



## 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:** June 10 2009  
**Location:** KCI Headquarters

1. Aaron Nelson called meeting to order at 10:00 AM.
2. Attendance:

Aaron Nelson	Paresh Sanghavi*	Laurie Perkins	Carlos Espinosa
Tim Wolfe	Alan Will	Ray Schulte	Clarence Beverhoudt
Sharon Cole	Karl Ott*	Robert Beringer	Tiffany Bains
Hiram Tanner*			

\*Joined via conference call
3. The Board observed a moment of silence in memory of Marlene Patillo.
4. Budget – Tim Wolfe has not been able to meet with Bob Wimmer. New budget must be approved by the Annual Meeting.
5. By-Laws – Allan Will summarized the recommended changes to the By-Laws (see attached).
  - Need forum from the Board to proceed with the recommended changes (not enough Board members present for a forum).
  - Board vote can be over the phone or e-mail.
  - Once all revisions are final the Secretary will send e-mail to all Board members.
  - Allan Will will e-mail final draft for review to all Board members, and will mail the final document to all CWEA members for a vote by mid August.
6. Business Practice – the Board considered the check amount that would require two signatures. Some Board members suggested checks over \$5,000.00, other members suggested checks over \$10,000.00. More discussion is necessary.
7. Relationship with CSAWWA – No developments to report since the last Board meeting. Need to schedule a follow-up meeting for further clarification and discussion. There seems to be renewed interest by CSAWWA in the annual Tri-

- Association Conference. A main issue is sharing costs and profits. A discussion ensued regarding the need to develop of a formula for sharing costs and profits.
8. Vacant Committee Chairs - There are two vacant Committee Chairs at this time: Membership Committee and Awards Committee. Board members will search for individuals to fill these vacancies.
  9. Nominations Committee – The following individuals have been recommended by the CWEA Awards Committee for WEF MA Awards:
    - Mukesh Inamdar, WSSC Lab Chemist - Lab Analyst Award.
    - Jon Doane, vice President Black & Veatch - Bedell Award.
    - Bill Shreve, Director, Charles County Department of Utilities - Hatfield Award.
  10. CWEA Governing Board - The Board is considering nominees for CWEA Governing Board for Maryland Trustee and for Vice President. Karl Ott will provide a list of nominees to the Board for a vote.
  11. Calendar of Events – The Board reviewed the Calendar of Events and discussed some of the upcoming events:
    - Ed Norton Open – Registration is lo for the June 26<sup>th</sup> event. The Ed Norton Sub-committee will meet soon to review registration and make GO/NO-GO decision.
    - Biosolids Luncheon scheduled for June 16<sup>th</sup> – Expecting good attendance.
    - 2009 WEFTEC – Discussion ensued regarding attendance to WEFTEC by Board members. The Board will consider paying for the President, President Elect, and WEF Delegates.
  12. Collection System Committee – Laurie Perkins reported:
    - Outreach Program is going very well. The CSC met with Howard, Anne Arundel, Baltimore, Harford, and Frederick Counties, and Baltimore City; resulting in about ten new CSC members.
    - The Ops Challenge event has 8 teams registered.
    - Laurie requested that the Board consider financing one individual to attend the CSC Specialty Conference. The Board will consider the request.
  13. Delaware Trustee – Carrie DeSimone reported the following via e-mail dated June 8<sup>th</sup>:
    - Ecoletter – Deadline for pre-conference issue was Friday, June 5. We need all the conference info ASAP so that it can be included in the summer issue. The goal is to have it in mailboxes by the end of July but we can only do that if the conference details are provided within the next week.

14. Spring Meeting Committee – Paul Sayan reported the following via e-mail dated June 8<sup>th</sup>:

- This year's Spring Meeting was co-sponsored by CWEA and CSAWWA and, due to scheduling conflicts, the Water Reuse Seminar was held concurrently with the Spring Meeting. We had a total of 188 registrations and about 19 vendors at the joint conference. There were roughly 90 to 100 attendees for the Water Reuse Seminar and the remaining attendees were split evenly between the Spring Meeting water and wastewater tracks. The only complaint was that some attendees could not decide which presentation to attend. All received payments have been forwarded to Tim Wolfe and there will be some future coordination between CWEA and CSAWWA to divide costs and profit.
- Paul Sayan is stepping down as Chair of the Spring Meeting Committee. Jasvir Grewal, with Black & Veatch and the current vice chair, will be the new chair and Joan Fernandez, with Brown and Caldwell, will be the new vice chair.

