



Montana Section

American Water Works Association

**MSAWWA Board Meeting
Meeting Minutes
September 15, 2015 – 9:00 a.m.
MT DEQ Remediation Division Office
1225 Cedar Street • Helena MT
Bitterroot Room**

Attendance

Slim Miller (Chair); Collette Anderson (Vice Chair); Jeff Ashley (Senior Trustee); Wayne Lovelis (Junior Trustee); Logan McInnis (National Director); Robin Barnes (Executive Secretary); David Carlson (Student & Young Professionals Committee Chair); John Alston (Fuller Award Committee Chair); and Nate Weisenburger (Secretary/Treasurer).

Call To Order

Slim called the meeting to order at 9:02 a.m. Those in attendance introduced themselves.

Old Business

1. Approve minutes of Spring Meeting: Robin noted a correction to the minutes regarding the CD renewals. The reference to May should have been October. Collette made a motion to approve the minutes. Jeff Ashley seconded the motion. The motion carried.

New Business

1. Budget Report: Slim provided a budget overview for the benefit of Wayne attending his first board meeting. Robin reviewed the budget and noted expenses incurred for conference attendance by Board members. The website budget was discussed. The reported revenue from the annual conference was \$11,584.24, which is well above the budgeted revenue of \$7,000. The Board discussed compensation paid by MSAWWA and MWEA to Robin, and the potential split of the expense and revenue associated with the Joint Directory. Logan made a motion to offer to share a third of the expense and revenue with MWEA. Collette seconded the motion. The motion carried.
2. Director's Report: Logan provided a brief report, and noted a few highlights. David LaFrance will be attending the annual conference in 2016. Logan is serving on the Membership Engagement Committee and will be attending a meeting in February.
3. MSAWWA Committee Reports:

Committee

Education
Legislative
Membership

Board Oversight

Sr. Trustee—Jeff
Vice Chair—Collette
Sr. Trustee—Jeff

Committee Chair

Collette Anderson
Nate Weisenburger
Logan McInnis

Awards	Vice Chair—Collette Jr. Trustee—Wayne Lovelis	None
Water for People	Vice Chair—Collette	John Camden/Carrie Gardner
Nominations	Director—Logan	Director/Past Chair/Chair
Fuller Award	Director—Logan	Awardee from 5 yrs. Past—John Alston

Education Committee: Collette indicated that MSAWWA will be sponsoring the preconference this year. A committee meeting was conducted, and the call for abstracts is planned for mid-October.

Legislative Committee: Nate reported that there has been limited activity. Notification for the AWWA Fly-in is anticipated later this year. Logan mentioned that Tom Curtis retired.

Membership Committee: Logan reported that membership is up this year. The section has experienced 6 percent growth as opposed to the goal of 1 percent. Matt Mudd has been helping with committee activities, including a welcome email to new members and follow-up with renewals. Robin reminded the board to contact specific individuals regarding membership. Logan reviewed a specific list of individuals and identified board members to make contact. Logan noted the relatively high ranking with respect to member retention rate.

Awards Committee: No committee chair has been identified. Nominees are typically recruited. Collette volunteered to lead the Award Committee. The specific awards are identified in the Operating Plan and were discussed.

Water for People Committee: Carrie Gardner has expressed interest in serving as the Chair of the committee. John agreed to discuss with John Camden.

Nominations Committee: No report was provided.

Fuller Award Committee: John noted that the committee solicited input from the membership last year for nominees, which complies with AWWA guidelines.

