



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 November 4, 2008

GENERAL HOUSE KEEPING

1. Aaron Nelson called meeting to order at 9:40 AM.
2. Attendance:

Aaron Nelson	Paresh Sanghavi	Carrie De Simone
Hiram Tanner	Ray Schulte	Robert Wimmer
Carlos Espinosa	Craig Murray	Janine Yieh
Tim Wolfe	Alan Will	Pete Thomson
3. President Announcement
 - The Board observed a moment of silence in memory of Gary Wyatt.
 - The meeting structure has been changed slightly to reflect a few changes in Committee responsibilities and streamline the meeting.
 - **MOTION: Proposed by Ray Schulte and second by Tim Wolfe the Board approved the minutes from last meeting. Carlos Espinosa will proceed and post in the CWEA website in PDF format.**

MEETING OBJECTIVES

4. Update on By Laws
 - Will review other Member Associations' (MA) By Laws such as Georgia and Pennsylvania – no need to re-invent the wheel. Will obtain MAs concurrence before adopting.
 - Aaron Nelson will champion the effort.
5. Tax Status Update
 - Alan Will explained:
 - CWEA current IRS status is 501(C)(6) – trade association.
 - IRS status should be changed to 501(C)(3) – charitable organization.
 - In the past the Board used the services of Sandra Englund. Sandra specializes in providing legal advice to non-profitable organizations. Unfortunately, Sandra is not licensed to practice

in MD but could assist. She can also assist the Board updating the Business Practice Manual.

- Changing the IRS status is a two-step process: 1) Update the Article of Incorporation (DONE), and 2) make certain changes in the By Laws, which would require membership forum.
 - Sandra started reviewing the By Laws, making the language less specific in certain areas.
- Ray Schulte indicated that as independent corporations, the MAs have some degree of independence from WEF. Ray also indicated that the State requires CWEA to have an Agent to represent CWEA. Ray Schulte is the current agent and will remain as such.
- Alan Will recommended changing the requirement for a forum, which requires a minimum 50% response from the members. Instead take a vote at the Annual Meeting of all members present. Bob Wimmer recommended that all members be invited and allow to attend the Annual Meeting. Luncheon should then follow for those members that pay for lunch.
- Aaron Nelson requested Alan to package all information regarding the Tax Status change and summarize what has taken place. Alan will distribute to the Board prior to next meeting. Board members should review and come prepared to discuss at the next meeting.

6. Budget

- Tim Wolfe explained that the budget has been approved but changes are necessary. The Board should consider retaining the services of an accountant to keep track of income and expenses and provide regular reports to the Board. Carlos Espinosa added that having regular accounting reports will make business more transparent and easier if CWEA is ever audited.
- Budget discussions were deferred to the next Board meeting.

UPDATES

7. Schedule Events - The Board agreed to review upcoming events at every meeting, and to do a better job keeping an updated list of upcoming events posted on the website. Following is a list of upcoming events:

<u>Date</u>	<u>Event</u>
11/14/08	Collection System FOG Seminar
Spring 2009	Spring Meeting
02/06/09	Water Reuse Event
01/07/09	Join Conference Call for Papers
02/20/09	Student Career Fair
12/03/08	2009 WEFTEC Call for Papers
06/28/09	WEF Nutrient Specialty Conference

June 2009	Short Courses
June 2009	Ed Norton Open
Spring 2009	Collection System Luncheon

