

**MSAWWA/MWEA BOARD MEETING
MINUTES
September 15, 2015 1:00 pm
MT DEQ Remediation Division Office
1225 Cedar Street • Helena MT
Ponderosa Room**

Attendees:

Slim Miller, MSAWWA Chair
Collette Anderson, MSAWWA Vice Chair
Jeff Ashley, MSAWWA Senior Trustee
Dana Audet, MWEA Executive Secretary
Jeremy Perlinski, MWEA Vice President
Herb Bartle, MWEA Senior Trustee
Starr Sullivan, MWEA President Elect
Dave Carlson, Student & Young Professionals Committee Chair
John Alston, Host City Committee
Mike Abrahamson, MWEA Junior Trustee
Logan McInnis, MSAWWA National Director
Amy Deichtler, MWEA President
Coralynn Revis, MWEA National Director
Wayne Lovelis, MSAWWA Junior Trustee
Robin Barnes, MSAWWA Executive Secretary and MWEA Executive Director
Nate Weisenburger, MSAWWA Secretary/Treasurer

Call To Order: Amy called the meeting to order at 1:07 p.m. and conducted introductions of those in attendance.

Old Business:

1. Review and Approval of Spring Meeting Minutes: Coralynn motioned to approve the minutes. Logan seconded the motion. The motion carried.

New Business:

1. 2016 Conference/Host City Committee: John provided an update on the progress of the Host City Committee and requested input and ideas from board members. John indicated that the City of Bozeman is making a significant commitment to the conference with respect to attendance and planning efforts.
2. MWEA President's Report: Amy provided an update of MWEA activities. Highlights included progress on the license plate fundraising initiative, investment strategy modifications, membership dues increase imposed by the National Water Environment Federation, and replacing Dana Audet following his retirement.
3. MSAWWA Chair's Report: Slim provided an update of MSAWWA activities. Highlights included shutting down the old website, preconference planning at the annual conference, membership challenge and increase of 6 percent, EPA small system training event, a change in process to identify the Fuller Award recipient, strategic plan adoption and tasks, reserve fund investment strategy, Regional Meeting of Section Officers and Summer Workshop attendance, restructuring of AWWA membership with respect to utility members, and planning for the winter board meeting.

4. Joint Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Cross-connection <ul style="list-style-type: none"> No Report 	MSAWWA/MWEA Sec/Treasurer Nate/Dana	Barb Coffman
Exhibitors <ul style="list-style-type: none"> No Report 	MSAWWA/MWEA Sr. Trustees Jeff/Herb	Bill DeMeyer
Information Management <ul style="list-style-type: none"> Website has been launched Robin has updated information and requested content from the boards, such as articles and photos. Links to other websites should be reviewed and updated. Additional information to be posted on the website was discussed. Job postings are acceptable content for the website. Robin will place photos of board members on the website. The website budget is on track. 	MSAWWA/MWEA Jr. Trustees Wayne/Mike	Nate/Cora
Host City <ul style="list-style-type: none"> Update provided by John (above). 	MSAWWA/MWEA Chair/President Slim/Amy	John Alston
Lifetime Achievement <ul style="list-style-type: none"> Wayne Robbins received the award last year. 	MSAWWA/MWEA Directors Logan/Cora	Paul LaVigne
Program <ul style="list-style-type: none"> Abstracts will be requested on October 5th. Collette is working on a subject for the Preconference and theme for the annual conference. Robin suggested a revamped format for the submittal of abstracts. A poster session is being contemplated by the S&YP committee. Amy presented a session evaluation form for consideration. 	MSAWWA/MWEA Chair/President Slim/Amy	Jeremy/Amy
Public Education <ul style="list-style-type: none"> The committee met via conference call and discussed the grant for teachers, classroom outreach, and potential information transfer opportunities. 	MSAWWA/MWEA Vice Chair/Pres. Elect Collette/Starr	Rika Lashley
Scholarship <ul style="list-style-type: none"> Cora provided an update on 	MSAWWA/MWEA Past Chair/Past Pres.	Coralynn Revis

investments and fundraising activities.	Greg/Michele	
<p>Student & Young Professionals</p> <ul style="list-style-type: none"> • David thanked the boards for reimbursing travel expenses to the YP summit. • S&YP Committee meeting was held at the annual conference. • David presented information on the S&YP Committee at the conference. • The S&YP Committee met in July and discussed the poster session competition and potential support to pay expenses of winner to attend ACE. • David interested in submitting an abstract to Montana Rural Water Systems Association annual conference. • Facebook page development is in progress along with strategies to increase traffic. • Working on an approach to reach out to colleges and universities. • Next committee meeting is scheduled for September 24th. 	MSAWWA/MWEA Past Chair/Past Pres. Greg/Michele	David Carlson

5. 2015 Conference Report: Robin distributed a spreadsheet containing a summary of expenses and revenue for the 2015 Conference. Overall, the conference revenue exceeded expenses by \$27,289.25. Robin discussed maintaining a relatively small balance of \$878.02 in a joint account for seed money for the 2016 conference, which will eliminate the need to make a minor adjustment for an overpayment to both organizations from the 2014 Conference.
6. 2016 Conference: The 2016 Conference will be held in Bozeman. Providing lunch during the Preconference was discussed as a strategy for keeping the sessions on schedule and providing an opportunity to network with participants and speakers. Conference registration fees were discussed and deemed to be adequate given the financial performance of past conferences. Options for improving attendance at the banquet were also discussed.
 - a. What should charge be for employees of a member utility or DEQ? Member pricing vs. non-member pricing? Discussion continued from the spring meeting. It was decided that employees of utility members will pay member registration fees.
7. 2017/2018 Conference Location/Rotation: The Fairmont Hot Springs Resort and Conference Center (Fairmont) near Butte/Anaconda was recently remodeled and identified as a potential option for the conference location. Great Falls is scheduled in the rotation for 2017. Robin will contact Fairmont, potentially make a site visit, and evaluate whether the facilities will accommodate the conference.

8. Budget for Joint Committees: The budget line items for committees were reviewed. MSAWWA provides a budgeted amount for committee activities, whereas MWEA provides a general budget amount for committee activities upon request and approval.
9. Joint Policies and Procedures Document: Coralynn and Logan reviewed the previous version of the document and presented suggested revisions. Logan proposed splitting the proceeds of the newsletter and the directory in proportion to the membership of each organization. The establishment of a budget from each organization for joint committees is included in the document. Coralynn will revise the document per discussion and provide a revised draft for consideration and approval at the spring meeting.
10. Joint Website Update: This item was discussed during the report for the Information Management Committee.
11. Joint Newsletter: Robin requested content for the newsletter. The entire membership will be contacted via email to submit information. Jeremy will prepare a revised request for student articles, which will be submitted to Robin for inclusion in the email request for newsletter content. Starr volunteered to lead the newsletter effort as part of the Information Management Committee. Jeremy requested that the format of the next newsletter be revised.
12. Other Business: No other business was presented for discussion.
13. Adjourn: Dana made a motion to adjourn the meeting. Starr seconded the motion. The motion carried, and the meeting was adjourned at 3:29 p.m.