



2008-2009 GOVERNING BOARD AND OFFICERS

Aaron Nelson- President	Carrie DeSimone, DE Trustee
Hiram Tanner- President Elect	Angie Essner, MD Trustee
Craig Murray - Vice President	Salil Kharkar, DC Trustee
Karl Ott - Past President	Jon Doane, WEF Director/Delegate
Carlos Espinosa, Secretary	Ray Schulte, WEF Director/Delegate
Timothy Wolfe, Treasurer	Robert Wimmer, WEF Delegate at Large
	Sam Amad, PWO Representative

CWEA Board Meeting Minutes

Date: April 2, 2009
Location: Seneca WWTP

1. Aaron Nelson called meeting to order at 10:15 AM.
2. Attendance:

Aaron Nelson	Paresh Sanghavi	Laurie Perkins	Sam Amad
Paul Sayan *	Carrie DeSimone	Robert Wimmer *	Clarence Beverhoudt
Carlos Espinosa	Craig Murray	Cynthia Lane*	Kathleen Kharkar*
Tim Wolfe	Alan Will	Ray Schulte	Angela Essner

*Joined via conference call
3. Young Professional – The Board discussed setting up a series of activities at the Ocean City Conference each year for young professionals including:
 - Mentorship Program.
 - Social event such as a reception or lunch.
 - A table at the Committee Fest.Bob Wimmer will spearhead the effort for this year’s conference. If it is too late, Bob will plan for 2010 conference.
4. Web Site – Angela Essner reported that she received two quotes for website services. One quote was from Heritage for approx \$1,500, the second quote was from Go-Daddy for about \$2,500. Tim Wolfe pointed out that the approved budget has \$2,200 for the website. Angie will consult with Karl Ott (WWOA), make a decision, and hire one of the two website design companies. Angie will report at the next Board meeting.
5. Business Practices – Aaron Nelson indicated that there was nothing new to report.
6. By Laws and 501c(3) Status – Alan Will reported that the Board must approved and vote on any changes at the June 10 meeting in order for the membership to approve at the OC Conference. Paper ballots should be mailed to the membership by July 1st. Alan will place an announcement in the Ecoletter including a sample ballot. Alan indicated that one change in the By-Laws is how to deal if the Board President steps out or is unable to complete his/her term. Aaron recommended that the Ballot includes only changes to the By-Laws. Alan indicated that he

- needs help in order to get all this done in time. Bob Wimmer and Carrie DeSimone volunteered to help.
7. Budget – Treasurer Tim Wolfe reported:
 - Fifteen rooms have been reserved for CWEA Officers and Chairs. Rooms are available on a first-come/first-served basis.
 - Still needs to get together with Bob Wimmer to go over the checkbook.
 - Treasurer can issue checks for items and amounts up to what is identified in the approved budget.
 - Received and deposited check from the 2008 Ed Norton Golf Tournament. Craig Murray reported that he found an individual that could take a look at the books and assess the financial status of the association. The estimated budget is for 40 hours at \$175 per hour or \$7,000. Before this happens, Tim Wolfe and Bob Wimmer must get together and go over the checkbook. Tim Wolfe indicated that there is a line in the approved budget for \$13,000 to cover this effort. Tim Wolfe and Bob Wimmer will get together, make a decision, and report back at the next Board meeting.
 8. Relationships with others – Aaron Nelson reported that he attended a meeting with representatives from CSAWWA and WWOA. There was a general agreement on creating a Tri-Association Newsletter. An organization structure was discussed that establishes a separate entity and allows participation and shares decision making among all three associations. The timing calls for finalization by the end of 2010 and first Tri-Association Newsletter in the first quarter of 2011. Currently the Ecoletter and the CSAWWA Newsletter have similar article-to-advertisement ration, approximately 60%-40%. Carrie DeSimone pointed out that the Ecoletter relies on staff writers, whereas the CSAWWA Newsletter relies on volunteer writers.
 9. Delaware Trustee Report (Carrie DeSimone)
 - Kathleen Kharkar stepped down as Chair of the Student Activity Committee. Paresh Sanghavi recommended that the Board search for a new Chair, someone with public relations experience. Paresh and Sam Amad will search for new Chair.
 - There were four submittals for WEF Student Papers. Of these, two are promising for the state competition and eventually for the Stockholm Junior Prize.
 - Deadline for the Spring Ecoletter is May 29th.
 - Student Career Day at the Montebello WTP was very successful. Approximately 60 students and 16 employers participated. A bigger facility may be needed next year.
 - Water for People decided against the Bowl-A-Thon (too expensive), and it was difficult to schedule a Walk-A-Thon. Ray Schulte recommended a silent auction at the Joint Conference and the CSAWWA conferences.
 - Carrie handed out a copy of the New York WEFMAX she attended.

