackie Kuhl Greg provided a committee report, the host committee met and is working on preparing for the upcoming conference.
Information Management	MSAWWA Jr. Trustee—Carrie Gardner	David Carlson, working on the social media policy and will have a draft policy ready for the board's consideration at the next meeting.
Lifetime Achievement	MSAWWA Director—Greg Lukasik	Jeremy Perlinski Greg provided a committee report, nothing major new to add.

Program	MSAWWA Chair—Wayne Lovelis	Amy Deitchler/Collette Anderson Call for abstracts are out, and a few abstracts have been received. There will likely be an extension for the call for abstracts.
Public Education	MSAWWA Vice Chair—John Alston	Rika Lashley John provided a committee report from Rika, newsletter has been published, working on development of a clearing house of information for schools. Working on the next newsletter.
Scholarship	MSAWWA Past Chair—Jeff Ashley	Greg Lukasik Greg working on a pamphlet regarding to boost funding for the scholarship committee.
Student & Young Professional	MSAWWA Past Chair—Jeff Ashley	Keeley Barry Keeley provided a committee report, S&YP Poster Competition call for abstracts is out. Keeley/Jeremy did a presentation for Carroll College since the last board meeting, and is coordinating another presentation w/ MSU-Bozeman. S&YP continues to conduct regular S&YP Committee Meetings.

8. By-Laws Revisions—

- a. Jeff Ashley presented the by-laws revisions and progress to date. Jeff is working with Wayne to get the initial review complete and will submit to the Board for review. After

that, then it will go to AWWA National for review, and will be ready for the membership review/approval at the spring membership meeting.

9. Review and approval of Joint Policies & Procedures
 - a. Robin reviewed joint policies and procedures with the board, and edits since 2013. This was reviewed by the board, and Robin will submit to MWEA. Jeff made a motion to approve the joint policies, Greg seconded the motion, the motion was carried.
10. Discussion regarding legislative committee becoming a joint committee
 - a. Robin noted that Jeremy has informally requested that the MSAWWA and MWEA consider forming a joint committee, or MWEA is considering dissolving its Government Affairs committee. The Board discussed this concept and decided to keep the committees separate.
11. Approval of David Carlson as Sec/Treasurer for recordation in minutes
 - a. Robin noted that the appointment of David Carlson as new Section Secretary/Treasurer needs to be recorded in the meeting minutes. Wayne made a motion to approve David Carlson as the new Secretary/Treasurer, and John seconded the motion, the motion carried unanimously.
12. Nominations for Junior Trustee*—Director/Greg
 - a. Greg noted that the group will need to start to find the next Junior Trustee nomination at the next conference.
13. 2019 Conference Update—Robin
 - a. Robin provided a quick update that committees are working on preparing for the conference.
14. 2020 Conference location—Robin
 - a. Robin noted she is working on securing dates/spaces for the 2020 conference in Bozeman.
15. 2019 EPA Training Agreement update—Robin
 - a. Robin noted that Barb is onboard w/ facilitating this training event again.
16. Other Business—
 - a. 2019 AWWA Fly In: March 27-28 – Nate, John, Kurt
 - b. 2019 YP Summit Nashville: March 4-5—Keeley Barry attending
 - c. 2019 Membership Summit Denver: Feb. 6-8—Logan & Matt Mudd attending
 - d. 2019 New Officer's Orientation Denver: Feb. 11-12
 - e. ACE19 Denver: June 9-12
 - f. Summer Workshop Denver: July 24-26—Carrie Gardner attending
 - g. 2019 RMSO Tucson: Oct 31-Nov.2 – Robin and Jeff attending
17. Adjourn
 - a. John made a motion to adjourn, Jeff seconded the motion, the motion carried.

*Leave as standing item on winter board meeting agenda