

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 Wimer, WEF Delegate at Large
	Sam Amad, PWO Representative

CWEA Board Meeting Minutes September 25, 2008

<u>Attendance:</u>	Aaron Nelson	Anthony Rocco	Karl Ott
	Hiram Tanner	Paresh Sanghavi	Allan Will
	Burt Curry	Salil Kharkar	Sorin Schwartz
	Carlos Espinosa	Ray Schulte	Laurie Terry
	Tim Wolfe	Craig Murray	Dale Baker
	Angela Essner	Russ Sharpe	Carrie De Simone
	Sam Amad	Paul Sayan	Julie Trick

1. Aaron Nelson called meeting to order at 9:34 AM.
2. Aaron Nelson reviewed the CWEA 2009 Objective and two main goals for the year.
 - Objective – “Better Public Visibility”
 - Goals: 1) Develop CWEA Business Practice Manual, and 2) Overhaul the CWEA Website.
3. Aaron Nelson made the following announcements:
 - In order to keep meetings to 2 ½ hour, Committee updates should be received in advance and reports at the Board meeting should be brief.
 - CWEA should get behind, support, and help promote the “Liquid Assets” video prepared by Penn State. The video provides an excellent description and outlook of the nation’s infrastructure. Laurie Terry indicated that NASSCO (Irv Gamora) has a supply of the DVDs for distribution. The video is already in the airways. The Collection System Committee (CSC) requested 20 copies. Aaron Nelson decided to rely on and let the CSC spearhead CWEA’s support for the video. Laurie Terry concurred.
 - Website – Angela Essner contacted the Maryland Association of Non-Profit Organization and learned that there is very limited web-development resources/assistance. Angela has contacted 5 web designers and has requested quotes to revamp the CWEA websites. The cost should be about \$2,000. The vendor would assign a Contact Manager to work with CWEA and develop the site. A lengthy discussion ensued touching on the following issues:
 - Who would host the website and at what cost. Current CWEA website is hosted by GoDaddy. We are in the third year of a five year contract, at a cost of about \$12/month.

- Current CWEA website has all the information in it (8 pages including Events, Training, Registration, etc.); hence, we are not starting from scratch. **THERE WILL BE NO BANNER.**
 - New website must present a positive image and be functional (image and functionality).
 - Must track website visits.
 - CSAWWA just went through a similar website overhaul and had a few vendors present their designs to the Board. Perhaps similar approach for CWEA.
 - WWOA must be consulted and be in agreement since they are responsible for and pay the bills associated with the Website.
 - Board members are concerned about giving a web designer a blank check and getting unsatisfactory results. There should be some benchmark or minimum specifications for the new website.
 - Any suggestion of “sample” websites should be forwarded to Angela Essner.
 - A Website Overhaul Committee was formed to work with WWOA and select a web designer. The committee will include Angela Essner, Anthony Rocco, and Karl Ott for CWEA. Russ Sharpe for WWOA. The committee will report progress at the next Board meeting on November 6th.
4. Business Practices (BP) – Karl Ott reported that five BPs were voted on in the past. Only one could be considered valid today, and all five need review and revamping. Some of the BPs were developed assuming paid staff. Executive committee made up of the President, President Elect, Past-President, Secretary, and Treasurer will work on developing the BP Manual by the end of the year.
 5. Publications Committee – Aaron Nelson indicated that we need to renew talks with CSAWWA about a join publication. Carrie DeSimone will send an e-mail to CSAWWA Publication Committee and Russ Sharpe to WWOA Ecoletter suggesting a meeting and forming a committee to explore merging the publications. Committee members for CWEA/WWOA will include Aaron Nelson, Carrie DeSimone, Russ Sharpe, and Cynthia Lane.
 6. E-News – Russ Sharpe recommended that someone should serve as back-up for coordinating and distributing the CWEA E-News. Carlos Espinosa will be the back-up.
 7. Anthony Rocco asked if the Board should continue to post the Board Minute Meetings on the website password protected, or make the minutes available to everyone. Most Board Members agreed that once the minutes are final, they should be posted in PDF and made available to everyone – they **SHOULD NOT** be password protected.