10. Collection System Committee – Laurie Perkins reported:
 - Discussion ensued regarding funding for the Ops Challenge Team fees.
 - **Carlos Espinosa brought a motion second by Ray Schulte for the Board to approve paying up to \$2,400 for Ops Challenge Registration fees, as per Russ e-mail. All Board members agreed.**
 - The CSC Spring Luncheon is scheduled for Friday, April 17th at the Rose Restaurant in Linthicum, MD. Theme of the luncheon is “It Takes Two – Engineering and Operations Working Together”. Participant will receive 5 TRE credits.
 - The first outreach meeting with municipalities took place on Tuesday, March 31st. the meeting included Officials from Howard and Harford Counties. Next meeting is scheduled for Thursday, April 30th and will include Baltimore City, Baltimore County, and Frederick County. The purpose of these meetings is to encourage more participation from in CWEA by municipal employees.

11. Lab Practice Committee – Clarence Beverhoudt reported that the Committee plan to meet along with MELA on April 23rd at the MDE headquarters at Montgomery Park in Baltimore. There will be a presentation by Joe Slayton on Laboratory QA Manuals and an Environmental Laboratory Detection teleconference series by Marlene Moore with Advance Systems, Inc.

12. Spring Meeting Committee – Paul Sayan reported that the agreement with the Maritime Institute had to be revised because of the decision to have a joint seminar with CSAWWA. Paul will e-mail the new agreement to Aaron for approval.

13. Awards Committee – Russ Sharpee reported in an e-mail that the Eddy Medal Nomination, the Gascoigne Medal nomination and the Industrial Water Quality Achievement Award nomination package (8 copies) were delivered to WEF early Wednesday afternoon. AECOM was going to mail the binders for the Young Professionals Award nomination directly to WEF. Laurie Perkins e-mailed the Collection System Award to WEF. Hiram was handling the Public Officials Award nomination.

14. Branding of CWEA Merchandize – A discussion ensued regarding branding CWEA merchandize (coolers, jackets, hats, etc.) to sell or give out at CWEA events. Certain items will be event specific such as hats for the Ed Norton Open Golf Tournament. Angela Essner will look at Lands End.

15. WERF – Paresh Sanghavi reported that WERF will participate in pre-conference session on Asset Management at the Joint Conference.

16. Secretary Report - Carlos Espinosa reported that the minutes from last meeting were submitted for comments. **Having received no comments, Carlos proposed a motion to approve the minutes for the 02/12/09 meeting as written, second by Aaron Nelson, and approved by all.** The approved minutes for the 02/12/09 meeting will be posted on the CWEA website.

17. Treasurer Report – Tim Wolfe reported that as of the end of January 31, 2009:

- Checking account balance is \$48,133.03
- Savings account balance is \$27,147.98
- Kappe Fund balance is \$21,831.34
- Total Balance is \$97,112.35
- The question was raised regarding limitations for using the Kappe funds. Paresch Sanghavi will look into with Russ Sharpee and report at the next meeting.
- Treasurer will look into a CWEA credit/debit card attached to the checking account.

18. Other Business:

- WEF is interested in bringing more operators into Mas. Encourage WWOA members to join WEF.
- Suggestion from WEF MA Work Group that there is a lack of communication between WEF Committees and corresponding MA's Committees. Work Group suggested MA's Committee Chairs to join their corresponding WEF Committees. The feeling among Board Members is to have WEF initiate this communication with MAs.

19. Meeting adjourned at approximately 1:30 PM.

Minutes Prepared by: _____



Carlos Espinosa, CWEA Secretary