



**MWEA 2023 SPRING BOARD MEETING MINUTES**  
**Monday, April 24, 2023 — 10:00 AM**  
**Copper King: Butte, MT; Room: Boardroom**

Present: In Person: Bruce Souder, Matt Waite, Rika Lashley, Stephen Sanders, Robin Barnes, Collette Anderson, Barb Coffman, Virtual: Rickey Schultz, Neil DeZort

**Call to Order** – Barb C. 10:04 am

**Introductions** – Stephen Sanders, WEF Board of Trustees Delegate

**Old Business:**

1. Review & Approve Fall Meeting Minutes – All
  - a. Add Robin Barnes to attendees.
  - b. Collette moves to approve. Matt seconds. All in favor. Minutes are approved pending adding Robin to the attendee list.
2. Review & Approve Meeting Minutes from February Special Board Meeting – All
  - a. Rika motions to approve, Collette seconds. All in favor. Minutes are approved.

**New Business:**

1. Budget Report – Rika L. – Rika explained that over the past two years income was reduced and spending far exceeded income. A rough estimate of this year's conference is about the same as last year plus ~\$4,000 for pre-conference for a total of about \$9,000. Historically, the total budget amount has always exceeded income by as much as 100%; however, actual spending has typically matched income. This was different for years 21/22 and 22/23 when income was very low.
  - a. Line item changes as agreed upon during the meeting:
    - i. Added line items for Executive Director to be consistent with the contract
    - ii. Added Information Management – MSAWWA covered this in the past but file storage also includes MWEA conference files. Will bring up at joint meeting to determine what amount is fair for MWEA to contribute.
    - iii. Director's Officers, and Event Liability Insurance was consolidated into one line item and lowered based on lower insurance premium this year.
    - iv. Delegates travel – reduced to \$2,500 for one person based on last year's expenses; however, the line item considers the outgoing and new delegate traveling this fall for a total of \$5,000.
    - v. Officer travel – determined that nobody is planning on traveling this year and set to zero.
    - vi. Added line item for WEFMAX 2025 with zero balance. This is to remind ourselves to plan ahead financially.

- vii. Deleted line item for Education to include in Miscellaneous committees. No historic budget requests on record.
  - viii. Reduced Grants for Teachers because our income is lower.
  - ix. Deleted Stormwater and included in Miscellaneous Committees.
  - x. SY&P committee was set to \$1,000; Robin reported that the goal was a total of \$2,000 for MWEA and MSAWWA combined.
  - xi. Joint Committees and Miscellaneous Committees have historically not had budget requests. Small budgets of \$150 each were retained. To be given out upon request and only if money is available.
  - xii. Education Scholarship was renamed Operator’s Training Scholarship to align with what we are calling it on the website. Item was reduced to \$500 because our income is lower now.
  - xiii. Honors and Awards (MWEA and joint) and Donations (Training Calendar) were each increased by \$50 based on actual costs this year.
- b. Mutual fund – need to understand better; Barb volunteered to get in touch with Montana Wealth Management in Great Falls who manages the mutual fund.
2. Robin’s Contract Renewal: (Contract Dates: July 1, 2023 – June 30, 2024) – Barb C. – change signers to include Collette Anderson as president instead of Barb.
3. MWEA Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
<b>Beneficial Reuse</b> Neil will no longer be chair. No activity.	Rickey Schultz	Neil DeZort
<b>Education</b> Preconference was put together by MWEA this year. 85 registrants.	Barb Coffman	Jeremy Perlinski
<b>Government Affairs</b> Barb reported on SB 462 (RRGL irrigation preference) killed in 3 <sup>rd</sup> House hearing; HB 761-762 (plumbers for UV operators) killed in the House. No committee members	Dave Aune	Vacant
<b>Honors &amp; Awards</b> Awards summary attached to the minutes.	Neil DeZort	Jeremy Perlinski
<b>Grants for Teachers</b> No report	Rika Lashley	Amy Deitchler
<b>Strategic and Long Range Planning</b>	Barb Coffman	Dave Aune (temporary)
<b>Membership</b> 125 members, 22 new in last year; down from 138 in 2020; will email new members welcome to conference; attach Laura’s email	Collette Anderson	Laura Gundlach
<b>Pretreatment</b> Non-active; have been talking to some folks; will try to recruit during conference.	Bruce Souder	Vacant (Barb acting)
<b>Stockholm Junior Water Prize</b> Four regional winners (Billings, Great Falls, Butte, Missoula); 3 paper submissions – results pending.	Matt Waite	Kristi Kline
<b>Stormwater</b> No response from Mace. No report. Will look to recruit folks during the conference.	Bruce Souder	Mace Mangold (?)