8. Committee Reports

- DE Trustee – Carrie DeSimone:
 - Student Fair scheduled for 02/20/08 at the Montebello WTP. Companies interested in participating must contact Janie Yieh. Alan Will provided about 75 left over flash drives from the Tri-Association Conference to give away at the fair.
 - CWEA/WFP collaboration meeting is scheduled for 11/11/08 in the evening. Carrie asked if the \$250 donation from CWEA to Engineers Without Borders (EWB) has been made. Bob Wimmer indicated that the donation has not been made. CWEA will donate a total of \$1,000, \$250 for each of the following EWB School Chapters – Johns Hopkins, University of Delaware, University of Maryland, and Howard University. Bob Wimmer wrote a \$250.00 check to the University of DE EWB chapter during the meeting, and gave it to Carrie DeSimone. (*Follow-up Note: Carrie DeSimone delivered the check at the 11/11/08 EWB meeting*).
 - The CWEA Student Activity Committee is collaborating with the EWB (University of Delaware Chapter) on fund raising activities.
 - CWEA collected \$2,695 for the Gary Wyatt Memorial Fund for Water For People (WFP). A Thank You card will be send to Gary's family.
 - The Board agreed that joining the CWEA and CSAWWA WFP committees should proceed.

- Collection System Committee – Carlos Espinosa
 - The FOG seminar is schedule for 10/14/08 and the attendance is estimated at over 120 people.
 - The CSC is proceeding with reaching out municipal government agencies about encouraging municipal employees joining the committee. A draft letter will be presented to the Board for review and approval.

- Water Reuse – Aaron Nelson reported that the yearly conference is scheduled for May-2009.

- Short Courses – Bob Wimmer recommended that the Board consider using the Kappe Fund to sponsor one individual from a small municipality to attend the Short Courses. **MOTION: Proposed by Craig Murray and**

second by Carlos Espinosa the Board approved a motion to authorize Bob Wimmer to investigate the use of the Kappe Fund to sponsor an individual from a small municipality to attend the Short Courses.

- President Elect Report – Hiram Tanner
 - Coordination meeting with representatives from WWOA took place on 10/30/08.
 - The dates for the Joint Conference were set for Sep 1 – 4, 2009 at the Clarion.
 - Several sub-committees were formed.
 - Ray Schulte was selected as Secretary for the Joint Conference Committee.
 - Calls for Papers for the Joint Conference deadline is January 7, 2009.
 - Some committee members are planning a visit to the Clarion in December to check facilities, especially for the Ops Challenge.
 - Nominations – The Board set the deadline for Award Nominations from the Committees for February 28, 2009.

- Vice President Report – Craig Murray
 - Craig Murray requested Board members to review his recent e-mail regarding “Paid Staff” and provide comments.
 - Paresh Sanghavi reported that CWEA sent \$1,000 donation to WERF. WERF has offered assistance for planning pre-conference workshops and activities.

- Secretary’s Report – Carlos Espinosa (NOTHING TO REPORT)

- Treasurer Report – Tim Wolfe
 - Budget will be discussed at the next meeting.
 - Bob Wimmer (past Treasurer) and Tim Wolfe plan to go to the bank next week to transfer signature authority.

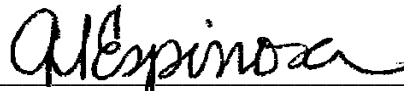
- Delegates Report – Ray Schulte/Jon Down/Bob Wimmer.
 - Ray Schulte and Bob Wimmer are in the House of Delegates Steering Committee.
 - On 10/29/08 Ray Schulte distributed to Committee Chairs and Vice-Chairs three handouts from the House of Delegates Meeting during WEFTEC in Chicago.
 - Two of the issues discussed at WEFTEC in Chicago: 1) WEF now has staff dedicated to dealing with issues from the Member Associations, and 2) All MAs Committee Chairs should be encouraged to correspond with their respective WEF Committee Chairs.

9. Next Board Meeting is scheduled for December 4th at the Blue Plains WWTP.

- ~~September 25th – WSSC, Laurel~~
- ~~November 6th – Back River WWTP~~
- **December 4th – Blue Plains WWTP**
- February 12th – Conference Call
- April 2nd – Seneca WWTP
- June 10th – KCI, Hunt Valley
- July 16th – Anne Arundel County, Riva Road

10. Meeting adjourned at 11:55 AM.

Minutes Prepared by:



Carlos Espinosa, CWEA Secretary