4. Operating Plan update: Slim provided a revised document in advance of the meeting and provided an overview. The Operating Plan is currently in a single document format with the By-Laws and portions of the Strategic Plan, but last year the board decided to separate the documents. Slim requested input on whether to manage a single document or separate documents. Based on input from the board, Slim will separate the documents and will include the action items from the Strategic Plan in the Operating Plan. The documents will be prepared for consideration at the winter board meeting.
5. Vote on revised Strategic Plan/Objectives/Tasks document: The task list was distributed for reference. Specific tasks were discussed to better understand notes identified to clarify the intent of two tasks. Logan made a motion to adopt the document with the notes removed. Jeff seconded the motion. Logan suggested that the board meetings include a standing agenda item to discuss progress on the Strategic Plan. The Strategic Plan will note the date of preparation and effective timeline. The motion carried.
6. CD Renewal/Other Investment Options: Logan will contact Nancy Sullivan for guidance documentation. The various policies already in place were discussed. Policy documents will be included in the Operating Plan. An organizational resolution and vote is required to reinvest the main MSAWWA CD reserve funds into an investment (Vanguard) account. Logan made a

motion to adopt a resolution to deposit funds into the Vanguard account with authorization to act on behalf of the American Water Works Association Montana Section in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the organization granted to Robin F. Barnes, Logan M. McInnes, and/or Roger Nathan Weisenburger. Wayne seconded the motion. The motion carried.

Specific investment options were discussed. Robin will not renew the CD and will move the balance to the money market account when it matures. Further direction will be provided to Robin regarding the transfer to the Vanguard investments.

7. EPA Training Workshop—2015 results; 2016 agreement: Robin provided a summary of the workshop, which was coordinated with Barb Coffman with the Montana Environmental Training Center. MSAWWA received \$3,700 to sponsor and coordinate the event, which was attended by 45 registrants in Helena. MSAWWA has been asked to sponsor two training events in 2016 given the positive outcome of the 2015 workshop. Robin will work with Barb again in 2016. The tentative sites will be in Billings and possibly Missoula. Membership in AWWA will be encouraged to those in attendance. Collette made a motion to sign the agreement to conduct the workshops with support from METC. Logan seconded the motion. The motion carried.
8. RMSO: Nate and Slim are registered to attend the RMSO in Banff, AB. The RMSO is scheduled for October 1-2, 2015. Nate will be presenting on the subject of Finance. The philosophy of who should attend the RMSO was discussed. Suggested attendance at annual functions will be included in the Operating Plan.
9. Summer Workshop Update: Wayne provided a summary of his attendance of the Summer Workshop. Training costs were discussed, with some focused discussion on WaterX.
10. AWWA Dues Structure: The possibility of charging a section assessment was discussed. Currently, a total of 27 out of a possible 43 sections charge an assessment for membership, which generates increased revenue for the section. The ability to charge a section assessment requires approval by the membership. Slim mentioned potential revisions to the membership structure. Logan presented potential changes to the structure for utility members.
11. Financial Review/Progress: Robin is working on organizing the financial review. An update will be provided at the winter meeting.
12. Young Professionals Summit in San Diego on February 24, 2016: Robin suggested that the board discuss potential attendance for budgeting purposes. Dave advocated attendance by the section based on attendance in Austin last year. Discussion was generally supportive. If the section includes a poster session at the annual conference, AWWA will pay the registration to ACE for the winner. Dave indicated that the S&YP committee is looking at ways to fund lodging and travel expenses, which may include a budget request from the board.
13. Membership Summit: Logan is attending in February 2016.
14. AWWA Staff Training: Robin is planning to attend in Denver in December 2015. Expenses will be covered by AWWA.
15. 2015 Donation Entity: Logan suggested considering donations in December, when section financials are better understood. The board generally agreed.

16. Winter Meeting: The winter meeting was tentatively scheduled for December 2, 2015 in Helena.

17. Other Business

- a. Logan suggested developing a shirt with the Montana Section logo embroidery and offering them for sale at the annual conference. Collette mentioned the possibility of having the board wear a special shirt for identification as an individual who can answer questions about AWWA. Robin will research potential options for purchasing shirts from AWWA.

18. Adjourn: Collette made a motion to adjourn the meeting. Wayne seconded the motion. The motion carried, and the meeting was adjourned at 11:35 a.m.