



## 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	Sharon Cole, WEF Director/Delegate
Carlos Espinosa, Secretary	Ray Schulte, WEF Director/Delegate
Timothy Wolfe, Treasurer	Sam Amad, PWO Representative

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## **CWEA Board Meeting Minutes** **August 29, 2008**

**Attendance:**

Aaron Nelson	Gary Wyatt	Karl Ott
Hiram Tanner	Jon Doane	Allan Will
Chuck Wier	Salil Kharkar	Sorin Schwartz
Carlos Espinosa	Ray Schulte	Janine Yieh
Tim Wolfe	Craig Murray	Kristi Perri
Angela Essner	Russ Sharpe	Carrie De Simone
Sam Amad		

1. Aaron Nelson called meeting to order at 12 noon.
2. Carrie Simone provided the following report:
  - Janine Yieh will take over as Chair of the Student Activities Committee.
  - Carrie will be Chair for the Water for People Committee.
  - Water for People raised between 2 and 3 thousand dollars in the Silent Auction, and about \$300 in the Running for Fun race.
  - It is important for the Water for People Committee to coordinate activities with other organizations such as WWOA and CSAWWA
3. Lead by Aaron Nelson, the Board considered seven meetings for 2008-2009 starting at 09:30 as follows:
  - September 25<sup>th</sup> – WSSC, Laurel
  - November 6<sup>th</sup> – Back River WWTP
  - December 4<sup>th</sup> – Blue Plains WWTP
  - February 12<sup>th</sup> – Conference Call
  - April 2<sup>nd</sup> – Seneca WWTP
  - June 10<sup>th</sup> – KCI, Hunt Valley
  - July 16<sup>th</sup> – Anne Arundel County, Riva Road

MDE facility at Montgomery Office Park in Baltimore may be used as an alternate meeting place if needed.

4. Aaron Nelson requested feedback from Board Members regarding the Tri-Association Conference:
  - There were concerns about the 30-minute time limit as not being enough for a presentation. Ray suggested that the Board should consider extending the time to 45 minutes. This seems to be a trend in other organizations. It would

- require more rooms, which would not be a problem at the Ocean City Convention Center (OCCC).
- Consider moving conference to an earlier date (before school start) to allow families (kids) to come along.
  - Vendors seemed to like having the conference at the OCCC. There was more traffic in the exhibition hall this year than previous years, perhaps because we had a more captive audience. Consider extending exhibit-hall time and opening the exhibits before the food/bar opens if possible. Kristi Perri plans to send out a survey to exhibitors requesting feedback.
  - Cyber Café was a great success - everyone liked it. Service should be provided in future conferences.
  - Beach Party at Secrets was a big success. Food services was deficient – ran out of food towards the end and some late comers did not get any food. Consider having finger food next year and starting the event later to give people time to go to dinner before the party.
  - Operations Challenge was a great success and should continue in future conferences.
  - Registration receipts were a problem – people unable to get a receipt/confirmation on line. There were problems with organizations registering several individuals but providing one name only.
  - CWEA/WWOA/CSAWWA should consider having Tri-Conferences every year – better for exhibitors and employers.
5. Discussion ensued about CWEA, WWOA, and CSAWWA having a common Newsletter, and joining with CSAWWA and their publisher (Kelman) that would publish the newsletter at no cost to the organizations. The publisher would be responsible for securing sponsors and advertisers, making things a lot simpler for everyone. The organizations would be responsible only for providing the articles for the newsletter.
6. The Board discussed the status of CWEA Website.
- Website needs a major overhaul – WWOA Board feels the same way.
  - Anthony Rocco is available to maintain the site, but not for a major overhaul.
  - Outsourcing the overhaul will be considered.
  - The Maryland Association of Non-Profit Organizations could be a resource.
  - Angela Essner will lead the effort to get outside resources.
7. The Board talked about the Business Practice Manual.
- It's been an on-and-off endeavor, with some sections completed but not others.
  - The Board will consider hired staff for developing the manual.
  - "Signing Contracts" is a priority, as it presents potential liabilities to CWEA.
  - Karl Ott volunteered to collect all work completed to date for discussion at the next Board meeting.

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8. Two main items for the agenda for the next meeting: **Website Overhaul** and **Business Practice Manual**.

9. Meeting adjourned at 1:26 PM.

Minutes Prepared by: \_\_\_\_\_  
Carlos Espinosa, CWEA Secretary