1. Strategic Plan Update – Barb C. – Barb provided a draft with an introduction from her and goals and objectives as worked out through meetings with Kelsey Hurst, WEF. Board

members had not had time to review Kelsey's last suggestions and Barb's draft. Both are attached to these minutes for review and input. Everybody to review Kelsey's comments and suggest edits; send edits to Barb for compilation. Collette to develop an idea for a one-pager that can be distributed to the membership; Meet again on May 18, 10:30 am.

2. WEF Code of Conduct – Barb C. – Barb put together two documents. The Code of Conduct (COC) and the Attendee Registration Terms and Conditions. Both were developed with WEF templates and based on WEF recommendation. If someone violates the COC, we would use WEF's policies to deal with that as all members would be covered by WEF. WEF has a committee that takes care of it. We are advised by Kelsey to have legal review of our final versions. Steve Wade is an attorney who also works with Rural Water and we may want to use him. Will need to share with MSAWWA since we have a joint conference.
  - a. Edits: Add "religion" to the list of no discrimination; have complaints only report to executive director who will forward to WEF.
3. Long Range Plan Update – Barb C. – This was partially incorporated into the strategic plan. We now need a Policies and Procedures document that describes committees. We have a joint policies document and joint social media policy and will use them as examples.
4. Updating By-Laws – Barb C. – When Bylaws are revised, the membership will need a 30-day notice before being asked to vote to approve the updated document. Plan is to have that happened one month prior to the next conference and have members vote to approve at the membership meeting. Kelsey recommends legal review and review by WEF Bylaws Committee. If a case is recommended to WEF, the WEF Ethics Committee will take care of this and take it out of the hands of MWEA. WEF will notify the MA in writing as appropriate. Stephen offered to touch base with someone to see where WEF is with this process and what they've learned.
  - a. Barb will make changes agreed upon during the meeting. After that it will go to lawyer and WEF Bylaws Committee.
5. Raising MA dues – Rika L. – everything has been getting more expensive, we have not raised MA dues for decades (in living memory). Rika is proposing a \$20 increase for those currently at \$10 and \$10 increase for those currently at \$5. Collette moved to increase the rates by these listed amounts. Rickey seconded. All in favor. Vote passes to increase. Rika will file these new rates with WEF when the annual dues report is due by June 30.
6. Adding additional check signers (Board Resolution) – Rika L. – The Board decided to add Robin Matthews and Matt Waite for checking and credit card; and Robin Matthews and Barb Coffman for LPL Financial.
7. Nominees for Junior Trustee and National Delegate: Nicole Rediske, TDH, had expressed interest. Will need to recruit during the conference and hope for finding someone.
8. How can we make our conference relevant again? – Rika L. – Stephen reported that NY MA has an operator symposium on the day before the conference; they have different stations where exhibitors or others show stuff, hands on, 15 minutes per station. Make something fun and engaging. Include exhibitors when possible. Other ideas are workshops that facilitate networking, have facilitated discussions. We will talk about this at the joint Board meeting too.
9. Revival/Restructuring of Joint Exhibitor Committee – we agree that it would be good to have; not sure the chair would need to be an exhibitor; will bring up at joint Board meeting.
10. Other Business – Barb C.
  - a. WEFMAX – keep this on our minds and work on getting sponsors. Will create action items at Fall Board meeting.
  - b. Should MWEA be a member of Montana Non-Profit Association? Check it out before Fall Board meeting.

**Adjourn:** Bruce motioned to adjourn, Collette seconded. Adjourned at 1:15 pm

Action Items:

- Mutual Fund: Barb to check into options for having some of the money in non-volatile investments.
- Strategic Plan: By May 18: Review Strategic Plan and Kelsey's comments; send edits and thoughts to Barb for compilation and email to all Board members; Collette to develop one-pager and email to all Board members.
- Bylaws: Barb to incorporate edits and contact Attorney Steve Wade for a review.
- Additional Board Members with Bank Access: Rika to edit check signer resolution, have Robin print, and everyone sign. Give signers the bank slips with the info the bank will need.
- Junior Trustee Nominee: All Board members to scout and recruit during conference before Thursday's membership meeting.

Attachments:

Final fall and special meeting minutes

Final 2023/24 Budget

Honors and Awards Summary