15. Short Courses – Wayne Reed reported via e-mail dated June 5<sup>th</sup>:

- The Short Courses went well at Washington College in Queen Anne's County. Approximate head count is 185 participants. We have 2 applications for PWO membership and a check. The check is written to CWEA. I will need to send this too CWEA and have CWEA send applications and a check to WEF.

16. Lab Practice Committee – Clarence Beverhoudt reported that the Committee nominated posthumously Marlene Patillo for the Lab Practice Award to be awarded at the Joint Conference. The award will be accepted by family members.

17. Joint Conference Committee – Ray Schulte reported:

- Committee will meet next week. Brochure will be distributed soon. Vendor tables are almost all sold out.

18. House of Delegates – Ray Schulte reported that WEF has created the MA Resource Center. Phyllis Ross is taking the lead and is soliciting input from MAs. There was a conference call on May 28<sup>th</sup> between Phyllis and CWEA Board members. The attached e-mail summarizes the items discussed during the conference call.

19. Secretary Report – Carlos Espinosa submitted minutes of the last meeting on April 15<sup>th</sup>. No comments have been received. Minutes from last meeting could not be approved because there was no forum in attendance.

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20. Budget – Tim Wolfe reported the following account balances as of May 22<sup>nd</sup>:

- Checking - \$31,302.80
- Savings – 27,166.60
- Kapee Fund – 21,800.00

21. Meeting adjourned at 01:10PM

Minutes Prepared by:   
Carlos Espinosa, CWEA Secretary

# CWEA Board Meeting Agenda

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From: Phyllis Ross

To: CWEA Board Members

Date: June, 1, 2009 (10:09 AM)

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Good morning to all,

Thank you for your time last week to discuss the WEF and MA relationship and services. I have recapped our conversation below, and as discussed, would like **your review and edits before** finalizing a document that sets forth the programs and services that WEF and Chesapeake agree can be provided with existing WEF resources, and program/service ideas for future consideration.

We look forward to working with you to strengthen the WEF and Chesapeake relationship....please give me a call if you have any questions.

Phyllis

#### MA Expectations of its relationship with WEF

Better coordination with WEF & MA on conferences and events in MA area  
Accurate membership data  
Better system for updating list serves and other member lists

#### MA perspective of how it does/should support WEF

MA can provide regular notice to members re: updating membership information ( I have asked our Marketing Department to provide an ad, and will send to CWEA as soon as I receive it)  
MA should support WEF and WEF should support the MA  
Strengthen WEF and MA committee link; MAs should participate in WEF committees

#### MA perspective of how WEF does/should support MA

Provide business procedures for MA to use, i.e., committee chair procedures, financial policies, audit practices, etc.  
WEF can be a collection point for examples of procedures from MAs that can be shared with other MAs  
Provide publishing resource recommendations (Click here for a link to information on a publisher (Kelman & Associates) that the Indiana MA (Lynn Brabec, [lynn.brabec@coei.org](mailto:lynn.brabec@coei.org)) and other MAs are using)  
Advise MA in consideration of becoming a joint WEF/AWWA organization

#### WEF resources and support services currently available

MA Resource Center has a wealth of information – navigation could be clearer

#### Gaps in services available and services needed

Accurate and timely membership data  
Consider an ongoing online great ideas exchange  
WEF – maintain WEFMAX presentations, catalog by category, and use as resources for MA needs

#### "Wish List" of future services

Track legislation and regulation at the state level  
Provide experts for testimony at state level  
Marketing materials support, i.e., brochures, ads, etc.  
Provide technical content for MA magazine  
Provide financial, legal, and insurance advice and services  
Provide on-site conference staff at MA annual meeting  
Technical training content packages (web cast, online, etc) for MA to use for operator training (See below for update on current online training activities directed to individual training)