8. Carrie Desimone informed the Board Natasha Andrade, masters student in the Environmental Engineering program at the University of MD, won the first place in the National Student Paper Competition Masters Category. She will be presenting a poster and will receive the award at WEFTEC. The Board considered and agreed to pay for Natasha's travel expenses. Board members attending WEFTEC were encouraged to stop by her booth and to attend the award ceremony.
9. Karl Ott informed the Board that CWEA has been approach to host the 2012 Stockholm Water Price Conference. The Board supports the suggestion and decided to appoint a committee to pursue the idea and coordinate. The committee includes Karl Ott, Katheleen Kharkar, and Jeff Burkhart.
10. Collection System Committee - Laurie Terry reported:
 - The focus for the upcoming year is "It Takes Two – Operations and Engineering Working Together".
 - The Committee is all set for the upcoming FOG seminar scheduled for November 14th.
 - Operation Challenge was a success. Would like to make it a permanent event at the conference each year.
 - The CSC is considering mailing letters to upper managers at various municipalities in the region introducing the CWEA-CSC and asking for support and encouragement of more municipal employee to join and participate in the activities of the committee. Laurie requested permission from the Board before proceeding with the idea. The Board approved and asked that the DRAFT letter be submitted to the Board for review.
11. Laboratory Practice Committee - Dale Baker reported:
 - The committee had a very good turn out at the Committee Fest in OC. 12 individuals joined the committee.
 - The committee is having its Fall Meeting on October 30th. Subjects for papers include Soils and Ground Testing, and Lab Ethics.
12. Spring Meeting Committee - Paul Sayan reported:
 - The committee is planning a join Spring Meeting with CSAWWA. This will be a bigger meeting than in the past. It will be a full day seminar with vendors, paper presentations, and outside demonstrations. Attendance is expected to be between 120 and 150 people. Cost and profit will be split 50/50 with CSAWWA. Location to be determined.
13. Plant O&M Committee - Salil Kharkar reported:
 - The committee conducted a very successful, free workshop on "On-Line Analyzers". Approximately 112 people participated.

14. Discussion ensued regarding the planning of the next Joint Conference (2009) and Tri-Association Conference (2010):
 - The Joint Conference Committee will include four voting members and several non-voting members. Voting members will be Hiram Tanner, Craig Murray, Karl Ott, and Salil Kharkar. Non-voting members will include Paresh Sanghavi, Ray Schulte, Laurie Terry, Alan Will, Sam Amad, and Kristyi Perri.
 - The Tri-Conference Pre-Planning Committee will include Aaron Nelson, Alan Will, Carrie DeSimone, and Tim Wolfe.
15. Need WERF Liaison since the resignation of John Martin. Paresh Sanghavi volunteered to serve as WERF Liaison.
16. Government Affairs Committee - Burt Curry reported:
 - The committee is conducting a brown-bag lunch on Friday, 9/26 on "Nutrients Trading".
 - The committee plans to hold a few more brown-bag lunches on subjects such as "Bio Solids" and "Sustainable Infrastructure".
17. MAMWA - Angela Essner reported that MDE understands that the success of ENR across the states depends on availability of State funding. MDE is looking for alternative sources of funding such as the sludge fund.
18. Discussion ensued regarding Contracted service providers.
 - The Board needs to identify areas where services are needed.
 - Carlos Espinosa will send e-mail to all board Members and Committee Chairs requesting input on areas where services would make sense.
19. Nominations Committee - Karl Ott will chair the committee. All Board positions are filled.
20. Strategic Planning – Russ Sharpe reported:
 - Need to develop job description for Board members. Will try to have something for review by next Board meeting.
 - Need to get every committee to develop their strategic plan. Try to complete a couple committee plans each Board meeting.
21. Budget/Finance – Bharat Desai reported:
 - Presented a spreadsheet detailing the 2008/2009 budget.
 - After reviewing several budget items, the Board decided to implement a few changes and deferred approving the budget until the next meeting.

22. Secretary Report – Carlos Espinosa reported:

- The minutes from last meeting were submitted for comments, and were revised after receiving a few comments from Board members. **The Board passed a motion and approved the minutes and authorized the minutes be posted in the website.**
- The Secretary downloaded the e-mail list all CWEA members from the WEF website, and determined after a couple of mass e-mails that approximately 70 e-mail addresses are incorrect.

23. Treasurer Report – Tim Wolfe reported:

- A meeting with Bob Wimmer took place and we're in the process of transferring signature authority to the new Treasurer.
- **The Board approved a MOTION authorizing the following individuals to sign checks on behalf of CWEA: Aaron Nelson - President, Tim Wolfe - Treasurer, and Carlos Espinosa – Secretary.**

24. Ray Schulte reported on the House of Delegated all day meetings scheduled for Saturday October 18 and Wednesday October 22 at WEFTEC. Delegates will be divided into three Task Groups. Ray will provide a report at the next Board Meeting.

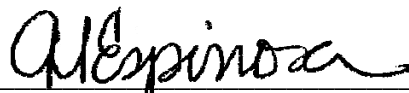
25. Julie Trick made a presentation to the Board on the charitable organization Engineers Without Borders (EWB).

- The Board will consider helping the University of DE Chapter of EWB financially, and having the Student Activities Committee reach out to them to begin coordinating fund raising events similar to those held by WFP Committee.

26. Next Board Meeting is scheduled for November 6th at the Back River WWTP, in Essex, MD.

27. Meeting adjourned at 12:21 PM.

Minutes Prepared by:



Carlos Espinosa, CWEA Secretary