

**MWEA BOARD MEETING
MINUTES
Monday May 12, 2014 — 2:00 PM.
Hilton Garden Inn, Missoula MT
Room: Bitterroot C**

Present: Dan Harmon; Coralynn Revis; Michelle Marsh; Jeremy Perlinski; Starr Sullivan; Dana Audet; and Erin Mosely from the WEF.

Call to Order - Dan H.

Old Business:

1. Introduction of Guests – Dan H.
 - Erin Mosely was the representative from the WEF. She is on the WEF Board of Trustees and is from Massachusetts.
2. Review & Approve Fall Meeting Minutes –
 - Michelle motions, Starr seconds; minutes approved.
3. Budget Review – Dana A.
 - Dana reported the budget was in good shape with nearly \$40,000 in the MWEA coffers.
 - Changes to the budget were: an increase to the Event Liability line item to \$1000 to cover the 2014 conference and also the 2015 conference which will fall out in this budget year; an adjustment to the Website line item from \$2000 to \$1200 which will cover our portion of the website setup fee as well as the \$300 annual fee; and an increase in the Scholarship line item from \$1000 to \$1500.
 - Coralynn motions to go to \$1500 on the Scholarship. Michelle seconded and the board voted to increase the fund from \$1000 to \$1500. Total budget increased from \$20,850 to \$21,550.
 - Starr motioned and Amy seconded the approval of the aforementioned budget changes. The board voted to approve the changes and the budget will be finalized and approved at the membership meeting Thursday morning.

New Business:

1. Budget Report – Dana A.
2. Report on WEFMAX 2014 Meeting in Whitefish – Coralynn reported that there were 30 attendees at a successful WEFMAX in Whitefish. Board members in attendance conducted a conference debriefing at lunch following the conference.

Some of the highlights include;

- Education outreach – maybe attend a science teacher education conference.

- Flat rate for utilities for conference attendance – they can send as many attendees as they want for one price.
- PNCWA does a grant program for teachers to apply for which gives them money for science/water related projects, research or outings.
- There was a presentation on Disposables/Dispersibles that was interesting. This is becoming a big problem/issue nationwide because of the issues these items create in the collection system and pump stations.
- It has been difficult to get teachers involve in participating in our organization or what we have to offer. The scholarship concept is a good one as teachers could apply for whatever they would like to spend the money on. The MWEA would then review the application and then decide. They would be required to either have a WEF member do a presentation at the school or the teacher and/or the students would need to attend a tour of the water or wastewater facility.
- Growing M.A. membership was a big topic at WEFMAX. It is important and sometimes difficult to communicate to potential and actual members the value they get from belonging to the organization.
- There was a lot of discussion about Operations Challenge events. This is something we have discussed but the geography and small size of our M.A.'s. makes it difficult to consider conducting a challenge.
- Jeremy liked the idea that the Ohio WEA in an effort to retain members, sent out a 90 day postcard reminder, a 60 day letter and then a 30 day call to make sure members renewed.
- Some M.A.'s make an effort once awards are given at their conferences, to re-issue these awards locally in front of City Commissions, mayors, boards etc. so award winners also get recognition at the local level. They also announce winners in local newspapers.
- A session on Disposables/Dispersibles might be good for next year's Pre-conference. Michelle thought also including some water topics might enhance the value of the training. She also mentioned discussion of non-typical waste such as pharmaceuticals may be a timely topic.

3. Update Strategic Plan (Goals) From 2013-2015 DRAFT – Michelle M.

- Michelle did a good job of summarizing the immediate needs of the MWEA and desired goals for the current year.
- Dan mentioned the need to verify what has been done on the plan and the desire to add to it as the board sees fit.
 - The board collaborated with the WEF to successfully host a WEFMAX meeting in Whitefish.
 - Membership did not increase 3% but actually dropped a bit.
 - The website is becoming a reality and is a work in progress.
 - Amy said she would work with Don Clark and Mark Fitzwater to get the newly formed Industrial Pre-treatment Committee off the ground and active.

- The 5S group has been revived by Mike J. and Dana and new members will be inducted at the banquet.
 - The MWEA Scholarship has been restructured. Jeremy put together an application form and one award has already been approved for attendance at the Bozeman Water School in the fall.
 - Dan guided a discussion about what the board may want to add to the next yearly Strategic Plan Statement. Some of the ideas included:
 - Consider a Stormwater Committee. Stormwater issues are important at the national (WEF) level right now. This could be an opportunity for new membership as well.
 - Consider adding the School Grant Program.
 - Consider adding the 90-60-30 day reminder program for current member retention.
 - Consider getting involved and promoting the re-issuance of MWEA/WEF awards in the community. Starr suggested maybe having board members attend the events and Michelle suggested adding the idea to the Long Range Plan.
 - Make a concerted effort to ensure a good Pre-conference at next year's spring event. Dana suggested maybe doing 4 two hour sessions with different topics for each. Michelle thought maybe involving some water related topics. Topics mentioned were Disposables/Dispersibles; Corrosion control and metal issues. Michelle will help with the Pre-Con and Amy will be chair for the event.
4. 2013-2017 Long Range Plan – Amy has oversight and there is currently not a Committee Chair.
5. MWEA Committee Reports:

Long Range Planning: Dan suggested we officially add the yearly Strategic Plan to the Long Range Plan. We need to take a look at what has been done thus far on the Strategic Plan and ensure that those items that were not done are addressed. The Long Range Plan is a 5 year document but should be re-visited each year to ensure it is current. Michelle suggested that new items the board wants to complete will need to be added to the Strategic Plan. Dan said he would take care of this. We will discuss again at the Fall Meeting to see how we are doing.

Government Affairs: No Report

Membership: – Mike submitted a written report indicating that membership was down 6. A lengthy discussion ensued concerning membership of the MWEA to include:

- Coralynn discussed what needs to be done to increase membership. She stated that

she would get with Mike to discuss the desire for the board to get more involved and what can be done to entice new members to join. Michelle said she would also engage.

- There is still a \$50 incentive for sponsoring new members but it's been a long time since we have awarded it. We may want to promote this incentive more.
- We need to promote our operations/training scholarships and try to get those awardees to join.
- Starr asked if the WEF may have a pamphlet or brochure that could be handed out to students or other young people that tour facilities. They actually do have some written brochures that would be good.
- Michelle suggested doing a presentation at the Bozeman Water School and inviting engineering students. The MWEA could be promoted at this session and maybe the board could subsidize student memberships or assist with \$5 or \$10. This could be an opportunity to describe the value of the organization and it could be something that would look good on a graduates resume'.
- Starr said Rural Water has a flat fee for municipalities for their conference which is something we could consider.
- Coralynn stated that there is a member value and retention guide on the WEF website and she has a copy of it. Dan stated that anything that is available electronically we could easily get out to the members via e-mail. Michelle will discuss these options with Mike J.

Education: Amy will take lead with pre-conference for next year. Public outreach for school scholarships will fall under education. These scholarships could possibly be taken out of the Education Budget.

Honors and awards: Small Systems Award at Wednesday lunch; Operator of the Year and Burke at the Wednesday banquet; and two Lifetime Achievement awards (Tim Hunter and Tom Evans at the banquet). Four 5S awards at the banquet, as well.

SJWP: Winner Brenna DeMarois will have a poster set-up and will attend the Banquet. She is scheduled to attend the National SJWP awards in D.C.

Beneficial Re-use: Not being awarded this year.

6. Website Update – Coralynn R. and Jeremy P. discussed the website. Nicole and Coralynn have been working on it. The site is not actually live yet but is close. You can go to the website: montanawater.org to see a review link but there is no real content on it yet. Some of the discussion concerning the site included:
 - Site content suggestions: MWEA Minutes; budget information; committee members and chairs; board members; constitution and bylaws; awards; photos; long range plan; scholarship applications and awardees; careers etc.
 - Jeremy suggested setting up levels of sponsorship for vendors to advertise on the site.

- Get people/members up to speed on the availability of the site, what's on it and how to use it. Maybe work with Robin to get the word out.
 - Amy suggested getting the link associated with the WEF website. Erin said this is possible.
7. WEFTEC Attendance – Dan H.
- Michelle will attend WEFTEC as an employee of the State of Montana.
 - Starr will go on behalf of City of Missoula. Starr will attend and take delegate responsibilities for Coralynn.
8. Follow-up on formation of Pre-treatment committee— Amy D.
- Amy will get with Don Clark to ensure this committee gets active.
9. Consider formation of Stormwater Committee – All
- Coralynn motioned that the MWEA form a Stormwater Committee. Michelle seconded and the motion passed. The MWEA now officially has a Stormwater Committee.
 - Michelle suggested that the board make an effort to get Stormwater training/sessions on the conference program schedule next year. The newly formed committee may be able to help find someone to speak on the topic at the conference.
10. Nominations for junior trustee;
- Herb Bartle – Herb will receive preference since he was nominated last year but was not elected. He obviously has interest in serving and would be a good addition to the board. Herb was subsequently elected to the board at the membership meeting.
 - Gene Connell
 - Craig Pozega

Adjourned: 4:05 P.M.